

# **Water Environment Association of South Carolina**



## **Organizational Manual**

**Revised February 26, 2007**

# **WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA ORGANIZATIONAL MANUAL**

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## **Section 1-Objectives and Executive Committee**

Objectives

Executive Committee

Executive Committee Meeting

Water Environment Association of South Carolina

Organizational Chart

### **OBJECTIVES**

The objectives of the Association shall be:

- The Advancement of fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- The advancement of practical knowledge in the technology, design, construction, operation, maintenance, and management of water quality control systems and facilities.
- The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance.
- The implementation of the objectives previously stated through an exchange of information and experience among its members and other interested person, by an annual meeting of its members.
- The cooperation with other organizations and agencies in efforts to obtain and maintain proper water quality control systems.
- The publication and distribution of information relating to the water quality control field.
- The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.
- The improvement of the professional status of all personnel engaged in any aspect of the water quality control field including, but not limited to, the design, management, and operation of water quality control systems.
- The stimulation of public awareness of the relationship of water resources to the general public welfare, and the need for preservation and reuse of water resources.
- The promotion of a continuing educational program leading to a professional elevation of the membership.

## **WEASC Code of Conduct**

*WEASC is committed to promoting and advancing the water environment profession and the advancement of science through the protection and enhancement of the water environment of our state.*

In furtherance of the mission of the Water Environment Association of South Carolina, and as representatives of a registered 501(c)3 organization, members of the WEASC are expected to abide by the following Code of Conduct as adopted by the Executive Committee on November 15, 2007.

Failure to comply with this Code shall preclude a member from serving on the organization's Executive Committee. In addition, any officer, chair, employee, or other agent of the Association may be removed by the Executive Committee or other authority which elected or appointed such officer, chair, employee or other agent if, in the judgment of such authority, the best interests of the Association will be served thereby.

### **Code of Conduct**

As members and representatives of the WEASC:

We shall act to provide the best possible service while preserving the public health, ensuring public safety, and being responsible stewards of our precious water resources.

We shall perform our duties and conduct our business in accordance with local, state, and federal law and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information.

We shall avoid at all costs fraudulent, criminal, malicious or knowingly wrongful conduct, and shall discourage exaggerated, unfair, or untrue statements regarding our organization and our industry.

We shall, at all times, act in good faith in the discharge of our responsibilities as an Officer, Committee Chair, District Chair, Committee member, or member at large.

We shall fully disclose financial or personal interests that could be construed as a conflict of interest with our employer or clients. In addition to disclosing this information, we shall not participate in decisions or activities in which our financial or personal relationships may be perceived as a conflict of interest.

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

We shall perform the duties and responsibilities entrusted to us to the best of our ability. We shall hold the public and organizational interest superior to personal interests and shall endeavor to ensure, through actions and leadership, that the mission and objectives of the organization are advanced.

## EXECUTIVE COMMITTEE

The Executive Committee shall be the steering body of the Association. It operates without further consent on the part of the Members.

The Executive Committee shall be composed of:

- Elected Officers
  - President
  - President-Elect
  - First Vice-President
  - Second Vice-President
  - Secretary
  - Treasurer
  - Past President
- Water Environment Federation Directors
  - Senior Director
  - Junior Director
  - Past Federation Director/Member of WEF Executive Committee
- Chair of each active District

The Executive Committee undertakes many tasks each year, such as:

- Produces four issues of the *Journal*
- Organizes Mid-Year Meeting
- Coordinates the SCEC
- Organizes the Operator Conference
- Supports Operations Challenge
- Administers the Scholarship Program
- Recognizes outstanding achievements through the Awards Program
- Tracks pending legislation
- Solicits memberships
- Raises funds
- Supports the Certification Board
- Provides continuing education opportunities
- Conducts business meetings that direct activities
- Coordinates activities with SCAWWA

The Executive Committee follows Robert's Rules of Order, enabling the committee to arrive at the majority opinion in a fair and accurate manner. The rules are founded on the principles of courtesy and justice to all, partiality to none; for the orderly consideration of one subject at a time, the rule of the majority, and protection of rights; 1) Rights of the majority; 2) Rights of the minority; 3) Rights of the absentees; 4) Rights of the individual members and 5) Rights of the assembly. A copy of Robert's Rules of Order is located in Appendix B.

All motions resulting in policy are given in Appendix C.

## **EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee is required to meet annually at the Annual Conference. Meetings, however, are generally held more frequently.

Executive Committee meetings are held for the purpose of conducting the general administration and business of the Association. All working committee chairs are to present first hand reports on committee activities at all Executive Committee meetings and to participate in the conduct of Association activities. The meetings are open to all Members.

A typical agenda follows.

### **Typical Executive Committee Agenda**

1. Call to order
2. Opening Prayer
3. Approval of previous minutes
4. Remarks by the President
5. Secretary's report by Secretary
6. Treasurer's report by Treasurer
7. Executive Director's Report
8. WEF Report by Senior Director
9. District Reports by District Chairs
10. Committee Reports
11. Special committee reports, i.e. Ad Hoc, etc.
12. Old Business
13. New Business
14. Announcements
15. Adjournment

## **WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA**

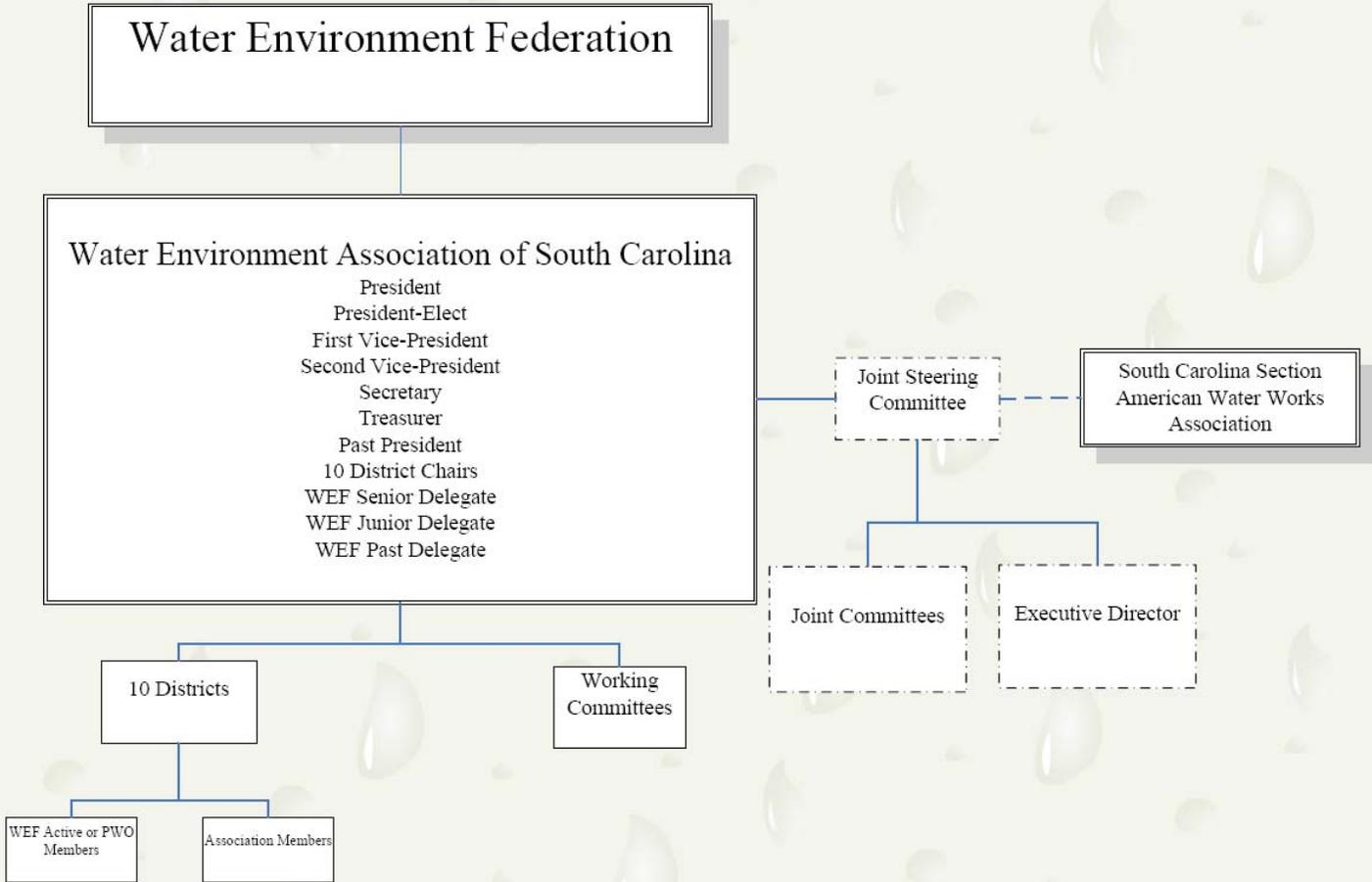
The Water Environment Federation (WEF) is a federation of Member Associations (MA) located in all 50 states and throughout the world. Each MA has its own organizational structure but its governing body is the Board of Directors, which includes Directors representing each MA. The MA for South Carolina is the Water Environment Association of South Carolina (WEASC). WEASC has two Directors.

The MA has its own objectives and governing procedures that are in accordance with WEF policies. WEASC reports Federation activities regularly at the Executive Committee meetings.

Association members are eligible voting members, may serve and chair working committees and may take part in all business meetings. To hold Association and Federation office, chair a District, or serve on the Nominating Committee, you must be a member of WEF.

# WEASC ORGANIZATIONAL CHART

Tuesday, January 09, 2007



## **SECTION 2-Officers**

President

President Elect

First Vice-President

Second Vice-President

Secretary

Treasurer

Past President

Executive Director

Association Manager

## **PRESIDENT**

### **Duties:**

1. Serves as Chief Executive Officer of the Association.
2. Presides at all meetings of the Association and the Executive Committee.
3. Serves as voting member of the Executive Committee in case of a tie vote of the Executive Committee.
4. Appoints all working Committees and their Chairs. Serves as an Ex-Officio member of all working Committees.
5. Recommends to the Executive Committee appointees to State regulatory committees, Commissions, task forces, etc. as requested.
6. Sets agendas of all meetings of the Association and the Executive Committee meetings.
7. Notifies the Secretary and Treasurer at least fifteen days in advance of meetings.
8. Establishes the theme of the Association for the year.
9. Serves on the Joint Steering Committee.
10. Serves on the Conference Management Committee and the Long Range Planning Committee.
11. Represents and promotes the Association.
12. Presents a report for the calendar year at the Annual Meeting of the Association.

### **Qualifications:**

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## **PRESIDENT-ELECT**

### **Duties:**

1. Reports to the President.
2. Assumes office of President in case of illness or absence at any time President so delegates.
3. Assists President as necessary in formation of goals for the Association.
4. Serves as voting member of the Executive Committee.
5. Appoints working Committees' Chair-Elects. Serves as an Ex-Officio member of all working Committees.
6. Prepares and plans goals for following year as President.
7. Chairs the Budget and Finance Committee.
8. Prepares budget for Association through solicitation of information from Districts, Committees, and Executive Committee.
9. Submits a Draft Budget to the Executive Committee at the meeting prior to the last Executive Committee meeting of the year.
10. Plans the Annual Retreat of the Association's Executive Committee and Committee Chairs.
11. Serves on the Joint Steering Committee. Serves as Joint Steering Committee Chair for odd-year conferences.
12. Serves on the Conference Management Committee and the Long-Range Planning Committee.
13. Presides over the Association Awards Luncheon.

### **Qualifications:**

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## **FIRST VICE-PRESIDENT**

### **Duties:**

1. Presides at all meetings of the Association and the Executive Committee meetings in the absence of the President or President-Elect or as requested by the President.
2. Serves as coordinator of District Activities.
3. Responsible for arranging for the keynote speaker and the invocation at the Operators' Breakfast. Should involve the Operations Challenge and Tapping Contest winning teams. If desired, PWO Committee may present the awards for the winners of the current Operations Challenge.
4. Appoints Vice Chair to the Program Committee as well as any other working committee that regularly appoints a Vice Chair. Serves as Ex-Officio on all working committees.
5. Begins to organize long range and short range goals of Association into plans with Executive Committee and serves on the Long Range Planning Committee.
6. Serves on the Joint Steering Committee and the Conference Management Committee.
7. Serves as Chair-Elect of the Budget and Finance Committee.

### **Qualifications:**

Active, PWO, Federation Honorary or Federation Life Member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## **SECOND VICE-PRESIDENT**

### **Duties:**

1. Presides at all meetings of the Association and the Executive Committee meetings in the absence of the President, President-Elect, or First Vice President or as requested by the President.
2. Subject to chairing Ad Hoc committees or given special assignments at the discretion of the President.
3. Serves on the Long Range Planning Committee.
4. Serves as Vice Chair of the Budget and Finance Committee.

### **Qualifications:**

Active, PWO, Honorary or Life Member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## **SECRETARY**

### **Duties:**

1. Reports to the President or the President's designee.
2. Serves as voting member of the Executive Committee.
3. Serves on the Joint Steering Committee.
4. Maintains a complete record of all activities and transactions of the Association and the Executive Committee.
5. Provides minutes of all Executive Committee meetings or meeting of the Association.
6. Oversees notification to the members of the Executive Committee of all official meetings of the Association at least 15 days in advance of the meeting.
7. Oversees notification of the Association's Annual Meeting at least 30 days in advance of the meeting.
8. Coordinates registration at Association functions. Alternates registration duties for SCEC with SCAWWA Secretary. Registers officers of Association for SCEC.
9. Performs other duties as assigned by the Executive Committee.
10. Assures that the Association Awards and Plaques are ordered for presentations at SCEC.
11. Coordinates printing of Association Awards brochures.
12. Coordinates Executive Committee meetings and the Annual Meeting with President.
13. Reviews membership records to determine eligible for the Association Life Member membership classification and presents names to the Executive Committee.

### **Qualifications:**

Active, Honorary or Life Member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed. Secretary should give one (1) year's notice of intent to resign.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## TREASURER

### **Duties:**

1. Reports to the President or the President's designee.
2. Keeps all financial records of the Association. Receives all funds payable to the Association. Pays all approved expenses of the Association.
3. Invests the funds of the Association as directed by the Executive Committee.
4. Serves as voting member of the Executive Committee.
5. Oversees that all monies due to the Association and the Federation are in proper Accounts and custody; responsible for maintaining the financial records of the Association; responsible for receipt of all funds payable to the Association and payment of the expenses and indebtedness of the Association; and invests funds as directed by the Executive Committee.
6. Presents at the Association's Annual Meeting an annual financial report to include a financial statement showing expenditures and income associated with the Association.
7. Presents to the Executive Committee a written report showing amounts budget and the amounts received and spent for each line item in the Association's Annual Budget at the close of the Association's budget year. This report shall be published by the second copy of the *Journal* after the Annual Meeting.
8. Consults with the officers of the Association as to custody and investment of funds and preparation of an annual budget.
9. Coordinates and provides financial information to the Budget and Finance Committee of the Association as required.
10. Oversees the preparation of IRS Tax forms, as required.
11. Serves on the Budget and Finance Committee.
12. Performs other duties as established by the Executive Committee.

### **Qualifications:**

Active, Honorary or Life Member of the Association in good standing. The Treasurer must be able to be bonded and once elected obtain the necessary bond.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed.

### **Method of Election:**

Elected by majority vote of a quorum of eligible members at the regular Annual Meeting of the Association held during the Annual Conference.

## **PAST PRESIDENT**

### **Duties:**

1. Reports to the President.
2. Serves as resource to the President based on past experience.
3. Serves on the Scholarship Committee for a five year term.
4. Serves as voting member of the Executive Committee.
5. Serves on the Joint Steering Committee.
6. Serves as Chair of the Long Range Planning Committee. Facilitates Association's Officers' Dinner Meeting at the Annual Retreat.
7. Serves as Executive Committee Liaison to the budget and Finance Committee.

### **Qualifications:**

Active, PWO, Federation Honorary or Federation Life member of the Association in good standing. Served as President of the Association.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed. The term shall begin at the conclusion of the Annual Meeting of the Association.

## **EXECUTIVE DIRECTOR**

### **Primary Function:**

Serves as the Executive Director of the South Carolina American Water Works Association and Water Environment Association of South Carolina under the general supervision of the Joint Steering Committee of the two Associations. Directs all administrative and operational activities and programs in support of the SCAWWA/WEA mission.

### **Responsibilities and Authority:**

1. Assumes responsibility for the daily operation of the SCAWWA/WEA.
2. Conducts all business for SCAWWA/WEA in compliance with the Associations' Bylaws and federal and state non-profit corporate status.
3. Coordinates the activities of the SCAWWA/WEA.
4. Assumes responsibility for the financial management of the day-to-day operations of the SCAWWA/WEA.
5. Assists the Finance Committee(s) in the development of the annual budget for approval by the respective organizations. Ensures the Associations operate with the approved budget.
6. Reviews, approves, and executes all contracts with hotels or other procurement of services as directed by the Joint Steering Committee.
7. Maintains official records of the SCAWWA/WEA including financial, minutes (as received from the Secretary), policies and procedures manuals, Constitution and Bylaws, Business Plans, etc.
8. Advises and makes recommendations to the Joint Steering Committee with respect to programs, finances, policies, etc.
9. Prepares the Regular Executive Committee(s) and Joint Steering Committee meeting agendas with the assistance of the Chair/President.
10. Attends Executive Committee and Joint Steering Committee meetings.
11. Assists in the development, implementation and monitoring of the Association's Business Plans.
12. Serves an ex-officio member of and attends meetings of appropriate Ad Hoc committees.
13. Implements the policies of the Joint Steering Committee.
14. Keeps the Executive Committee(s) and Joint Steering Committee fully informed of the conditions of the Associations and other factors that may have an impact.
15. Compiles and coordinates the scheduling of Association activities to avoid conflicts, and maintains a yearly calendar of events.
16. Assist in the coordination of the Annual Conference, Collection & Distribution Schools, and any other conferences, seminars and workshops.
17. Coordinates the printing of Association(s) brochures and mailings.
18. Provides for the registration of attendees for the Associations' events.
19. Manages the Professional Development Hour and Continuing Education Hour tracking Program.

20. Develops and maintains an effective communications program with the membership, Executive Committee(s), Joint Steering Committee, and Committee Chairs.
  21. Publishes the Associations' newsletter with input from the committee chairs.
  22. Maintains and regularly updates the Associations' websites.
- Executive Director, Continued*
23. Maintains the membership database and updates as information becomes available from AWWA and WEF. Assists Membership Committee.
  24. Assists in the preparation and delivery of the Committee Chair and Executive Committee(s) Planning Retreats.
  25. Hires and fires all personnel. Establishes and maintains a sound organized structure for the staff.
  26. Conducts regular performance reviews of all staff members and operates within an established performance management and compensation system.
  27. Coordinates representation before the South Carolina Legislature and its elected representatives as needed an appropriate.
  28. As requested by the Joint Steering Committee, represents the Associations in dealing with government agencies and coordinating forums for exchange of information between the Associations and regulatory agencies.
  29. Provides pertinent information to the Executive Committee(s) and joint Steering Committee and appropriated committees from the national associations.
  30. Develops, recommends, and implements policies as directed by the Joint Steering Committee. Develops materials for a policies and procedures manual.

**Relationships:**

1. Serves as a staff liaison to all SCAWWA/WEA committees.
2. Maintains and develops relationships with other organizations that will enhance the mission of the SCAWWA/WEA.

## **ASSOCIATION MANAGER**

### **Primary Function:**

Serves as the Association Manager of the South Carolina American Water Works Association and Water Environment Association of South Carolina (SCAWWA/WEA) under the direct supervision of the Executive Director. Assists in all administrative and operational activities and programs in support of the SCAWWA/WEA mission.

### **Responsibilities and Authority:**

1. Conducts all business for SCAWWA/WEA in compliance with the Associations' Constitution and Bylaws and federal and state nonprofit corporate status.
2. Enters all deposits and accounts payable into accounting software.
3. Assists the Executive Director and the Finance Committee in the development of the annual budget.
4. Attends Committee meetings as requested by the Executive Director.
5. Assists in the development and implementation of the Associations' Business Plans.
6. Assists the Executive Director in compilation and coordination of the scheduling of Association activities to avoid conflicts, and assists in maintaining a yearly calendar of events.
7. Assists in the coordination of the Annual Conference, Collection & Distribution Schools and any other conferences, seminars and workshops.
8. Assists the Executive Director in the publication of Association brochures and mailings.
9. Assists the Executive Director in the maintenance of the Associations' websites.
10. Provides for the registration of attendees for the Associations' events.
11. Assists Executive Director in the management of the Professional Development Hour and Continuing Education Contact Hour Tracking Program.
12. Develops and maintains effective communications with the membership, Committee Chairs, the Executive Director and the Executive Committees.
13. Assists the Executive Director in the publication of the Associations' newsletter with input from the committee chairs.
14. Assists the Executive Director in the maintenance of the membership database and updates as information becomes available from AWWA and WEF. Assists Membership Committee.
15. Assists in the preparation and delivery of the Committee Chair/Vice-Chair and Joint Steering Committee Planning Retreat(s).
16. Assists Executive Director in the development of materials for a policies and procedures manual.
17. Processes mail, answers phone and relays correspondence as appropriate.

### **Relationships:**

1. This position is supervised directly by the Executive Director.

## **SECTION 3-Districts**

District Chairs

District Boundaries

Additional District Rules

District Chair Handbook

District Membership Guide

## **DISTRICT CHAIRS**

Each District shall elect officers annually to be confirmed by the Executive Committee. The officers shall be elected and names submitted to the Secretary no later than thirty (30) days prior to the Annual Meeting of the Association.

### **Duties:**

1. Reports to the President or the President's designee.
2. Serves as a voting member of the Executive Committee.
3. Attends the Executive Committee meetings.
4. Presents a report on District activities at each Executive Committee meeting.
5. Reports to the District all actions taken by the Executive Committee as well as any other essential information made available at the Executive Committee meeting.

### **Qualifications:**

Active, PWO, Federation Honorary or Federation Life member of the Association in good standing.

### **Term of Office:**

One (1) year or until a successor has been elected and qualified or appointed. The term shall begin at the conclusion of the Annual Meeting of the Association held during the Annual Conference.

### **Method of Election:**

Elected at a District meeting held no later than thirty (30) days prior to the Annual Meeting of the Association.

**Liaison:** President

## **DISTRICT BOUNDARIES**

1. **Blue Ridge Foothills** - Anderson, Greenville, Oconee, Pickens, and Spartanburg
2. **Upper Savannah** - Abbeville, Edgefield, Greenwood, Laurens, McCormick, and Saluda
3. **Capital** - Fairfield, Newberry, Lexington, and Richland
4. **Swamp Fox** – Clarendon, Kershaw, Lee and Sumter
5. **Pee Dee** – Chesterfield, Darlington, Dillon, Florence, Marion, and Marlboro
6. **Catawba** – Cherokee, Chester, Lancaster, Union, and York
7. **Low Country** – Berkeley, Charleston, and Dorchester
8. **Sea Island** – Beaufort, Colleton, Hampton, and Jasper
9. **Lower Savannah** – Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg
10. **Waccamaw** – Georgetown, Horry, and Williamsburg

## **ADDITIONAL DISTRICT RULES**

Each District may include additional rules specific to its District that are consistent with the Association. Items to consider include:

1. Duties of the District officers
2. Committees/Description/Appointments
3. District Executive Committee
4. Amending Rules
5. Quorum
6. Election of District Officers/Terms of Office

**Water Environment Association of South Carolina.**

130 Gibson Rd.  
Lexington, SC 29072  
803-939-9574

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**DISTRICT CHAIR**

**HANDBOOK**

Revised  
July 2011

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Hold District meetings	
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## **INTRODUCTION**

The position of District Chair is very important in the organization of the WEASC. The most important function of the Chair is to lead the District by establishing, enhancing, and maintaining a close relationship between individual members and the Association. As a member of the Association Executive Committee, the District Chair serves as a direct conduit between District members and the EC, assuring that their interests and concerns receive prompt attention.

The progress of the entire organization is strongly dependent on the District Chair and it is important that each Chair establish and maintain a high profile among members and potential members. Each Chair is expected to hold regular District meetings (at least quarterly), and to coordinate the operations of the Association within the District.

The foundation of our organization(s) is our members, and promotion of membership in the Association is an important function of our District Chairs, as is promotion of membership in the Water Environment Federation (WEF) and American Water Works Association (AWWA). Familiarity with the members and facilities within the District serves as a base for recruiting new members, enlisting aid with District/Association activities, and developing meaningful recommendations for District, Association and Federation awards.

The information in this handbook is intended to serve as a guide to the District chair in the implementation of District activities, but is not intended to limit those activities. Circumstances vary and modification of the procedures suggested here may be necessary to fit a particular situation within the scope of the Association's Bylaws and Policies. Each District Chair is asked to report any significant changes that he or she intends to implement to the 1<sup>st</sup> Vice President of the Association. Each District Chair is urged to maintain contact with the Association Executive Director and staff, or any of the other officers of the Association for advice and assistance at any time.

## **DUTIES OF THE DISTRICT CHAIR**

### **1. Represent District at Association Executive Committee Meetings.**

District Chairs are members of the WEASC Executive Committee and are expected to attend EC meetings during the year or send a proxy in their absence. (Proxies may give District reports but cannot vote.) At least five (5) Executive Committee meetings are held each year. The District Chair has the privilege and responsibility of voting on Association business items, and is required by Association Bylaws to be a member of the Water Environment Federation.

Executive Committee meetings usually include a complimentary meal. Each member of the Executive Committee is expected to pay his or her own travel expenses to attend Executive Committee meetings. Exceptions must be approved by the Association Executive Committee. As a matter of policy, the Association will not pay travel expenses for volunteers except in extreme cases. This policy does not preclude reimbursement on the District level.

### **2. Support Association Rules and Policies**

Each District Chair is expected to read the WEASC Organizational Handbook and Bylaws. These documents provide knowledge and understanding of the Association's policies. A working knowledge of the Bylaws and Policies is beneficial when voting on Association business and performing duties as an official representative of the Association. Regular attendance at Executive Committee meetings is essential for understanding the policies of the Association.

### **3. Coordinate and Oversee District meetings.**

District meetings should be held at least quarterly, with technical programs on industry topics included. The Chair should become familiar with and use Robert's Rules of Order when conducting District business meetings. The Association's 1<sup>st</sup> Vice President serves as District Chair Coordinator, and is available to help you upon request.

#### **A. Obtain sponsors if desired.**

A variety of prospective water and wastewater sponsors are available to support District operations. Some suggestions for sources of sponsorship are:

- Chemical manufacturers and distributors
- Water and wastewater equipment manufacturers
- Architectural and engineering firms
- Consulting engineers
- Private contractors

Prior to contacting a sponsor, establish a range for anticipated costs based on previous District meetings. Once a sponsor has made a verbal commitment, send the sponsor a confirmation letter. (You may generate the letter with the terms of the sponsor's agreement, and request that he return a signed copy to

you for verification.) Sponsors usually designate the level (amount) or sponsorship (dollar amount). You should consider and stay within established boundaries; this may be calculated by estimating number of persons expected to attend, and the cost of the meal per person.

New District Chairs may want to contact previous District Chairs and seek advice on holding meetings and estimating the number of attendees; minutes of previous meetings and prior District reports are also helpful. You might consider having multiple sponsors for a meeting to offset cost if necessary.

Keep in mind that a District Chair, in cooperation with the District Executive Committee, may plan a District meeting when and where they choose without requirement of sponsorship; many District meetings request a fee from attendees to cover meeting and/or meal expenses.

**B. Locate speakers and establish training topic(s)**

Your confirmed sponsor may choose to supply the speaker(s) and specific topic. Keep in mind that the topic should be related to the water and/or wastewater field, and should be kept as **generic as possible to avoid the appearance of an advertising or marketing session for the sponsor.** It is imperative that Association functions, including District Meetings, not be perceived as advertising or endorsement for any particular firm or product, per Association policy.

**C. Select meeting location**

Your meeting place should be large enough to accommodate the expected group. If you hold your meeting at a public restaurant, a private room is a must.

Keep in mind that District members planning to attend may not be familiar with the area, so the meeting place should be easy to locate. It is highly recommended to vary meeting locations throughout your District..

Confirm price, date, time and type of meal to be served with manager of establishment. Inquire about group rates and if there is a fee for using the private dining room.

If you are planning an event involving alcoholic beverages, you must follow the Association policy regarding such. Contact the Association Office or the WEASC President if you have questions about this matter

If you are holding the event at a location that does not serve food, and wish to engage the services of a caterer, **the catering service must have a valid SC business license and provide proof of liability insurance coverage.**

Business transactions between actively serving Association Officers and the Association/Districts is prohibited according to the Association's Conflict of

Interest policy. If you have questions concerning this matter, contact the Association Office.

**D. Coordinate date, time and location with sponsor(s) and speaker(s)**

Select several potential meeting dates that do not conflict with previously scheduled events and for which the meeting establishment is available; check the Association calendar (on the website at [www.weasc.org](http://www.weasc.org)) or the Association Office (803-939-9574). Contact your sponsor and/or speakers to coordinate the best date. Once a date has been established, reserve the location.

**E. Prepare meeting notice**

Information should be provided to the District Secretary in ample time to ensure distribution to the membership, at least thirty (30) days ahead of the scheduled meeting date whenever possible. Notice of the meeting should be shared with the Association Office for inclusion on the Association calendar, and may be announced at Executive Committee meetings, if timely.

Information to include in meeting notice: Time, Location, Program, if a meal is included, if the meal is sponsored or Dutch treat (when Dutch treat, indicate the approximate cost when appropriate), if reservations are required and if the meeting is open to spouses and/or non-members, or if you have invited the a special guest to attend as a guest of the Association. If your meeting is Dutch treat, you may elect to include guests and members' spouses. If your meeting has a sponsor, check with them to see if others may be included; remember, they are paying the bill.

The physical address should be accurate and complete; it is desirable to use clear and concise directions instead of or in addition to a map. Include a telephone number when possible. When reservations are required, specify the name, address and telephone number of the person accepting reservations. Include a deadline for responding for an accurate headcount, generally 3-5 days prior to the event.

If there is a cost to the District such as a charge for the meeting room which is not being covered, this must be pre-approved by the District's Executive Committee. As a general rule, District Meetings are expected to be self-supporting.

**F. Prepare handouts for District Meeting (OPTIONAL)**

You may elect to use handouts at your meetings; these can be created by you, your sponsor and/or speaker. Association membership brochures, as well as WEF and AWWA membership applications, should be available at every District Meeting.

A number of resources are available for obtaining handout materials:

EXAMPLES: Water Environment Association of South Carolina  
([www.weasc.org](http://www.weasc.org))  
South Carolina Section-American Water Works Association  
([www.scawwa.org](http://www.scawwa.org))  
Water Environment Federation ([www.wef.org](http://www.wef.org))  
South Carolina Department of Health and Environmental  
Control ([www.scdhec.org](http://www.scdhec.org))  
U.S. Environmental Protection Agency ([www.epa.gov](http://www.epa.gov))

**G. Agenda Items**

At a minimum the following items should be included on the agenda of the business portion of the meeting:

- 1) Call to order
- 2) Minutes of last meeting (vote required to accept)
- 3) Secretary's Report
- 4) Treasurer's Report
- 5) Update from the WEASC Executive Committee<sup>1</sup>
- 6) Water Environment Federation Report<sup>2</sup> (optional)
- 7) American Water Works Association Report<sup>3</sup> (optional)
- 8) Committee reports (as necessary)
- 9) Old Business (vote may be required)
- 10) New Business (vote may be required)
- 11) Announcements
- 12) Adjournment

**I. Certificate of Attendance/Attendance Record**

Most of the operators who attend your District Meetings and training will want to receive credit for continuing education contact hours for license maintenance. A record of attendance should be maintained by the District's Secretary. It has been determined by LLR that it is the responsibility of each operator to maintain records of contact hours earned.

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<sup>1</sup> To be given by District Chair or Association President, if attending meeting.

<sup>2</sup> To be given by a WEA representative, if attending meeting.

<sup>3</sup> To be given by an AWWA representative, if attending meeting.

**J. Resources for District Meetings**

1. Association Education Committee: a list of Training Programs/Seminars on water, wastewater, safety, etc. topics is maintained by this Committee and is available on the website. Check the current Committee List (also posted on the website) for the name and contact information of the current Education Committee Chair.
2. Plant Tours: Some cities or counties will host a facility tour. Tours are very popular and a good educational tool. In some cases, the facility may provide a meal.
3. South Carolina Environmental Certification Board: Licensing rules and regulations is always a popular topic. Contact the Chair of the Environmental Certification Board Liaison Committee, your nearest Board of Certification Member or coordinate with LLR/ECB staff at (803) 896-4430.
4. SCDHEC Updates: South Carolina Department of Health and Environmental Control Office of Public Information (803-734-5200) also has a variety of informational programs for District Meetings.
5. AWWA: The South Carolina Section Chair can provide speakers on a variety of topics aimed at a number of different audiences, depending on your needs.
6. Red Cross: CPR and First Aid are always popular topics for District Meetings.
7. Your chemical supplier or American Chemical Society may be able to provide a speaker for seminars.
8. Association Safety Committee Chair
9. District Notices: Watch other District notices and reports. Contact other District Chairs to see if a particular program was successful, and obtain information on duplicating the program in your District.

**4. Promote membership in District/WEASC**

District Chairs are considered to be members of the Association's Membership Committee. The District Chair should contact the Membership Committee Chair to become familiar with recruitment plans statewide and/or in the Districts. The Association's website includes information on the Association which should be made available at District meetings and when contacting potential members in the District. District Chairs should visit the appropriate websites and/or contact the Association Office for applications and additional information on WEF.

An active membership list for individual Districts can be made available to the District Chairs from the Association Office upon request. These reports can be specially formatted to sort by employer, city, etc. as desired. Compare it with your last roster for names of members who have let their membership lapse. You may be able to re-recruit them or enlist their replacement (if they have left an employer). Use the roster to identify markets/groups that are either not represented or under-represented in the Association. Target these areas for recruitment. Deliver membership information and other materials; follow-up with a phone call or visit.

**5. Publicize District Activities**

As District Chair, you have the opportunity to publicize events, activities, individuals, etc., within your District through the WEASC/SCAWWA's quarterly publication – the Journal, the Association Calendar, posted on the website.

The Journal is a full color printed magazine, published quarterly. It can accommodate a wide variety of charts, photos, etc. All graphic material should be in “jpg” format. Articles, reports, etc., should be submitted electronically as a Word document. **Check website for material submission deadlines and publication dates or contact the Executive Director.** Mark the deadlines on your calendar to assure timely delivery of material. Send materials and questions to either the JOURNAL Editor or the Association Office at:

WEASC  
130 Gibson Rd.  
Lexington, SC 29072  
(803) 358-0658  
[cindy@weasc.org](mailto:cindy@weasc.org)  
or  
[susana@weasc.org](mailto:susana@weasc.org)

**6. Nominate candidates for Association and WEF awards**

The Association has a formal awards committee which determines recipients for a number of awards and special recognition. The District Chair is responsible for soliciting nominations from District members and personally nominating candidates. Awards and recognition fall into three basic categories: Individual Association Awards and Recognition; Individual WEF Awards and Recognition; and Awards for Municipal and Industrial Water Pollution Control Facilities. A list of awards, award criteria, and previous award winners are included in the Organizational Manual and may be found on the website at <http://www.weasc.org/Awards.htm>.

**7. Hold Joint Meetings**

Other organizations or individuals offer training seminars that may be of interest to your District members. Examples are non-profit organizations such as the South Carolina Rural Water Association and the American Chemical Society, and individual companies such as equipment manufacturers. It may be possible to hold an Association District Meeting in conjunction with another organization's training event. Prior to making such

arrangements, contact the Executive Director to see if this is appropriate. If so, the work for organizing the meeting can be shared with the partnering organization(s) and the target audience may potentially be increased.

**8. Attend the Annual Joint Planning Retreat**

The Joint Planning Retreat, typically held in January, is a critical event for both incoming and outgoing District Chairs. The Retreat, involving both the WEASC and SCAWWA, is a chance to familiarize yourself with the processes and procedures of the Association, meet other Chairs and Executive Officers, and ask questions. It is extremely helpful to familiarize yourself with the WEASC Organizational Manual prior to the Retreat. (If you do not have an Org Manual, please contact the Association Office or download a copy from the WEASC website.)

Additional training and informational meetings may be held during the year as part of or in addition to Executive Committee meetings.

## **POINT OF CONTACT**

The Association Office shall be the point of contact for the District Chair regarding:

- Training Opportunities
- Government Affairs
- Administrative Items
- Communication/Newsletter/Journal
- Membership
- Association Policies and Procedures/Legal matters/Insurance issues

## **CONTACT HOURS RECEIVED FOR CERTIFICATION MAINTENANCE**

The South Carolina Department of Labor, Licensing, and Regulation and the/ SC Environmental Certification Board have established requirements for operator certification renewal under South Carolina Regulation Chapter 51, which includes continuing education credit. In order to provide continuing education credit for District meetings and or functions sponsored by the District the following must be accomplished:

1. Retain a copy of enrollment or “sign-in” sheet for any meeting/function for at least a three (3) year period. Copies of the above should be readily available to certificate holders for verification of attendance. (These records should be maintained by the District Secretary on a continual basis.)
2. A document containing the Instructor/Speaker’s name, qualifications, length of instruction, and topic delivered should be retained for a period of at least three (3) years. (A training outline or agenda will suffice for this, provided all the information indicated is included.)
3. Remember that it is ultimately the responsibility of each individual to maintain his or her continuing education records. The Association and Districts assist in this effort, but it is up to the individual to request a copy of necessary records from the District Secretary or Association Office; they are not automatically provided.

Although the Board does not pre-approve training, they will be glad to answer questions concerning this or any topic. Guidelines for appropriate continuing education subjects are posted on the Board’s website at <http://www.llr.state.sc.us/POL/Environmental/>

South Carolina Department of LLR  
Board of Environmental Certification  
Post Office Box 11409  
Columbia, South Carolina 29211-1409  
(803) 896-4430

## **ELECTION OF DISTRICT OFFICERS**

It is recommended that you adhere to the following procedure for election of District Officers. Elected officers should understand their responsibilities and duties prior to accepting the nomination. The District Chair should provide this information to the candidates for office prior to their election; the information may be found in the WEASC Organizational Manual and (possibly) the District's Rules and Regulations.

1. The District Nominating Committee shall be elected by the District membership at the business meeting one year in advance of the time that they are to bring recommendations for the elective officers of the District. The nominating committee for the District will be elected each year from the floor with a minimum of seven (7) persons being nominated and the membership voting in secret ballot for five (5) of the seven (7). The five (5) receiving the highest votes shall be declared the nominating committee for the following year, with the one (1) receiving the highest vote being the Committee Chair.

The District Nominating Committee shall present at least one (1) name for each of the elected officers of the District at the regular business meeting of the District immediately preceding the annual business meeting of the Association (SCEC in March). At least two (2) minutes shall be reserved to receive additional nominations from the floor after which a single majority vote of a quorum of eligible members present shall constitute an election.

The slate of elected District officers shall be submitted to the Association Secretary at least 30 days prior to the annual business meeting of the WEASC during the Annual Conference (SCEC) for presentation to and affirmation by the Association Executive Committee. It is recommended that the District also provide the list of elected officers to the Association Office for maintenance of the Master Committee List.

## DISTRICT FINANCES

Each District may maintain a checking account. The account is to be listed under the name of the Water Environment Association of South Carolina with the District name as the sub-name (i.e. Water Environment Association of South Carolina, Blue Ridge Foothills District). The account is to be registered as a not-for-profit 501 (c)(3) corporation account. The Association's Tax Identification Number, as issued by the IRS, is available from the Association's Treasurer or Association Office and should be used to identify the account. Also, if required by the financial institution, a copy of the Association's Certificate of Incorporation as issued by the State of South Carolina is available from the Association Office. The signatories for the account shall be the District Treasurer and the Association Treasurer. An additional signatory may be added, to be designated as "Assistant District Treasurer." All signatories must be active Officers of the District and will be bonded through the Association. Names of District signatories should be provided to the Association Office upon request, and must be provided to the auditor during the annual Association audit.

Each District shall maintain financial records corresponding to the Association's fiscal year of April 1<sup>st</sup> through March 31<sup>st</sup>. The records are to be used for preparing a report for the Association Treasurer and auditor in filing IRS Form 990 and for the District's self-audit. Guidelines for the Association Treasurer's report and the self-audit are available from the Association Treasurer or Association Manager.

An Ad Hoc Committee was formed to review the district financial policies and has established simple guidelines for the districts. Prior to the new (Association) year (when officers are sworn in: annual business meeting) each district will establish the amount of funds needed to sustain positive cash flow for the operation of the District during the year. Any funds over and above the amount established for the District operating account is to be used to further the goals of the Association, such as contributions to the Legacy of Learning or the Operations Challenge Team. **NO ACCOUNTS OTHER THAN A SINGLE OPERATING ACCOUNT SHALL BE MAINTAINED.** If unforeseen circumstances dictate that additional funds are needed during the year, requests for funds can be made to the Executive Committee, as committees do for non-budgeted projects or items. For the purpose of showing "management" over the accounts, as required by law for a not-for-profit organization [501(c)(3)], the amount of operating funds requested by each district (annual operating budget) will be submitted to the Executive Committee for approval and made a part of the record. This submittal shall be made to the Executive Committee prior to the Annual Business meeting during the South Carolina Environmental Conference. This submittal will be separate from the Association's general budget planning process, which involves all Association Committees and the general operations of the Association.

The District will provide a monthly summary of its financial activities to the Association Office. This information will be utilized to reconcile the Association's operating records and prepare the annual IRS Form 990.

Duties and responsibilities of the District Treasurer include:

- Establish not-for-profit corporate checking account under the name of Water Environment Association of South Carolina with the District as the sub-name. Register the account with the Association's Tax Identification Number. Properly complete signatory card with Association Treasurer and District Treasurer as signatories.
- Properly complete new signatory card when District Treasurer and/or Association Treasurer changes.
- Properly document all financial activities for the District. Document all funds received and all funds disbursed for expenses. Maintain records of and receipts for all transactions. Submit to Association Manager monthly for account reconciliation.
- Maintain all financial records for the District. Prepare report for Association Treasurer and make records available for District's self-audit.
- Provide financial information to the District and the Association Office, as required.

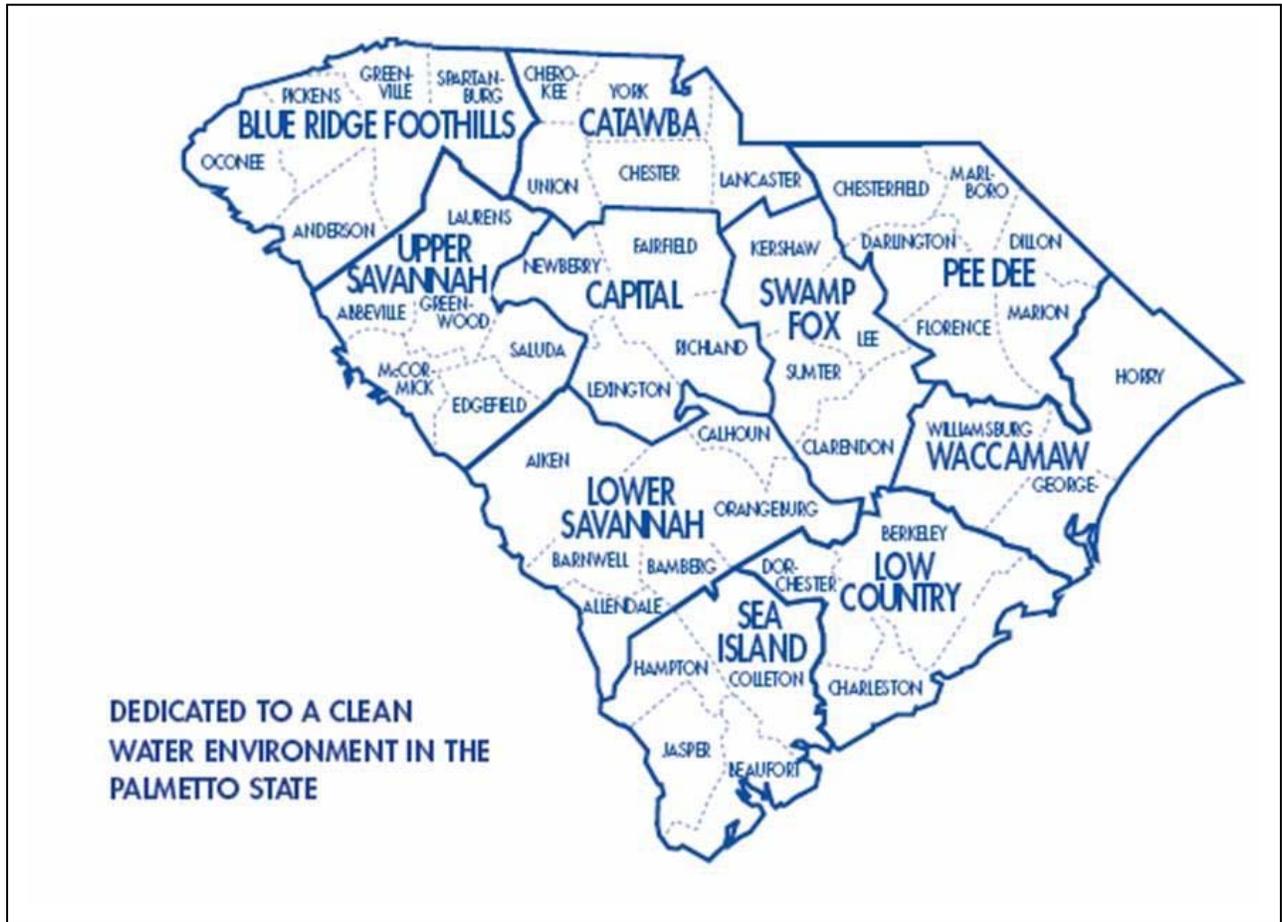
## **ADDITIONAL DISTRICT RULES**

Each District may include additional rules specific to their District not inconsistent with the Association. It is recommended that any major changes to district rules be reviewed by the Bylaws and Resolutions Committee of the Association prior to implementation, to insure consistency with the bylaws of the Association. Items to consider are:

- Duties of District Officers
- Committees/Description/Appointment
- District Executive Committee
- Amending Rules
- Quorum
- Election of District Officers/Terms of Office

# APPENDIX 1

## District Map



## **APPENDIX 2**

### **District by Counties**

#### **BLUE RIDGE**

Anderson  
Greenville  
Oconee  
Pickens  
Spartanburg

#### **CAPITAL**

Fairfield  
Lexington  
Newberry  
Richland

#### **CATAWBA**

Cherokee  
Chester  
Lancaster  
Union  
York

#### **LOW COUNTRY**

Berkeley  
Charleston  
Dorchester

#### **LOWER SAVANNAH**

Aiken  
Allendale  
Bamberg  
Barnwell  
Calhoun  
Orangeburg

#### **PEE DEE**

Chesterfield  
Darlington  
Dillon  
Florence  
Marion  
Marlboro

#### **SEA ISLAND**

Beaufort  
Colleton  
Hampton  
Jasper

#### **SWAMP FOX**

Clarendon  
Kershaw  
Lee  
Sumter

#### **UPPER SAVANNAH**

Abbeville  
Edgefield  
Greenwood  
Laurens  
McCormick  
Saluda

#### **WACCAMAW**

Georgetown  
Horry  
Williamsburg

## APPENDIX 3

### Counties by District

Abbeville – Upper Savannah  
Aiken – Lower Savannah  
Allendale – Lower Savannah  
Anderson – Blue Ridge  
Bamberg – Lower Savannah  
Barnwell – Lower Savannah  
Beaufort – Sea Island  
Berkeley – Low Country  
Calhoun – Lower Savannah  
Clarendon – Swamp Fox  
Charleston – Low Country  
Cherokee - Catawba  
Chester - Catawba  
Chesterfield – Pee Dee  
Colleton – Sea Island  
Darlington – Pee Dee  
Dillon – Pee Dee  
Dorchester – Low Country  
Edgefield – Upper Savannah  
Fairfield - Capital  
Florence – Pee Dee  
Georgetown - Waccamaw  
Greenville – Blue Ridge  
York – Catawba

Greenwood – Upper Savannah  
Hampton – Sea Island  
Horry - Waccamaw  
Jasper – Sea Island  
Kershaw – Swamp Fox  
Lancaster - Catawba  
Laurens – Upper Savannah  
Lee – Swamp Fox  
Lexington - Capital  
Marion – Pee Dee  
Marlboro – Pee Dee  
McCormick – Upper Savannah  
Newberry - Capital  
Oconee – Blue Ridge  
Orangeburg – Lower Savannah  
Pickens – Blue Ridge  
Richland - Capital  
Saluda – Upper Savannah  
Spartanburg – Blue Ridge  
Sumter – Swamp Fox  
Union - Catawba  
Williamsburg - Waccamaw

## APPENDIX 4

### Sample District Notice

# Lower Savannah District Meeting August 12, 2006 7:00 P.M.

WHERE: Bamberg Board of Public Works  
1234 Elm Street, Bamberg, SC 29116

Meeting and meal will be sponsored by HM Northcutt, Inc.  
Prepared by Bamberg Board of Public Works

Speaker: Mr. Charlie Northcutt

Topic: Tour of Bamberg's New Water Facility

#### Directions to BPW:

From Hwy. 301 traveling south from Orangeburg, turn right on Elm Street, just beyond Hwy 78. (First Baptist Church on the corner.) The warehouse will be on your right.

From Hwy. 78 traveling East from Williston: Turn right on Brabham St. (at the bank) just before Hwy. 301. Warehouse will be at the end of the street on your left.

**DISTRICT MEMBERSHIP GUIDE**

Water Environment Association of South Carolina

District Membership Guide

Revised February 2, 2006

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## **Six Great Reasons to Recruit and Retain Members**

### **1. Financial Assets for District Operations**

Twenty percent of Association membership dues are distributed to the Districts to provide assistance in funding for District operations and events. Therefore, an increase in District membership means an increase in available funds.

### **2. Increased Resources for District Programs**

In addition to increased income, more District members mean more available human resources to implement District programs and events. This allows the workload to be more evenly distributed among the volunteers, and introduces more people to the network of benefits that Association membership provides.

### **3. Improved Advocacy**

Whether the issue is local, regional, or state and deals with quality, quantity, or regulations, there is strength in numbers. By combining voices and joining forces, the Association's success at advocating policies improves dramatically. Elected officials tend to listen to a large number of voters!

### **4. Raising the Bar for Public Service**

Association members have unique access to the most respected educational and professional information available, enabling them to become a better educated water treatment professional and better protect public health and welfare, and the environment.

### **5. Outstanding Professional Networking**

An Association membership is a valuable tool in career growth; it allows contact with a vast network of industry professionals, improving your ability to make the "right contacts" for information, resources, and career advancement.

### **6. Professional Recognition**

Districts and the Association provide numerous awards recognizing professional achievement and superior membership recruiting efforts. Presented at the Annual Conference, these awards recognize your achievements as an industry professional and Association advocate.

## **Proven Methods in Membership Recruiting**

Following are several programs that Districts can utilize to increase total membership and encourage involvement by existing members. Additional ideas may be obtained from other Districts, the Association Membership Committee, or the Association Office.

### **Incentive Programs**

The use of annual membership drives and/or recruiting contests have been proven successful. These programs should include a method of recognizing and rewarding each successful recruiter. The Association recognizes outstanding member recruiters through the administration of the Noel M. Hurley Membership Award, presented at the Annual Conference. Many Districts implement a program at the local level, awarding such prizes as caps, shirts, or a year's paid membership.

### **Member Contact**

With its large number of members, the Association may be overwhelming for new members. Establishing a program, wherein a District member "mentors" a new member by contacting them to answer questions, thank them for joining, inform them of an upcoming event, or just to extend the hand of friendship, can go a long way in making a new member feel welcome.

### **Conference and Workshop Contact**

These events provide a wonderful opportunity for recruiting new members, whether a District or Association event. Also be mindful of your attendance at events not sponsored through the Association, but which are industry affiliated; these are an excellent resource for potential members.

### **Student Programs**

With numerous technical colleges and institutions of higher learning scattered throughout the state, chances are excellent that there is at least one in your District! Establishing communication with instructors, administrators, and students at these institutions not only yields potential members, but raises awareness of the water treatment industry and encourages young professionals to consider it as a career choice.

### **District Newsletters**

Newsletters are an excellent communication tool, and are not limited to District members. Send your newsletter to civic groups, educational institutions, and other service organizations in your area. The potential for increased participation in District events and increased membership is unlimited. For assistance with your newsletter format, content and/or distribution, contact the Association Office/Executive Director.

**New Member Orientation/Welcome**

New members receive a welcome letter from the Association President, a certificate of membership, membership card, and pin, but recognition at the District level can encourage immediate involvement in activities and on committees. Recognize new members at each District meeting and assign a “mentor” to answer questions and explain the Association history, mission, and programs.

**Member Deletion Lists**

A list of “lapsed” members is sent to each District at least quarterly. Districts that contact members on these lists are very successful at retaining members. (A list of current and/or lapsed members can be provided at any time upon request to the Association Office)

## **Targeting the Right Prospects**

The membership of the Association includes professionals from the public, private, and industrial sectors. This includes engineers, water and wastewater operators, managers and directors, laboratory personnel, regulatory personnel, educators and students, equipment manufacturers and distributors, industrial personnel, and public officials. Following are several resources from which to draw members in any of these categories.

### **Yellow Pages**

Let your fingers do the walking to find potential members in the commercial listings of the local telephone book. Possible listings include utility contractors/consultants, construction firms, engineering firms, analytical laboratories, water and wastewater equipment suppliers, and water and wastewater treatment.

### **Technical Colleges and Universities**

Instructors and professors in environmental, engineering, and science fields provide an excellent resource for recruiting members from the education sector. Encourage teachers and students to join; students are offered a reduced membership rate. The District may consider subsidizing teachers' membership.

### **SCDHEC and EPA's Utility List**

A list of all water and wastewater utilities in the state is available from SCDHEC and/or EPA. In some cases there may be a charge associated with obtaining this list, but check with the Public Information Office of each organization and coordinate with the Association Office before purchasing such a list; one may already be available.

### **Public Officials and Legislators**

These elected officials owe it to their constituents to make responsible decisions on water issues, and can use the Association membership as a resource in making those decisions. Local councils, utility boards, and state offices are valuable contacts for these prospective members.

**Sample Invitation Letter**  
(On WEASC Letterhead)

*Name*  
*Address*  
*City, State Zip*

*Date*

Dear (Mr. /Mrs. /Ms.) (last name),

This letter is to inform you of a valuable tool for professional development, advancement, and resources in the water and wastewater field: Membership in the Water Environment Association of South Carolina.

As a professional, you understand how important it is to maintain professional growth, stay abreast of industry trends, and expand your professional network. By joining the WEASC, you will have access to information on technologies and regulatory changes that impact you on a daily basis. This information is disseminated through local and state publications, meetings, technical workshops, and conferences. Association events also provide a resource for continuing education contact hours required for maintaining certifications in water and wastewater. (Other certifications may also apply.)

Enclosed is a brochure outlining the benefits and opportunities available to you through membership in the WEASC. Please take a few moments to review it. More information is available on our website at [www.weasc.org](http://www.weasc.org).

If you have questions, please contact me or the Association Office. Contact information is included below.

Thank you for your time. I look forward to welcoming you as a member of the water Environment Association!

Cordially,  
(Signature)

(Your name and contact information)

WEASC / SCAWWA Office  
200-C Rich Lex Dr.  
Lexington, SC 29072  
803-939-9574

## **Proven Retention Methods**

### **Welcoming New Members**

Following are some methods for making new members feel welcome and encouraging their involvement.

- Send a letter of welcome (see sample letter on page 9)
- Assign a “mentor” to contact them personally to answer questions, provide information, and encourage them to get involved.
- Hold a new member orientation at a District event. Use this time to educate new members about the people, committees, and activities in your District and the Association.
- Create a new member information sheet, to include contact information for District Officers, history of the District/Association, information on committees and programs, etc.
- Recognize them at the next District meeting.
- Include a “New Members” listing in the District newsletter. Be sure to spell names correctly!
- Personally invite new members to an upcoming event. Offer to arrange a ride if necessary.

**Sample District Welcome Letter**  
(On WEASC Letterhead with District information added)

*Name*  
*Address*  
*City, State Zip*

*Date*

Dear (*first name*),

On behalf of the Officers and members of the (*District name*) of the Water Environment Association of South Carolina, welcome to the organization! I know you will find the WEASC a valuable asset in your professional endeavors.

As a member of Association, you will be receiving the WEASC *Journal* and District newsletter. These publications are a valuable source of information on Association programs and events and serve as a professional resource. You will also receive information on upcoming workshops, seminars and conferences. As a member, you are entitled to reduced registration for these events. Additional information and registration forms are located on the website at [www.weasc.org](http://www.weasc.org).

The WEASC currently has more than 2600 members. Our District is very active and we encourage you to participate on committees and activities at both the District and Association levels.

As with any organization, our vitality is dependent upon the continued support and active participation of our members. As Chair of the (*District name*), I encourage you to invite on of your peers, colleagues, or associates into the WEASC. A membership application is enclosed for your convenience, or may be printed from the website.

Again, welcome to the WEASC. If I can be of service to you, please contact me at (*telephone and/or e-mail*) or the Association Office at 803-939-9574.

Cordially,  
(*Signature*)

(*name*)  
District Chair

**Sample Membership Reminder Letter**  
(On WEASC letterhead with District information added)

*Name*

*Address*

*City, State Zip*

*Date*

Dear *(first name)*,

Our membership records indicate that you have not renewed your membership in the Water Environment Association of South Carolina. I know from experience that in our busy lives, details such as renewing a membership can get lost in the shuffle. If you inadvertently missed your renewal date, please take a few minutes now to send in your payment. If you have recently renewed your membership, I'd like to take this opportunity to thank you for your continued support of the Association.

If you have consciously elected not to renew, I urge you to reconsider your decision. Members such as you make the WEASC what it is- a vibrant group of dedicated professionals exchanging information and ideas and combining talents for continued improvement to our industry's standard of excellence in the protection of public health and the environment.

Please renew your WEASC membership today; it does make a difference!

Thank you for your consideration. If I can assist you in any way, or to update your contact information, please contact me at *(telephone and/or e-mail information)* or the Association Office at 803-939-9574.

Cordially,  
*(Signature)*

*(name)*  
District Chair

## **SECTION 4 – Committees**

Advertisers Committee

Audit Committee

Awards Committee

Biosolids and Residuals Management Committee

Budget and Finance Committee

Bylaws and Resolutions Committee

Collection Systems Committee

Education Committee

Engineering Management Committee

Emergency Preparedness Committee

Government Affairs Committee

Historical Committee

Industrial Waste Committee

Information Technology Committee

Laboratory Committee

Long Range Planning Committee

Membership Committee

Mid-Year Meeting Program Committee

Nominating Committee

Operator Conference Management Committee

Public Education Committee

Publications Committee

PWO Committee

Safety Committee

Scholarship Committee

Small Community Committee

Utility Managers Committee

Voluntary Certification Committee

Young Professionals Committee

## ADVERTISERS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Develops contacts for potential Advertisers.
- Provides contact list to the Association Office from SCEC, Operator Conference and other events.
- Follows up by telephone.
- Tracks all contacts made.
- Tracks the activity of the existing Advertisers in the *Journal*.
- Coordinates with the Publications Committee and Association Manager on advertising activity.
- Prepares a cost analysis report for each Quarter.
- Coordinates with the Publications Committee Chair.
- Chair attends all Executive Committee meetings.
- Provides budget information to the Budget and Financial Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Business Meeting of the Association, held during the Annual Conference, and published in the Second Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair
- Chair-Elect on odd years
- Members-at-large (3)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on even years. Note: Rotation matches the Publications Committee.

**Liaison:** President-Elect

## **AUDIT COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Establishes criteria for selecting an external auditor.
- Hires an external auditor.
- Reviews Treasurer's accounting procedures.
- Chair attends the Executive Committee meeting held during SCEC and others as needed.
- Provides budget information to the Budget and Finance Committee and serves on the committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Members at Large (4)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President-Elect

## AWARDS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment and we thank you.

### Duties and Responsibilities

- Solicits nominees for water and wastewater operators, maintenance person and engineer of the year through Districts and the *Journal*.
- Holds committee meetings as needed.
- Coordinates with the Publications Committee on *Journal* deadlines.
- Is the clearinghouse for the following Association member awards: Safety, Dennis Pittman Collection System, Laboratory, Water and Wastewater Operator of the Year, Maintenance Person of the Year, Membership, Engineer, Young Professional, etc. The Chair from each respective committee shall serve on the Awards Committee.
- Establishes criteria for nominations.
- Establishes selection procedures.
- Selects award winners for water and wastewater treatment plant operators and maintenance person of the year.
- Ensures recipients attend the Awards Luncheon at the SCEC Conference.
- Coordinates with the Association Office to insure that the award plaque is prepared in a timely fashion and before the publication of the luncheon program to include awards in the program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Awards Chair at the luncheon and to announce that all award recipients are to remain after the luncheon for pictures.
- Makes presentations at the Awards Luncheon and remains for pictures with recipients for the *Journal*.
- Ensures all names, titles, affiliations and corresponding awards are correct for the *Journal*. Should have list prepared to give to the Publications Committee Chair after the awards presentation. Assists and is responsible for the coordination of pictures of recipients.
- Provides write-up and photographs to recipients' local newspaper.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

*Awards Committee (con't)*

**Membership**

- Chair
- Chair-Elect
- Chair of Collections Systems
- Chair of Engineering Management
- Chair of Laboratory
- Chair of Membership
- Chair of Safety
- Chair of Young Professionals
- Members-at-large (2)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President

## **BIOSOLIDS AND RESIDUALS MANAGEMENT COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year Meeting, Operator Conference and SCEC.
- Sponsors at least one technical information workshop regarding updated industry practice for residuals and biosolids issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter of the technical workshop.
- Provides input to SCDHEC in the development of regulations and practices relative to biosolids and residuals management.
- Assists the Public Education Committee in promoting public education on the benefits of biosolids reuse.
- Chair-Elect shall serve on the Education Committee.
- Solicits nominees and selects the award winner for the Association's Biosolids and Residual Management Program of the Year Award. Ensures recipients attend the Awards Luncheon at the SCEC.
- Coordinates with the Association Office to ensure that the award plaque is prepared in a timely fashion and that the award is included in the Awards Luncheon program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Biosolids and Residual Management Committee Chair at the luncheon.
- Makes presentation at the Awards Luncheon and remains for pictures with the recipient for the *Journal*.
- Prepares list of all names, titles, affiliation and corresponding award to give to the Publications Committee Chair prior to the awards presentation.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.

*Biosolids and Residuals Management Committee (con't)*

**Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (40)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## **BUDGET AND FINANCE COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Prepares annual budget. The budget is the official financial instrument of the Association.
- Coordinates with the Association's committees for developing the budget. Submits a draft budget to the Executive Committee at the meeting prior to the last Executive Committee meeting of the year (usually held in January).
- Presents the budget to the Executive Committee for approval at the meeting that precedes the Annual Meeting (at the Annual Conference). The Executive Committee shall act upon the budget (enhance, accept, reject, revise or send back to the committee for revisions).
- Once the budget is approved by the Executive Committee, publishes the budget along with the official notification of the Annual Meeting. (Handouts at the meeting will suffice).
- The Chair, on behalf of the Executive Committee, presents the budget for approval of the general membership at the Annual Meeting.
- Upon approval, submits to the Publications Committee for publication during the budget year.
- Makes reports as necessary to include an annual report.
- Actively promotes our theme at all functions.

### **Membership**

- Chair: President-Elect
- Chair-Elect: 1<sup>st</sup> Vice President
- Vice Chair: 2<sup>nd</sup> Vice President
- Association Treasurer
- Chair of Audit Committee
- Executive Director

**Chair Rotation:** 1 year

**Liaison:** President-Elect

## BYLAWS AND RESOLUTIONS COMMITTEE

The Association is a voluntary organization. It thrives from your hard and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Chair serves as Parliamentarian at all of the Executive Committee meetings and Association business meetings.
- Develops changes to the Bylaws as requested.
- Insures that all members are made aware of proposed changes.
- Coordinates with the Secretary and all Districts in obtaining information on deceased members.
- Develops resolutions as required to families of deceased members.
- Coordinates with the Publications Committee Chair for the publishing of the resolutions in the *Journal*.
- Announces the resolutions at the annual business meeting.
- Coordinates with the Secretary prior to the business meeting for the inclusion on the meeting's agenda.
- If a need arises, the Chair advises the Secretary and President for inclusion on the Executive Committee's agenda.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report, presented at the Annual Business Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair
- Chair-Elect
- Association Secretary
- Association Treasurer
- Executive Director
- Members-at-large (4)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 1 year

**Liaison:** Second Vice President

## COLLECTION SYSTEMS COMMITTEE

The Association is a voluntary organization. It thrives from our hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference and SCEC.
- Sponsors at least one technical workshop regarding inflow/infiltration (I/I), collection systems rehabilitation, and/or operation and maintenance of collection systems.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Provides assistance and training for needs of the Association's Voluntary Certification Program.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect serves on the Education Committee.
- Solicits nominees and selects award winner for the Association's Collection Systems Excellence Award. Insures recipients attend the Awards Luncheon at the SCEC.
- Coordinates with the Association Office to insure that the award's plaque is prepared in a timely fashion and before the publication of the luncheon's program to include award in the program agenda.
- Coordinates with the President-Elect, presides over the luncheon, for the introduction of the Collection Systems Committee Chair at the luncheon.
- Makes presentation at the Award Luncheon and remains for pictures with recipient for the *Journal*.
- Prepares list of all names, titles, affiliation and corresponding award to give to the Publications Committee Chair prior to the award presentation.
- Chair serves on the Awards Committee for the purpose of assisting in the selection of the Dennis Pittman Collection System Member Award.
- Through the Awards Committee, selects the Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda; coordinates presentation of the award and insures that the President-Elect presides over the luncheon, and introduces the presenter.

*Collection System Committee (con't)*

- Makes presentation at the Award Luncheon and remains for pictures with recipient for the *Journal*.
- Makes report as necessary to include an annual report to be presented at the Annual Meeting of the Association, held during the Annual Conference, and published in the 2<sup>nd</sup> Quarter *Journal*.

**Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (16)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## EDUCATION COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference, and SCEC.
- Serves as liaison between all Association technical committees and the Association Office in coordinating technical workshops.
- Chair attends all Executive Committee meetings. May serve as proxy to present progress reports for the technical working committees: Biosolids and Residuals Management, Collection Systems, Engineering Management, Laboratory, Industrial, Safety and Small Community.
- The Chair acts as the liaison between all technical working committees and the Executive Committee regarding scheduling.
- Schedules events on the Association calendar without conflicts.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.

### Membership

- Chair
- Chair-Elect
- Vice Chair
- Chair-Elect of Engineering
- Chair-Elect of Biosolids and Residual Management
- Chair-Elect of Laboratory
- Chair-Elect/Chair of Safety
- Chair-Elect of Collections Systems
- Chair-Elect/Chair of Industrial Waste
- Chair of Small Community Systems
- SCETC Representative
- 3 members-at-large to work with Districts

*Education Committee (con't)*

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President-Elect

## ENGINEERING MANAGEMENT COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Submits annual budget request to Budget and Finance Committee.
- Assists the program committees in soliciting technical presentations as needed for the Mid-Year meeting, Operator Conference, and SCEC.
- Sponsors at least one technical workshop regarding current engineering issues relative to the wastewater industry.
- Provides one technical paper each year for *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Provides input to SCDHEC in the development of regulations and practices relative to engineering management.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect serves on the Education Committee.
- Chair serves on the Awards Committee.
- Solicits nominees for the Association's Engineer of the Year Award. Insure recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda; coordinates award presenter and insures that the President-Elect presides over the luncheon and introduces the presenter.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient for the *Journal*.
- Provides write-up and photograph to recipients' local newspaper.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.

### Membership

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (5)

*Engineering Management Committee (con't)*

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## GOVERNMENT AFFAIRS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Makes a study of such matters as are referred to by the Executive committee.
- Secures copies of bills, pending legislation, laws and policies at the State and Federal level affecting the water/wastewater industry.
- Tracks legislation. Members should subscribe to legislative monitoring services (i.e., Craig) to help stay informed on the status of legislation.
- Determines if the Association needs to provide comments on proposed legislation and advises Executive Committee appropriately.
- Advises the Executive Committee regarding water quality matters.
- Prepares articles for the *Journal* and District newsletters.
- Coordinates with the Publications Committee and District Chairs.
- Conducts seminars as appropriate.
- Chair attends all Executive Committee meetings.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair
- Chair-Elect
- Vice Chair
- Executive Director
- Members-at-large (6)

\* 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 notes in this document.

**Chair Rotation:** 1 year

**Liaison:** Second Vice President

## **HISTORICAL COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Reviews and provides annual summary addendum to the Association History Book.
- Communicates with District Chairs and Committees to maintain records of District activities, minutes of meetings, newsletters and financial reports.
- Holds committee meetings as needed.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Members-at-large (3)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 1 year

**Liaison:** Second Vice President

## INDUSTRIAL WASTE COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Assists the program committee by soliciting technical presenters as needed for the Mid-Year Meeting, and SCEC.
- Sponsors at least one technical information workshop/conference each year regarding current industrial waste and pretreatment issues.
- Provides one technical paper each year for the *Journal* deadlines.
- Chair-Elect/Chair serves on the Education Committee.
- Actively promotes Association membership in the industrial sector.
- Stimulates interest and serves industry in the varied problems encountered in the industrial water and wastewater treatment fields.
- Solicits nominees and selects the award winner for the South Carolina Industrial Water Quality Achievement Award and presents the award at the annual Industrial Conference/Workshop in alternate years.
- Provides picture, names, titles, affiliation and corresponding award to the Publication Committee Chair for publishing the *Journal*.
- Submits Association Industrial Water Quality Achievement Award winner to WEF for consideration of the Federation Award.
- Solicits nominees and selects the award winner for the Pretreatment Program Excellence Award and presents the award at the Annual Conference.
- Chair attends the Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair
- Chair-Elect on odd year
- Chair of the Pretreatment Consortium Subcommittee
- Members-at-large (11)

*Industrial Waste Committee (con't)*

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on even years. Note: Rotation based on Chair serving second year for specialty conference.

**Liaison:** First Vice President

## INFORMATION TECHNOLOGY COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds Committee meetings as needed.
- Chair attends Executive Committee meeting as required.
- Provides budget information to Budget and Finance Committee.
- Coordinates with the program committees by providing input for programs for Mid-Year Meeting, Operator Conference, and SCEC.
- Reviews Association website and makes recommendations to improve ease of use and content.
- Investigates means of better utilizing IT to improve member services and streamline Association operations.
- Makes a report as necessary to include an annual report presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair-Elect
- Vice Chair
- Chair
- Members-at-large (2)

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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President-Elect

## LABORATORY COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Coordinates with the program committees by providing input for programs for Mid-Year Meeting, Operator Conference and SCEC. (This includes the pre-conference workshop.)
- Sponsors at least one technical information workshop each year regarding current laboratory issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within the Quarter following the technical workshop.
- Coordinates with the Publications Committee on *Journal* deadlines.
- Chair shall serve on the Awards Committee.
- Solicits nominees for the Crystal Crucible Award through Districts and the *Journal*. Insures recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Laboratory Analyst of the Year Award winner, insures that the award plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates award presenter; insures that the President-Elect presides over the luncheon and introduces the presenter.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient for the *Journal*.
- Provides write-up and photographs to recipient's local newspaper.
- Serves as a forum for all laboratory personnel.
- Provides guidance on laboratory matters to Association members.
- Conducts training seminars at State and District levels.
- Actively promotes Association membership in the laboratory sector.
- Chair-Elect shall serve on the Education Committee.
- Chair attends the Executive Committee meeting as required. It is acceptable to allow the Education Committee Chair serve as proxy.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

**Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (10)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** Second Vice President

## **LONG RANGE PLANNING COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Develops the Association's Long-Range Plan.
- Chair attends the Executive Committee meetings as required.

### **Membership**

- Chair: Past President
- Chair-Elect: President
- Vice Chair: President-Elect
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Association Secretary
- Association Treasurer
- WEF Delegates
- Chair: Bylaws and Resolutions Committee
- Executive Director

**Chair Rotation:** 1 year

**Liaison:** Past President

## MEMBERSHIP COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Actively recruits new members, promotes student membership, actively seeks methods to retain all existing members and continues to look at options to attract other entities and to promote the Association.
- Coordinates with all District membership committees.
- Prepares articles for the *Journal* and District newsletter to solicit members.
- Coordinates with the Secretary to develop list of persons eligible for Life Member and preparation of membership certificate.
- Chair shall serve on the Awards Committee.
- Solicits nominees and qualifies a winner if committee criteria are met for the Noel M. Hurley Membership Award. Assists in ensuring recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the Noel M. Hurley Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates introduction of presenter with the President-Elect and presides over the luncheon.
- Presents the Noel M. Hurley Membership Award at the Awards Luncheon and remains for pictures with recipient for *Journal*.
- Provides write-up and photographs to recipient's local newspaper.
- Chair attends the Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Business Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair
- Chair-Elect on even year
- Members-at-large (10) – District Representatives

*Membership Committee (con't)*

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on odd years.

**Liaison:** Second Vice President

## MID-YEAR MEETING PROGRAM COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Hold committee meetings as needed.
- In charge of Mid-Year program. Prepares brochure. Prepares budget for submittal to the Executive Committee. Prepares speaker introductions for President.
- Coordinates with the Association Office and Capital District for Pre Mid-Year Meeting social.
- Provides timely articles for the *Journal* announcing the Mid-Year Meeting and SCEC events and Call for Papers for the SCEC.
- Arranges for Environmental Systems Operators Week through the Office of the Governor to be concurrent with the Operators Conference.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Commitment.
- Actively promotes our theme at all functions.
- Identifies technical sessions that would be appropriate for Operator training.
- Makes reports as necessary to include an annual report.
- Chair serves on the Conference Management Committee (CMC) Program Committee.
- On even-year conferences, serves as the CMC's Conference Program Committee Chair and will serve in the Vice Chair position of the Conference Program Committee leading into their year of service.

### Membership

- Chair
- Chair-Elect on odd year
- Members-at-large (20)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on even years. Note: Rotation based on chair serving second year as chair of the Conference Program Committee.

**Liaison:** First Vice President

## NOMINATING COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Prepares nominee solicitation for the *Journal* and coordinates with the Publications Committee on *Journal* deadlines.
- Prepares nominee solicitation for the Districts newsletter.
- Insures that all the candidates nominated for office attend Annual Meeting at Annual Conference for installation.
- Considers nominee for Honorary Memberships and presents to the Executive Committee.
- Considers nominees for the W.T. Linton Award and presents to the Executive Committee.
- Considers nominees for the S.C. Environmental Board of Certification and presents to the Executive Committee.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes reports as necessary to include an annual report.
- Actively promotes our theme at all functions.

### **Membership**

- Chair by Election
- Elected members (4)

**Chair Rotation:** 1 year

**Liaison:** President

## **OPERATOR CONFERENCE MANAGEMENT COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- In charge of the Operator Conference.
- Provides timely articles for the *Journal* announcing the event.
- Attends Executive Committee meetings as required, typically every meeting.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.
- Coordinates with program committees on technical sessions that would be appropriate for Operator training.
- Makes tapes for training available.

### **Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (34)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President

## **PUBLIC EDUCATION COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Actively promotes good public relations utilizing the *Journal* and District newsletters.
- Coordinates with the Publications Committee on *Journal* deadlines and the Districts.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.
- Promote public education by the development and dissemination of educational materials and information to include the Adopt-A-School program.
- Coordinates the Stockholm Junior Water Prize program at the state level, and seeks funding to send the state winner to the national competition.
- Coordinates state science fair judging by region as requested.
- Develops promotional materials for public distribution that inform and educate the public about the role of the water environment professional and the need to support a clean water environment.

### **Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (4)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## PWO COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Chair attends all the Executive Committee meetings.
- Coordinates Operations Challenge on the state level.
- Provides article for each *Journal* issue.
- Sponsors at least one practical skills workshop to prospective and participating teams.
- Solicits team participation for Operators Challenge via mail, e-mail, and/or telephone.
- Coordinates and holds annual practice session prior to the annual event.
- Seeks financial support from Districts and Executive Committee to send state Operations Challenge Team winner to the national competition.
- Provides detailed report with photos from state and national competitions.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect on even year
- Members-at-large (9)

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on odd years.

**Liaison:** Second Vice President

## **SAFETY COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds committee meetings as needed.
- Informs the Association and public of safety issues in the water environment field.
- Actively promotes safety statements in order to improve the safety record in the water environment field.
- Prepares articles for the District newsletters.
- Prepares articles for the Safety Column for the 1<sup>st</sup> and 4<sup>th</sup> Quarter *Journal*.
- Sponsors at least one technical workshop regarding safety issues.
- Provides one technical paper each year for the *Journal*. The paper should be submitted to the Publications Committee within *Journal* deadlines.
- Receives all nominations for Certificate of Achievement, Certificate of Merit, President's Safety Award, Certificate of Commendation Award, Certificate of Achievement in Safety Award and George W. Burke Facility Safety Award.
- Evaluates all award applications and selects recipients. Ensure that all certificates or awards are prepared in a timely manner.
- Chair shall serve on the Awards Committee.
- Through the Awards Committee, selects the individual award winners.
- Presents awards at the Awards Luncheon and remains for pictures with recipients for *Journal*.
- Chair attends Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Chair-Elect/Chair serves on the Education Committee.
- Encourages membership among all safety directors at municipalities and industries.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Members-at-large (3)

*Safety Committee (con't)*

\* The Association President shall designate the Chair and the Association President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## SCHOLARSHIP COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### Duties and Responsibilities

- Holds committee meetings as needed.
- Implements the Environmental Scholarship Program; proposes any changes to the Scholarship Program to the Executive Committee for action.
- Advises SC Environmental Training Center (SCETC) at Central Carolina Technical College, Sumter, SC of the new President's name and contact information.
- Advises the President of any obligations to the schools involved in the program.
- Encourages interest in the water and wastewater fields.
- Insures that the scholarship recipients attend SCEC and coordinates recipient accommodations with the Association Office.
- Coordinates preparation of the WEASC Luncheon program with the Association Office.
- Coordinates introduction of the Scholarship Committee Chair at the luncheon with the President-Elect, presides over the luncheon, and ensures that President-Elect requests all scholarship recipients remain for pictures.
- Makes scholarship presentations at the Awards Luncheon.
- Insures that recipients' names and school affiliation are correct for the *Journal*. Should have list prepared to give to Publications Committee Chair at luncheon. Coordinates photographs of recipients.
- Prepares articles quarterly for the *Journal* and coordinates with the Publications Committee liaison to meet *Journal* deadlines.
- Chair attends Executive Committee meetings as required.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### Membership

- Chair: Immediate Past President
- Preceding 4 Past Presidents

**Chair Rotation:** Multiple years if possible.

**Liaison:** Past President

## SMALL COMMUNITY SYSTEMS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds Committee meetings as necessary.
- Assists Program Committee by soliciting technical presenters as needed for Mid-Year Meeting, Operator Conference, and SCEC.
- Sponsors at least one technical information workshop/conference each year regarding current small community issues.
- Provides one technical paper per year for the *Journal*. The paper should be submitted to the Publications Committee within the quarter following the technical workshop.
- Chair serves on Education Committee.
- Serves as resource base to provide information and technical support to small communities.
- Chair attends Executive Committee meetings as required. It is acceptable to allow the Education Committee Chair to serve as proxy.
- Provides budget information to Budget and Finance Committee.
- Makes a report as necessary, to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (3)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** Second Vice President

## UTILITY MANAGERS COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Holds Committee meetings as needed.
- Chair attends Executive Committee meetings as required.
- Provides budget information to Budget and Finance Committee.
- Emphasizes benefits of membership and participation in the Association.
- Utilizes cost/benefits analysis developed by Budget and Finance Committee.
- Promotes Operator recognition through the Association Awards program.
- Provides a forum for utility managers to exchange ideas and information.
- Makes a report as necessary, to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (3)

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** President-Elect

## VOLUNTARY CERTIFICATION COMMITTEE

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Reviews applications for certification as necessary upon request by the Association Office.
- Reviews all reciprocity applications for approval.
- Coordinates with Association Office the mailing of annual renewal notices.
- Reviews financial reports as presented by Association Office.
- Reviews examinations to make sure they meet current “Needs to know” criteria and update as necessary.
- Holds committee meetings as needed.
- Chair attends Executive Committee meetings as required, typically every meeting.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect on even year
- Members-at-large (6)

The Association President shall designate the Chair and the President-Elect shall designate the Chair-Elect of the Committee except where otherwise noted in this document.

**Chair Rotation:** 2 years, term begins on odd years.

**Liaison:** Second Vice President

## **YOUNG PROFESSIONALS COMMITTEE**

The Association is a voluntary organization. It thrives from your hard work and commitment. These guidelines were established in response to previous requests to identify the needs and expectations of the Committee and are intended to assist you in meeting the goals and objectives of the Association. As you fulfill the duties and responsibilities of your committee, the Association fulfills its purpose of advancing public knowledge concerning the water environment, and we thank you.

### **Duties and Responsibilities**

- Promotes involvement in Association educational opportunities for career and leadership development.
- Develops programs of interest to young professionals in the water industry.
- Offers networking opportunities through mentoring, educational programs and partnerships with other committees.
- Coordinates with the Conference Arrangements Committee to host a Young Professional Social at the SCEC.
- Works with high schools, colleges and universities to promote career choices within the water industry.
- Holds committee meetings as needed.
- Chair attends Executive Committee meetings as required.
- Chair shall serve on the Awards Committee.
- Solicits nominees for Young Professional of the Year through Districts and the *Journal*. Assists in ensuring recipient attends the Awards Luncheon at the SCEC.
- Through the Awards Committee, selects the YP Award winner, coordinates to insure that the award's plaque is prepared in a timely fashion, insures that the award is included in the program agenda and coordinates presentation of award. Coordinates with President-Elect, presides over the luncheon, for presenter introduction.
- Makes presentation at the Awards Luncheon and remains for pictures with recipient.
- Provides write-up and photographs to recipient's local newspaper.
- Provides budget information to the Budget and Finance Committee.
- Makes a report as necessary to include an annual report to be presented at the Annual Meeting and published in the 2<sup>nd</sup> Quarter *Journal*.
- Actively promotes our theme at all functions.

### **Membership**

- Chair
- Chair-Elect
- Vice Chair
- Members-at-large (10)

*Young Professionals Committee (con't)*

\* 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 noted in this document.

**Chair Rotation:** 1 year

**Liaison:** First Vice President

## **SECTION 5 – Association Procedural Notes**

Association Logo

Audio Visual Aids

Budget

Budget Proposal Format

Committee Correspondence

Contact Hours

Disclaimers and Waivers of Liability

Exhibits

The *Journal*

*Journal* Deadline Schedule

Liability Insurance

Mailing

Meeting Space

Procedure for Selecting a Nominee to the SC Environmental Board of Certification

Registration

Workshop Development

## **ASSOCIATION LOGO**

The Association logo should be included on any publication, program, brochure, event, etc. sponsored by the Association.

A camera-ready copy of the logo for use by a printer is available from the Secretary and should be returned immediately after use. Please be careful to mail camera-ready copy in a package that will not bend.

An electronic version of the Association logo is available from the Association Office upon request.

## **AUDIO VISUAL AIDS**

The Association has several LCD projectors available for use through the Association Office. Equipment may be loaned to a Committee for an event by request directly to the Association Office. Request should be made as far in advance as possible, but no later than 5 days prior to the event. Committee Chair or designated proxy must pick up equipment from Association Office and is responsible for its return in good working condition. Committee Chair or proxy will be required to complete a sign-out form upon receiving equipment. Association staff will verify condition upon release and return.

Committee Chair must coordinate use of AV equipment with event facility prior to requesting Association equipment. The use of private equipment may be disallowed, or a fee may be levied for its use.

## **BUDGET**

If a Committee anticipates the need for operational funds, a budget must be submitted and approved by the Executive Committee as part of the Association's budgeting process. The budget must be approved prior to the committee function. This budget may be amended at any time via request to the Executive Committee. Committee budget should be prepared in accordance with the budget proposal format. (See Budget Proposal Format) It is suggested that the Chair review the budget proposal requests with the President prior to submission to the Executive Committee. Unexpected or "special case" expenses may be presented to the Executive Committee during the year as non-budgeted item.

## **BUDGET POPOSAL FORMAT**

Purpose: Each committee or section planning or proposing an activity is required to submit a proposal and budget to the Executive committee for review, comment and approval. All expenditures must conform with the budget approved by the Executive Committee.

The Executive Committee would like to deal with only the substance and general direction of committee activities. It is important to establish uniformity in planning for expenditures from the general account. Lastly, documentation of our educational activities is important for the maintenance of our tax-exempt 501(C) 3 status.

Outlined below are the items, the format and the content recommended when a committee or section requests budgeting for an activity. The length and amount of detail will necessarily vary from activity to activity. However, if a consistent format is adopted, the Executive Committee review will be expedited and budgeting is simplified.

For major activities, two submittals may be appropriate, one at the initial planning stage and one as an update after the planning is complete.

(Budget proposals are not necessary for committee technical workshops, as these events are expected to be self-supporting; however, a Workshop Order form must be completed and reviewed by the Education Committee Chair and Association Office.)

### **1. ACTIVITY PURPOSE/BENEFIT STATEMENT**

Describe the proposed activity and the benefit to the membership. Particular emphasis should be given to the education benefits of the proposed activity.

### **2. PROPOSED PROGRAM/ACTIVITY SUMMARY**

Provide an outline of the activity program. If the activity is in the initial planning stages, provide a basic outline. For final activity, attach the detailed program.

### **3. ACTIVITY PLANNING AND IMPLEMENTATION SCHEDULE**

Provide a schedule of milestones for the proposed activity. Show coordination with printing, mailing and publicity activities such as the *Journal*.

### **4. FACILITIES AND LOCAL ARRANGEMENTS**

Describe the proposed location, alternatives considered and recommended facilities. Attachments describing the meeting facilities, exhibit space, contract arrangements/requirements, etc. are appropriate. Provide appropriate information when spouse activities are a part of the program. Final arrangements with regard to meals and social activities should be detailed in this section or be attachment. If the proposal is submitted first as a planning document and then in final form, the details need to be included in the final submittal.

5. BUDGET INFORMATION

Budget information should be presented by appropriate category as follows:

**REVENUE**

Registration Fees  
Meal Fees  
Advertising  
Contributions/Sponsors  
Exhibitor Fees

**EXPENSES**

Printing  
Typeset/Graphics  
Printer  
Mailing House  
Labels/Postage  
Meals (Detail by Function and Provide Total)  
Hotel/Meeting Facility Charges  
Speakers Expenses (Special Case-Seminar)  
Audio/Visual Rental  
Advertisement  
Travel Costs  
Entertainment  
Exhibit Costs  
Miscellaneous Rentals  
Professional Services  
Awards

For all revenue and cost items, present the assumptions used to develop the figures presented.

6. RISK ASSESSMENT

Provide a list of cost incurred if the proposed activity were to be canceled or if the registration assumptions were not met. Identify fixed costs such as printing, mailing house charges, postage, meeting facility cancellation charges, etc. Also identify those costs and revenues that will vary with the number of people in attendance.

Remember, it is policy that all educational and training seminars, workshops, etc. are to be planned as a break-even endeavor, as a minimum. The SCEC is to be budgeted to provide a minimum income of \$10,000 with 50 percent to each Association.

## **COMMITTEE CORRESPONDENCE**

Correspondence by the Committee Chair or Chair-Elect should be on Association stationery or a copy of this stationery whenever possible. Form letters may be typed on Association stationery and copied, or mail merge may be used. Modifications to the stationery to make it committee or district specific are allowed (e.g., addition of Chair's return address, addition of District officers, etc.) Send copies of all correspondence to the Association Office, Secretary and President.

Due to the liability issues, it is recommended that only the Chair or Chair-Elect of a District or Committee be allowed to use Association stationery. They may authorize use of stationery by Vice-Chair or sub-committee Chair when appropriate. Committee Chairs are responsible for maintaining control of Association stationery and its appropriate use.

Stationery may be obtained from the Association Office; please coordinate with the Office well in advance of your project to assure availability and effectiveness of printed materials.

## **CONTACT HOURS**

(Updated 10/13/02)

### **Association Policy**

It is the policy of the WEASC that attendees must be in attendance for an entire program in order to receive credit for contact hours. Should the program be broken into segments, partial credit may be given. Examples of segments are technical workshops within a conference, workshops with varying topics, etc. Examples of training events without segments are those workshops devoted to one topic.

Sign-in sheets will be provided for attendees to document their attendance. During training events more than three hours in length, spot checks will be conducted and/or verification of initial sign-in may be required. The honor system is utilized for implementation of this policy.

### **SC Department of Labor, Licensing, and Regulation/Board of Environmental Certification Requirements for Certification Renewal**

SC LLR has requirements for certification renewal under SC Regulations Chapter 51, part of which includes continuing education credit. To achieve credit for attending District meetings and/or functions sponsored by the District, the following must be accomplished:

1. Retain a copy of enrollment or "sign-in" sheet for any meeting/function for a period of no less than three (3) years from date of event. Copies should be readily available to license holders for verification of attendance.
2. A document containing Instructor/Speaker's name and qualifications, length of instruction, and topic should be retained for a period of at least three (3) years. (A training outline and/or agenda is acceptable, providing it contains the required information.) Copies should be readily available to license holders for verification of attendance.

Although the Board does not pre-approve training, they will be happy to answer questions concerning this or any other licensing topic.

SC Department of LLR  
Board of Environmental Certification  
Synergy Business Park  
Kingstree Building  
110 Centerview Dr.  
Suite 201  
Columbia, SC 29210  
803-896-4430  
(PO Box 11409  
Columbia, SC 29211)

### **Determining Number of Contact Hours Awarded**

Calculation of contact hours involved in a continuing education experience may include the following elements:

1. Classroom or meeting session time with direct participation between the learner and instructor is converted directly to contact hours (hour for hour).
2. Activities that use methods of instruction such as supervised independent study, directed reading, or project-based assignments may be awarded contact hours. In such cases, the contact hours to be awarded may be determined after field testing has shown that average amount of time (in hours) required to complete the learning activity.
3. Field trips (minus travel and other administrative time) and other experiential course activities may be awarded contact hours, but usually on a basis of at least two experiential hours being required for each contact hour of instruction.

The following and similar activities are not included when calculating the number of instructional contact hours for any continuing education experience:

- Time for study, assigned reading, and other related activities outside the classroom or meeting schedule.
- Meeting time devoted to business or committee activities.
- Meeting time devoted to announcements, welcoming speeches, or organizational reports.
- Time allocated to social activities, refreshment breaks, luncheons, receptions, dinners, etc.

Note: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

Please be aware that the terms “CEU” and “contact hour” are often used interchangeably. This is **NOT CORRECT**. One Continuing Education Unit (CEU) is awarded for each **10 contact hours of instruction**. The SC Environmental Certification Board is concerned with *actual contact hours*, which are based on a 60-minute clock hour and awarded accordingly; i.e., a 90-minute training session would accrue 1.5 contact hours. To determine the number of contact hours, count the total hours in a program, and subtract breaks, lunches, and other activities not directly part of the instructional experience.

## **DISCLAIMERS AND WAIVERS OF LIABILITY**

Liability and the threat of suit is always present. To protect yourself and the Association, be sure that any written program, brochure or document you publish under the Association's sponsorship has a Disclaimer. Contact the Association Office for appropriate wording.

When planning a District or Committee event at which alcohol is to be served and/or physical activity is to occur, contact the Association Office for information on liability protection and proper documentation thereof.

Student poster contest winners are required to sign the Student Agreement/Waiver immediately upon receipt of their award at the SCEC. The Agreement clearly states what is expected of the student and the Association in regards to publication, travel, etc. in relation to their poster presentation and affiliation with the Association.

Operations Challenge winners are required to sign a waiver and travel agreement. The Agreement clearly states what is expected in regards to expenses, travel, etc. in relation to WEFTEC competition and affiliation with the Association.

## **EXHIBITS**

An equipment exhibit is usually an interesting compliment to seminars or meetings. If an exhibit is planned, a committee member should coordinate through the Exhibitors Committee.

Those responsible for exhibits should:

1. Develop and maintain a mailing list of potential exhibitors.
2. Prepare and mail solicitation letters to potential exhibitors.
3. Make follow-up contacts with potential exhibitors.
4. Investigate and inform exhibitors of requirements, limitations and available service of event location. Include information on electrical service, access times, and restrictions such as floor and elevator loading, as well as exhibit schedule and information regarding your program. Make sure exhibitors understand the Association's registration policy.
5. Arrange for booths, pipe and drape sign for exhibitor's booths. There should also be a sign located nearby that lists all exhibitors.
6. Arrange for exhibitor lapel ribbons (optional), and insure they are placed in exhibitor's registration packets.
7. Insure exhibitor's booths are selected by non-partial criteria.
8. Following the event, send a note of appreciation to each exhibitor encouraging him or her to consider exhibiting next year.
9. Insure a committee member coordinates with exhibitors during the seminar or meetings.

## **THE JOURNAL**

The *Journal* is the official publication of the Association and is published quarterly. It is the main avenue of communication with the Association membership and committees are encouraged to use the *Journal* to full advantage.

### **Articles**

Everyone is encouraged to make a submission to each issue of the *Journal*. Types of articles include:

1. Concise summaries of committee and section meetings. First submission of the year may be a list of committee members and the goals and plans of the committee; last submission may offer recognition to participating committee members.
2. Concise District Meeting reports; include pictures whenever possible.
3. Eye-catching articles announcing programming events or plans.
4. Copy of upcoming program.
5. Educational/technical articles.
6. Report on programs or activities of committees – include pictures whenever possible. Remember when writing an article, consider what would catch *your* attention or interest *you*. Chairs may want to delegate writing of *Journal* articles to a “creative” committee member.

### **Pictures**

Send pictures for submission to the *Journal* to the Publications Committee Chair. When the Committee sponsors a function, arrange to have a committee member or Association member take pictures. Note that pictures sent to the *Journal* should:

1. Be in electronic format whenever possible and submitted via e-mail or in a CD or disk in .jpg format.
2. Identify persons in the picture.
3. Be accompanied by a caption where appropriate.
4. Be cropped if necessary to create a more interesting picture.
5. If it is necessary to send a hard copy photo, provide a return mailing address if to be returned.

Note that the Association owns a digital camera that may be checked out from the Association Office. Procedure is the same as for AV equipment use.

### **Deadlines**

The *Journal* is published quarterly. At the beginning of the year, the Publications Chair will publish a notice of the Quarterly deadlines. They typically follow the Executive Committee Meetings. A schedule and associated deadlines may be found on the Association website.

### **Article Format**

See the attached Technical Article Guide.

## **JOURNAL DEADLINE SCHEDULE**

ISSUE	DEADLINE
First Quarter	January 15 <sup>th</sup>
Second Quarter	March 20 <sup>th</sup>
Third Quarter	June 20 <sup>th</sup>
Fourth Quarter	September 20 <sup>th</sup>

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## **TECHNICAL ARTICLE GUIDE**

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### **ARTICLE SUBMISSION FORMAT**

#### **Items:**

Texts, tables, figure headings, photos and captions, other art: e-mailed or on computer disk. Include double-spaced hard copy of text, tables or photos. Figures should be originals in camera-ready or disc-file format.

#### **Hard Copy Text:**

Articles should be typewritten, delivered as an original or printed copy. Text should be double-spaced with wide left margins on white paper. Text pages should be numbered at the bottom center. Articles **should not be** typewritten in all CAPS.

#### **Artwork:**

Photos and figures should be labeled in sequential order as photo1, photo 2, etc., or figure 1, figure 2, etc. Photos should be of good quality: in focus and, if a duplicate, as close to the original as possible. Original 5x7 black and white prints are strongly preferred. Camera ready is defined as black uniformly drawn original, a Photostat of an original drawing, or a laser printed page from a computer. **\*\*A digital camera is available through the Association Office. *Photos are preferred in a .jpg format on a disk or via e-mail.***

#### **Computer Disks**

Disk Organization: Only 3 1/2" disk or CD-ROMs can be used. Disks/CD's should be labeled with the author's name, last name and first initial, the date, and the name of each file followed by the program in which it was created. Three and one-half inch disks should be marked MAC or IBM. Be sure that hard copy is marked at the top of the first page with the name of the corresponding disk file and the program in which it was created.

**Word Processing File Formats:**

For IBM-compatible computer, please send a 3 ½" floppy disk with the text saved in WORD or ASCII format. Most any IBM work-processing program can convert its files to an ASCII format. For Macintosh computer, please send us a 3 ½" disk or CD-ROM R/W with text saved in MacWrite.

**Graphics File Formats:**

Macintosh only: Aldus Freehand 3.1 or Quark Xpress 3.1. Macintosh EPS files accepted.

**Photographic Credit:**

Please provide a description of the picture, including the place it was taken and the name we must use to credit the photo.

**EDITING REMARKS**

Although technical in nature, articles must be applicable to a general audience. Therefore, the style must be different from typical research style.

**Tone and Presentation:**

Articles that are predominately sales pieces or critiques in which broad-based claims or criticisms are not supported with proven data or not adequately substantiated will not be published. The Publications Committee, however, will work with authors to make such pieces appropriate for publication.

**Length:**

Space is limited. To accommodate publication, length of sentences, paragraphs, sections, titles, heads and subheads, and reference lists (not to be longer than 10) may be shortened or deleted, and text may be deleted or separated.

**Organization:**

Text may be reorganized if, in our opinion, reorganization helps reading flow. Introductions may be edited to give feature articles more punch. Text, such as descriptions of plants, may be separated and placed in boxes to appear as stand-alone pieces within designed features.

**Acknowledgements and Credits:**

Only authors will be credited and affiliated. Author's names, professional titles (optional), and place of employment with city and state addresses, must be included at the end of each feature article. A short bio is requested. Other acknowledgements, such as assistance, funding, grant numbers, phone numbers, and street addresses will not be included.

**Metric Units:**

If using metric, follow with English units in parentheses.

**Style:**

This includes lower and uppercase lettering, quotes, italics, bold, bullets, series comma, and replacement of some redundant and misused words and phrases such as “due to” and “since.”

**Reference:**

No more than 10 will be allowed. Space is limited, and reference lists may be deleted.

### **WRITING HINTS**

Before you begin writing, review of a few basic issues of the *Journal* to get the feel for the Association’s style and the publication’s audience. The actual writing technique is up to you. Remember, we don’t reject articles hands down, but work with authors to improve clarity and flow. Here are a few helpful hints.

1. Keep titles succinct. Try to be creative as well.
2. Use catchy subheads to differentiate changes in transition.
3. Limit paragraphs to two or four crisp concise sentences. No one paragraph should be longer than a half a page.
4. Do not use first person.
5. Avoid the passive voice as much as possible.
6. Avoid using trade names; they will be replaced with generic terms.
7. Never say “They believe, feel, claim, or think.” Use “said”.
8. Use Arabic numerals for time, distance, and physical measurements: 2 miles, 5 minutes, and 8 pm. When referring to any other person or thing, spell out the numbers zero to nine; from 10 on, use Arabic.
9. Use the serial comma. For example; red, white, and blue.
10. Don’t forget the author affiliation. This should name, title, organization, address and a brief bio.
11. Don’t discredit other products or technologies. Text that discredits products of other manufacturers without credible data and descriptions of investigative protocols, such as those for an industry-wide survey or a controlled analysis, will be deleted.

Editing is done to ensure your article is in the best possible shape for publication. As the author, you may overlook little inconsistencies or problems that are noticeable to the objective reader. Each writer has his or her own unique style, so every effort will be made to preserve it.

Photos and figures are essential to the aesthetics of the article. Photos may be sent in electronic form (.jpg) or color/black white prints or negatives; figures should be clean and camera ready. All visuals will be returned to the author upon request.

## LIABILITY INSURANCE

The Association has a general liability insurance policy to cover the Association and its Committees and Districts should an incident occur at one of our functions. This insurance policy precludes coverage for any boating functions and in many cases, golf tournaments and skeet shoots.

***Contact the Association Office when planning an event to ensure proper coverage.*** (See **Disclaimers and Waivers of Liability** section.)

Any accident, incident and/or potential liability claim should be reported ***immediately*** to the President and Association Office.

## MAILING

It is preferred and requested that all Committee mailings be handled by and through the Association Office. Letters, flyers, notices, etc. should be sent to the Office electronically via e-mail whenever possible with mailing lists attached in Microsoft Excel or CSV format. Instructions as to date of mailing, target recipients, budget, etc. should be included with information to be mailed. Please allow ample time for preparation and processing.

If a Committee prefers to handle a mailing on its own, and the activity is being financed through the general account, the Association will reimburse the Committee Chair or appropriate Committee member for mailing costs. These costs should be anticipated and budgeted. Committee Chairs should approve the expenditure and forward a receipt and reimbursement request to the Treasurer.

For mailings in excess of 200 items, bulk mailing must be used whenever possible. The disadvantage of bulk mail is that the post office has the right to hold bulk mailings up to 3 weeks before processing. Our experience is that mail deliveries within South Carolina, whether bulk or regular mail, frequently take an additional 2 weeks. Therefore, for programs involving large mailing, you need to plan *at least 6-8 weeks* for delivery.

For bulk mailing it is necessary:

1. To have at least 200 identical items.
2. To mail from the main post office.
3. To contact and coordinate with the Secretary, Association Office, and/or Treasurer so that arrangements can be made to receive labels and have the proper forms completed and postage paid (if financed through the general account).
4. To have the Association permit number noted, and all mail labeled with return address of Secretary.

### Mailing Service

If you are planning a large bulk mailing, it is often desirable to use a mailing service that can attach labels and deliver the material to the post office. For this option you will also need to:

1. Plan for cost of using a mailing house.
2. Coordinate through the Secretary or Association Office.
3. Determine the type of labels from Secretary.
4. Arrange to obtain mailing labels from Secretary.
5. Arrange for delivery to mailing service (in some cases this may be done electronically and printing is done in-house by the mailing service; be sure to inquire about this option when contacting the mailing service).
6. Arrange for labeled material to be delivered to post office (usually mailing service will deliver). Experience has demonstrated that it is difficult and time-consuming to process nonprofit mail manually.

7. Arrange for postage to be paid and bulk mailing permit form to be completed. Postage must be deposited in advance with mailing service. Bulk mailing form may be completed by mailing service.

Mailing Labels

Mailing labels for members are available from the Association Office. When requesting labels, the following information will be required:

1. Type of label – “pressure sensitive” or “Cheshire” (pressure sensitive are usually used when labels are being attached individually by your committee – mailing services usually prefer Cheshire labels – check with mailing service prior to label request).
2. Sort Criteria – list sorted by zip code, or entire WEASC membership.
3. Purpose of label.

**CAUTION:** The Association has some foreign or complimentary members. Labels for these members are toward the end of each Association’s set of labels. **THESE MUST BE REMOVED PRIOR TO MAILING.**

## **MEETING SPACE**

Each Committee Chair is responsible for arranging for meeting space for his/her committee meetings. A small conference room (up to 12 people) and a larger meeting room (up to 35 people) are available at the Association Office. Please schedule these rooms as far in advance as possible.

If food and drink are requested for the meeting, it should be coordinated through the Association Office well in advance of the meeting. (Committee Chairs are responsible for their own arrangements during SCEC blackout period.)

## **PROCEDURE FOR SELECTING A NOMINEE TO THE SC ENVIRONMENTAL BOARD OF CERTIFICATION**

1. In the event that a position on the Board of Certification becomes vacant in mid-year, or the Association becomes aware of an upcoming term of expiration of a position, the WEASC Executive Committee may solicit nominations from the general membership. This solicitation will be made by sending a letter of announcement of the upcoming vacancy to all District Chairs for distribution to the membership. In addition, information of the upcoming vacancy will be posted on the WEASC website by the Association Office. Any member of the Association interested in applying for nomination must submit the information requested in Item #2 below.
  - a. The Secretary will receive all application packages and forward them to the Nominating Committee for review and verification that the individual is an operator in good standing.
  - b. Qualified individuals will be notified by the Chair of the Nominating Committee that they are eligible.
  - c. The Chair of the Nominating Committee will submit a summary of the information on each candidate to the Executive Committee prior to the Executive Committee Meeting.
  - d. Each eligible candidate will make a brief presentation, not to exceed 15 minutes, to the members of the WEASC Executive Committee during an Executive Committee Meeting.
  - e. The WEASC Executive Committee may then elect the nominee(s) to be recommended for the Environmental Board of Certification by a majority vote.
2. The completed application package shall contain:
  - a. A resume'
  - b. A copy of the individual's current South Carolina operator certification.
  - c. A copy of the individual's current WEASC membership card.
  - d. A letter requesting consideration for the position on the Board, stating why the individual is interested in serving on the Board.
  - e. A letter of endorsement from the individual's employer stating their support and willingness to allow the individual to serve on the Board and attend all meetings and functions.
3. Once the nominee(s) is/are selected, the President of the Association will forward a letter of recommendation to the Governor's Office.

## **REGISTRATION**

Each Committee establishes registration fees if they undertake committee sponsored functions. It is policy to charge differential fees for members and non-members.

Registration for a committee – sponsored event is the responsibility of the committee. For large events, it is often possible to use the assistance of the Secretary for advance registration and check-in to arrange for nametags, lunch tickets, special ribbons, etc. Coordinate as soon as possible.

When planning an event, include an area for registration.

The Membership Committee Chair may want to be present for registration at committee functions if an opportunity for promoting membership is available. Coordinate with the Membership Committee Chair well in advance of events.

It is appropriate and encouraged to feature posters/signs recognizing exhibits or sponsors in the registration area.

## **SECTION 6 – Awards**

### **ASSOCIATION MEMBER AWARDS**

W.T. Linton Service Award

Water and Wastewater Treatment Plant Operators Awards

Laboratory Analyst of the Year Award

Maintenance Person of the Year Award

Noel M. Hurley Membership Award

Safety Awards

The Dennis Pittman Collection Systems Award

Excellence in Collection Systems Operations Award

Golden Manhole Award

Young Professionals Award

Engineer of the Year Award

WEASC Quarter Century Operators' Award

The South Carolina 5S Society

Crystal Crucible Award

South Carolina Industrial Water Quality Achievement Award

Pretreatment Program Excellence Award

Biosolids/Residual Management Program of the Year Award

Award Nomination Form

### **WATER ENVIRONMENT FEDERATION MEMBER AWARDS**

Arthur Sidney Bedell Award

William D. Hatfield Award

Selection Process for Bedell and Hatfield Awards

George W. Burke Facility Safety Award

Laboratory Analyst Excellence Award

Quarter Century Operations' Club

Awards Summary

Past Award Recipients

## W.T. LINTON SERVICE AWARD

Background on W.T. Linton:

1. Instrumental in getting first South Carolina Pollution Control Act passed in 1950.
2. Executive Director of Pollution Control Authority 1950 – 1970.
3. Operated on small budgets and staff and often without the support of the municipal and industrial establishment.
4. Started laboratory program with a mobile laboratory in 1951 and later established laboratories in Greenville, Lancaster, Florence, Charleston, and Columbia.
5. Started facilities permit program.
6. During most of his time in Pollution Control, it was a great accomplishment to convert a raw discharge to a stabilization pond.
7. He accomplished a great deal with small resources.

On December 2, 1969, the Water Environment Association established a W.T. Linton Service Award. The first award was presented to Mr. Linton in 1970. The December 2, 1969 Executive Committee minutes stated that beginning in 1971, a service award named the W.T. Linton Service Award would be presented to a Water Environment Federation (Active or PWO) member who has contributed materially to the objectives set forth in the Federation's Constitution and Bylaws (which are consistent with the objectives set forth in the Association's Bylaws). In 2002, the Executive Committee voted to apply eligibility to any Association member.

The award reads as follows:

*For recognition of outstanding service, leadership and devotion to the State of South Carolina in preserving and protecting its valuable water resources.  
Presented by the Water Environment Association of South Carolina.*

This award is the highest and most prestigious award presented by the Water Environment Association of South Carolina and is presented on a very selective basis.

## **WATER AND WASTEWATER TREATMENT PLANT OPERATOR AWARDS**

These awards are to be given annually to a water and wastewater treatment plant operator for excellent achievement in the direct operation of a water or wastewater treatment system in South Carolina.

Person to be considered must:

1. Be a certified water and/or wastewater treatment operator;
2. Have a minimum of two (2) years full time operating experience;
3. Have achieved relative excellence over the past year in the operation of his/her plant;
4. Hold no higher position than water or wastewater plant operator, whose chief function is operation of a water or wastewater plant;
5. Not have previously received this award;
6. Be a member of the Association.

Consideration shall be given to:

1. Preventative maintenance, including cleanliness, safety, good housekeeping, and Efficiency;
2. Consistent quality of the finished product with approved standards;
3. Active interest in plant and system improvements, including laboratory;
4. Cooperation with fellow employees and regulatory personnel;
5. Cooperation, coordination and utilization of data in operations and management;
6. Extra effort in working with local people on civic programs that enhance the public's understanding of the water/wastewater profession;
7. Solving operational problems with innovative operation or implementation of new or cost saving techniques;
8. Continuing effort and initiative to upgrade himself/herself and other co-workers;
9. Consistently aware and actively involved in plant safety for him/her and fellow co-workers.

## **LABORATORY ANALYST OF THE YEAR AWARD**

This award is to be given annually to a water and/or wastewater treatment analyst for excellence achieved in the laboratory of a water and/or wastewater treatment plant in South Carolina.

Persons to be considered must:

1. Have a minimum of two (2) years full-time laboratory experience in water and/or wastewater;
2. Have achieved relative excellence over the past year in water or wastewater laboratory operations;
3. Have not previously received this award;
4. Be a member of the Association;
5. Be actively engaged in water or wastewater laboratory operations;

Consideration shall be given to:

1. Preventative maintenance, including cleanliness, safety, quality control manual, good housekeeping and efficiency;
2. Demonstration of the accuracy and precision of data produced;
3. Showing active interest in laboratory, plant and system improvements;
4. Cooperation with fellow employees and regulatory personnel;
5. Cooperation, coordination and utilization of data in operations management;
6. Extra effort in working with local people on city programs;
7. Solving laboratory problems with innovative operation or implementation of new or cost saving techniques;
8. Continuing effort and initiative to upgrade himself/herself and other co-workers;
9. Consistently aware and actively involved in laboratory safety for himself/herself and fellow workers;
10. Improves public appreciation and understanding of water and wastewater fields.

## **MAINTENANCE PERSON OF THE YEAR AWARD**

This award is to be given annually to an Association member for excellent achievement in maintenance of a water, wastewater, collection or distribution system in South Carolina.

Persons to be considered must:

1. Have a minimum of two (2) years full-time maintenance experience;
2. Have achieved relative excellence over the past year in the maintenance of his/her system;
3. Have not previously received this award;
4. Be a member of the Association;
5. Must be actively engaged in the maintenance of water and/or wastewater operations.

Consideration shall be given to:

1. Preventative maintenance, including cleanliness, safety, good housekeeping and efficiency;
2. Consistent quality of the finished product with approved standard;
3. Shows active interest in plant and system improvements, including laboratory;
4. Cooperation with fellow employees and regulatory personnel;
5. Cooperation, coordination and utilization of data in operations and management;
6. Extra effort in working with local people on civic programs that enhance the public's understanding of the water/wastewater profession;
7. Solving operational problems with innovative operation or implementation of new or cost saving techniques;
8. Continuing effort and initiative to upgrade himself/herself and other co-workers;
9. Consistently aware and actively involved in plant safety for himself/herself and fellow workers.

## **NOEL M. HURLEY MEMBERSHIP AWARD**

This award was established in 1994 in honor of long time dedicated Association member Noel M. Hurley. The award was presented the first time at the 1994 South Carolina Environmental Conference to Mr. Hurley. Mr. Hurley has served the Association for over 40 years in a variety of capacities, most notably in member recruitment. The award is presented to an individual to recognize their membership recruitment, outstanding service, and dedication to the Association and its membership.

### Membership Award

This award is to be given annually to an Association member in recognition of outstanding efforts in new member recruitment, member retention, and overall service through participation and leadership in the Water Environment Association of South Carolina (WEASC).

All members of the Association that meet the criteria below are eligible for this award.

Persons to be considered must:

1. Be a member of the Water Environmental Association of South Carolina for a minimum of two (2) years;
2. Achieve excellence in the recruitment of new members, retention of existing members, development of innovative membership programs and service to the WEASC Membership Committee.
3. Have actively participated on other WEASC Committees, at the District level, or provided other areas of service to the WEASC membership.

Consideration shall be given to:

1. Membership recruitment and retention efforts, including program development and the implementation at the District and State levels; consideration will be given to the number of new members recruited.
2. Consistent awareness and active involvement in the recruitment of new members at the District, State and National levels,
3. Activity in programs that enhance the public perception and understanding of WEASC and the environmental profession;
4. Continuing effort and initiative to upgrade himself/herself and fellow professionals;
5. Activity involving other WEASC Districts, Committees and offices.

## **SAFETY AWARDS**

Effective Safety Programs save lives and minimize injuries. The Safety Committee would like to recognize members' hard work and achievements in safety.

Also, for outstanding achievement demonstrated by improvement of safety performance, individual contributions to safety or safety programs, lifesaving acts, heroism, safety involvement with communities or groups other than normal work groups, significant monetary donations to promote safety, and others justifiable as safety leadership, there is the Certificate of Achievement in Safety Award, Certificate of Merit Award, the President's Award and the Certificate of Commendation Award, as well as the George W. Burke Award.

### Certification of Achievement in Safety

Facilities will be awarded congratulatory "Certificate of Achievement in Safety" annually based on the accomplishment of the following twelve items:

1. Facility must have and maintain a typed or printed set of safety rules for each division of operations (divisions are normal groups that work as a unit; such as operating, maintenance, construction, engineering, general services.)
2. These rules must be displayed prominently in the working area and maintained in readable condition.
3. These rules must be reviewed annually and updated as necessary.
4. Each group must have a planned safety meeting at least once a month, emphasizing home and driving safety as well as job safety.
5. Each individual of the group must have a pertinent safety review by the supervisor or an appointee at least once per week in addition to the group safety meeting.
6. The group supervisor and at least one group member must conduct a safety inspection of their associated work area at least once per quarter and have corrected unsafe conditions.
7. Each group must keep forms available for group members to write safety suggestions, and a constructive response must be given each submitted suggestion by the group supervisor or an appointee.
8. The group supervisor or an appointee must have a constructive discussion with any group member who receives an injury requiring medical attention or lost-time, whether occurring on or off the job.
9. The group supervisor or an appropriate appointee must make a written investigation of each lost-time, job related injury, with corrective action to prevent reoccurrence.
10. Appropriate written recognition must be given to each group member for one year's performance without a job-related medical treatment or lost-time injury.
11. A written record of the group's safety performance must be made each quarter and displayed prominently.
12. Before the end of each awards year, a written statement of safety goals for the coming year must be made and displayed prominently.

Certificate of Merit Award

Persons or facilities will be awarded a “Certificate of Merit” in safety annually based on:

1. Certificates will be presented at the annual awards banquet and recipients will be notified in advance by a Safety Committee representative.
2. Award applications covering the previous year.
3. Any member, group of members or member facility are eligible for the award.
4. Any member, group of members or member facility must submit an application, recommending itself to others.
5. Each application must be received and approved by at least three members of the Safety Committee.
6. Submissions of an application do not guarantee an award since these three members of the Safety Committee must recommend the award based on the justification of the application.
7. Applications recommended for the “President’s Safety Award” who do not receive that award will automatically be awarded the “Certificate of Merit,” unless the Safety Committee determines where is insufficient justification.
8. Award applications must contain full written descriptions of the achievement that qualifies the proposed recipient.
9. Applications must describe significant achievements by improvement of safety performance, individual contributions to safety or safety programs, lifesaving acts, heroism, safety involvement with communities or groups or other than normal work groups, significant monetary donations to promote safety and others justifiable as safety leadership. Note that the qualifications for the “President’s Safety Award” require outstanding achievement in these items. Achievements for the “Certificate of Merit” may be in the line of duty and in routine operations, but must be beyond those required for the “Certificate of Achievement.”

President’s Safety Award

Persons or a facility may be awarded the “President’s Safety Award,” provided the application shows sufficient achievement, as follows:

1. One award, an engraved metal tablet for example, may be presented each year at the annual awards banquet.
2. This award need not be given in any year when applicants show insufficient achievement.
3. Applications for the award covering the previous year – Aug. 1 through Sept. 31 – must be submitted to the Safety Committee chairman no later than October 10.
4. Any member, group of members or member facility will be considered eligible for the award.
5. Any member, group of members or member facility may submit an application recommending it or others.
6. Each application must be reviewed and approved by at least three Safety Committee members.

7. The Safety Committee must recommend one application from those submitted as deserving the annual award. It must give all applications and its recommendation to the Association President no later than September 20.
8. The President may accept the Committee's recommendation or obtain approval of at least three members of the Safety Committee if he deems the achievements of another applicant more deserving.
9. Neither the Safety Committee nor the President is required to recommend a recipient if the applications do not show achievements deserving recognition.
10. The Safety Committee must assure the preparation of the award after a recipient has been agreed upon, and insure its delivery to the president on the morning of the first day of the conference or earlier.
11. Applications for the award must contain full written descriptions of the achievements that qualify the proposed recipient.
12. Achievements must be above and beyond those required in routine performance or those required for the "Certificate of Achievement in Safety."
13. Applications must describe outstanding achievements demonstrated by improvement, safety performance, individual contributions to safety programs, lifesaving acts, heroism, safety involvement with communities or groups other than normal work groups, significant monetary donations to promote safety, and other justifiable as safety leadership.

#### Certificate of Commendation Award

This award recognizes the variety of safety improvements and accomplishments that occur each year, recognizes efforts that do not meet the requirements of one of the above awards, encourages growth of efforts for safety improvements that will also lead to one of the above awards, and creates a desire to achieve better safety performance.

Qualifications for the Certificate of Commendation Award for water and wastewater facilities or individuals are based, but not limited to, the following:

1. Reduction of injuries of any category over previous year or years.
2. Installation of new safety equipment.
3. Recordable progress towards the certificate of Achievement in Safety, Certificate of Merit or President's awards.
4. Safety improvements beneficial to associates or the facility in general.
5. Noteworthy accomplishment or program contribution by an Association member or member of an affiliated facility.

The President's and Burke Awards are recommended by the Safety Committee and require the President's approval. The Certificate of Achievement in Safety and Certificate of Merit and Certificate of Commendation awards for facilities are selected by the Safety Committee. The Certificate of Merit and Certificate of Commendation awards for individuals are selected through the Awards Committee. Each of the Certificate awards may have more than one recipient.

## **THE DENNIS PITTMAN COLLECTION SYSTEM AWARD**

This award is to be given annually to an Association member for excellent achievement in the maintenance of a wastewater collection system in South Carolina. It is named in honor of Dennis Pittman of Taylors Fire and Sewer District, who by his dedication and tireless endeavors was the driving force in the formulation of the Collection System Committee and the training school it sponsors.

The nominees' service must have been in any of the following areas: Management, over all planning, operation and maintenance, education, training or research.

Person to be considered must:

1. Have a minimum of two (2) years full time collection system operation experience;
2. Have achieved excellence over the past year or years in the operation and maintenance of his/her system;
3. Not have previously received this award;
4. Be a member of the Association.

Consideration shall be given to:

1. Preventative Maintenance, including program development and implementation;
2. Showing an active interest in collection system improvements;
3. Displaying extra effort in working with local people on civic programs that enhance the public's understanding of wastewater collection system professions;
4. Solving operational problems with innovative operation or implementation of new or cost saving techniques;
5. Continuing effort and initiative to upgrade himself/herself and fellow professionals;
6. Consistent awareness and active involvement in proper collection.

## **EXCELLENCE IN COLLECTION SYSTEM OPERATIONS AWARD**

The Excellence in Collection System Operations Award is presented annually to the Collection System that best demonstrates significant, lasting, and measurable excellence in the operation and maintenance of a collection system, or the prevention of the degradation of the water quality in a region, basin, or body of water through improvements or management practices.

### Criteria:

1. The system must be located within the boundaries of South Carolina.
2. A system is eligible during a three year period immediately after documented results become a matter of public record. Re-nomination is permitted at any time during this three year period.
3. Nominations may be submitted by any member of the Water Environment Association of South Carolina (WEASC). The nominations are to be submitted to the Chair of the WEASC Collection Systems Committee. Each WEASC District is requested to submit a nominee from its area.
4. A utility may receive the award once for operation/maintenance excellence. There must be a significant change in the desired results for a utility to receive the award more than once.
5. The award is intended to recognize the utility and not an individual. The purpose of the award is to advocate teamwork and to recognize the efforts of the different disciplines required to successfully operate a collection system.
6. The utility must have achieved the qualifying results through construction, rehabilitation, and/or operations, rather than solely through the application of administrative procedures.
7. Nominations must be submitted by December 15th.
8. There can be two awards: one for small systems (less than 25,000 population) and one for large systems.
9. The nominator will submit documentation of success in the following areas: Defining the problems and accomplishments. Safety, system maintenance, inflow/infiltration, remediation, preventative maintenance, scheduling, inspection, records and reports, maps, pump stations, training, and public relations.

## **GOLDEN MANHOLE AWARD**

The Golden Manhole Award is an award to recognize individuals who are significant contributors to the advancement of the Design, Education, Training, Certification, Construction, Operations, Maintenance, and Management of Wastewater Collection Systems. This award will provide a permanent recognition of efforts that promote professionalism and pride among those involved in Collection Systems activities.

This Award has been approved by the Water Environment Federation Collection Systems Committee as a way to recognize those who have contributed to the development and professionalism of the Collection System Industry on a national level. It is the desire of the Federation that each Member Association adopt this award, which would be given on the Member Association level. The State criteria for the award will reflect the WEF approved criteria.

Persons to be considered for this recognition must:

1. Have a minimum of two (2) years full time collection system experience;
2. Have achieved excellence over the past year or years in the design, education, training, certification, construction, operation, maintenance and/or management of his/her system;
3. Not have previously received this award;
4. Be a member of the Association.

Consideration shall be given to:

1. Years of experience in Collection Systems, including job duties/responsibilities,
2. Promoting Collection System safety.
3. Outstanding efforts maintaining Collection Systems.
4. Innovative modifications to equipment.
5. Innovative solutions to problems.
6. Promoting Collection Systems training.
7. Significant Accomplishments in the areas of Collection Systems.
8. Involvement in Community activities or public relations.
9. Presentations and/or participation at conferences.
10. Involvement in promoting the professional recognition of the Collection Systems field.
11. Membership and participation in professional organizations.
12. Performance "above and beyond the call of duty".
13. Papers or articles accepted by state, regional or national publications.
14. Membership in WEF national collections system committee
15. Involvement with the WEASC Collection Systems Committee.

The award shall be presented annually to a no more than 4 of recipients. The award shall be presented annually at the WEASC luncheon at the South Carolina Environmental Conference (SCEC). Recipient selection will be made by no less than 3 past awardees. The Chair of the Collection System Committee may, at his or her discretion, appoint the Golden Manhole Award selection subcommittee.

## YOUNG PROFESSIONAL AWARD

The Young Professional Award was established in 2003 to recognize the contributions of young members whose service and achievements are exceptional for their years of experience. This award is given annually to one member who has demonstrated an active commitment to the organization and to the profession as a whole.

Eligibility requirements for nomination:

1. A member in good standing;
2. Less than 35 years of age or less than 10 years of experience in the industry;
3. Shows enthusiasm by participation in professional meetings, committees, events and activities;
4. Exemplifies a positive influence on the organization and the profession by way of service, good fellowship, leadership and commitment;
5. Not have previously received the award.

Nomination Procedure:

A member must submit a nomination letter/form to the Association office by December 15<sup>th</sup> with the following information included:

1. Heading: Date of nomination, type of award clearly indicated (i.e. Young Professional Award);
2. Nominator Information: List name, employer, job title, work address, work phone, fax, and e-mail address. Briefly describe your relationship with the nominee;
3. Nominee's name, date of birth or year entered the water resource industry, employer, job title, work address, work phone, fax and e-mail address;
4. Education: List any applicable degrees or diplomas that the nominee has earned. Give the date and institution for each;
5. Continuing Professional Development: List any Technical or College Credit courses that the nominee has attended. Exclude any items that were mentioned above. Give course names and dates for each. List any short courses or seminars that the nominee has attended. Give course names and dates for each;
6. Certificates, License(s) and/or Registration(s): List any professional certifications, licenses or registrations that the nominee possesses;
7. Membership in other Organizations: List professional, community and charitable organizations to which the nominee belongs;
8. Professional Achievements: Briefly describe the nominee's professional achievements and why you feel they are exceptional for a young professional;
9. Contributions to WEASC: List any Association committees or organizational activities in which the nominee is involved. Briefly describe other contributions or intangibles that the nominee brings to the Association;
10. Summary: Briefly describe why you feel this individual is deserving of this award. Enclose samples of the nominee's achievements, such as media clippings or copies of other awards, if available.

## **ENGINEER OF THE YEAR AWARD**

The Engineer of the Year Award is awarded to an engineer working in one of the following areas: consulting, municipal or industry, who is responsible for the design of a facility, or has demonstrated excellence, by managing, directing, operating, education, research or pollution prevention on a project in the field of wastewater collection, treatment, or residual management.

### Criteria:

1. Nominee must be a member of the Association.
2. The project must have been designed or in operation for a period of at least one year and not more than 5 years.
3. The Nominee's area of service must have been in any of the following areas: management, overall planning, facility design, education, pollution prevention, or research.
4. Documentation and supporting information detailing the achievement must be provided and should include a narrative description of the activity or project as well as evidence of completion or implementation.

### Submit:

1. Nomination Form (Appendix F).
2. One page biography of the nominee.
3. Specific reasons for nomination (one page maximum).
4. Any other supporting material required under Criteria or that you feel would be helpful in the selection process.

Nominations accepted from: District Members

Nominations are due to the Association Office by December 15<sup>th</sup>

## **QUARTER CENTURY OPERATORS' AWARD**

The Quarter Century Operators Award honors the operators of water or wastewater treatment and transportation facilities for their service and dedication in a difficult and dangerous field.

Recipients of the Quarter Century Operators Award will be recognized at the Operator Conference.

### Criteria:

1. Must be a member of the Water Environment Association of South Carolina.
2. Must have been significant, full-time participant in the water environment industry for a period of 25 years, 10 years of which must have been actively involved in the day-to-day collections, maintenance, operations, laboratory or management of a water or wastewater transportation or treatment facility.
3. Must submit an application for membership consideration to the Association office by August 15th of the appropriate year to be considered by the Awards Committee. The application must be accompanied by a complete resume' of experience.

## **THE SOUTH CAROLINA 5S SOCIETY**

The original chapter of the Select Society of Sanitary Sludge Shovelers was founded in Arizona in October of 1940. Generally, it is a well-known fact that the idea was conceived by A.W. "Dusty" Miller and F. Carlyle Roberts, Jr. to recognize the fact that many members do not receive the coveted Bedell Award or Hatfield Award, nor do they become Association President. Nevertheless, these members contribute in some outstanding measure. The first meeting of the South Carolina S.S.S.S. Chapter was held on November 4, 1982, during the Fall Meeting of the Water and Pollution Control Association of South Carolina at the Hyatt Hotel in Greenville, South Carolina.

Selection to membership in a chapter is recognition of "outstanding, meritorious service above and beyond the call of duty." Selection bestows the accolade of elevation "on the official shovel to the highest ridge on the sludge bed, with the title of select sanitary sludge shoveler, and all the honor, atmosphere, prerequisites, and dignity appertaining thereunto."

## **CRYSTAL CRUCIBLE AWARD**

The purpose of this award is to recognize individuals for significant contribution which promotes professionalism, pride and high ideals among those working in water and wastewater analysis, education training, certification, management, and promoting innovative laboratory operations.

### **Criteria:**

1. Membership: the individual must be a current member of the Water Environment Association of South Carolina.
2. Years of experience and significant participation in the one or more areas of water/wastewater analysis, education, training, certification, and management.
3. Involvement in promoting the professional recognition of the water/wastewater laboratory field.
4. Participation in the Water Environment Association of South Carolina to include papers or articles accepted by state, regional or national publications, and technical presentations at professional conferences.

Inductees will be selected from the pool of nominees by the Laboratory Committee. The first award(s) will be presented at the Laboratory Workshop, and thereafter at the South Carolina Environmental Conference. The physical award consists of a Crystal Crucible pin, a certificate of recognition for the inductee, and a separate certificate of recognition for the inductee's employer.

### **How to nominate:**

1. To nominate someone for this award, complete a nomination form for each nominee and submit 3 copies to the Laboratory Committee. You must use the nomination form (or a photocopy), and be sure to follow the instructions accompanying the form.
2. Include a rationale and supporting evidence for your nomination of this person. You may attach additional pages as required.
3. Be sure to observe the deadline. Nominations received after the deadline of December 15<sup>th</sup> will not be considered, and you will have to resubmit for the next award date.

## **SOUTH CAROLINA INDUSTRIAL WATER QUALITY ACHIEVEMENT AWARD**

The South Carolina Industrial Water Quality Achievement award is presented to a corporation (and, if applicable to its engineering firm) that best demonstrates significant, lasting, and measurable excellence in water quality improvement design and operation of an industrial wastewater, pretreatment, or source prevention program. The South Carolina Industrial Water Quality Achievement award will be presented annually at the Industrial Conference/workshop to a program that meets the following criteria:

1. The program should be operated by an industry or show significant input by industry.
2. Joint awards between industrial and engineering consultants will be made for innovative designs or process alternations or management.
3. A program is eligible during a five-year period immediately after documented results become a matter of public record. Two re-nominations may be made.
4. The program must demonstrate a significant achievement in design, operation, or process change resulting in demonstrated long-term water quality improvement. The application should give significant detail as to the nature of the engineering or scientific advances leading to the improvement. Examples of criteria are one or more of the following:
  - a. Detailed summary data showing significant reduction in classic macro pollutants, e.g. BOD, N, P, TS discharged to the receiving stream or municipal sewer.
  - b. Detailed summary data showing significant reduction in micro pollutants, e.g. chlorinated hydrocarbons, pesticides, metals, or hazardous compounds to the receiving stream or municipal sewer.
  - c. A method of source reduction by process alteration which demonstrates reduction of water used or water pollution.
  - d. A method of source reduction by product alteration which demonstrates reduction of water used or water pollution.
  - e. A method of materials recycling resulting in lower water use, or lower water pollution generation.
  - f. A method of wastewater treatment involving energy saving without loss of efficiency.
  - g. Innovations resulting in the protection of groundwater, soil, or air from a new or existing industrial wastewater treatment facility.
  - h. An environmental management strategy or training program that increases environmental awareness and results in significant source reduction or water pollution prevention.

# **PRETREATMENT PROGRAM EXCELLENCE AWARD**

## **Purpose**

In order to recognize leadership in the commitment to environmental stewardship and public service, the Water Environment Association of South Carolina (WEASC) is sponsoring the Pretreatment Program Excellence Award. Many pretreatment programs in the state of South Carolina have demonstrated their commitment to protecting and improving the quality of the State's waters through exceptional implementation and enforcement. Additionally, these programs have pursued exemplary service to their customers while protecting the health and well-being of the State's citizens. The Pretreatment Program Excellence Award is intended to bring public awareness and support to pollution control programs that aspire to maintain the quality of the State's waters, protect public health and wastewater infrastructure, promote the beneficial use of effluents and biosolids, protect the health and safety of wastewater treatment facility operators, and provide quality service to wastewater treatment facility customers.

## **Qualifications and Selection Process**

Awardee must be SCDHEC approved Pretreatment Programs nominated by a member of the WEASC Industrial Committee. Furthermore, the participant's Pretreatment Program must not have been in Significant Non-compliance during the review year. The qualified participant will be notified by WEASC of its nomination and sent a request for a Pretreatment Program Profile.

An Awards Review Committee comprised of an equal number of pretreatment experts from the SCDHEC Bureau of Water and the WEASC Industrial Committee will evaluate the submittals and select an award winner every even year. Presentation of the award will be made by a WEASC representative at the Pretreatment Coordinators Workshop held in even years.

## **Benefits of the Award Program**

Winning Pretreatment Programs will receive public recognition through local press releases. The award recipient will receive a plaque.

## **Submittals**

Submittals may include supporting materials such as attachments and photographs. Attachments should include an index page identifying the materials. Photographs should be print quality and may be used by WEASC in various publications to support the awards program. Please note that the quality of the submittal is more important than the bulk of the submittal. Note: all submittals will become the property of WEASC and not will be returned. The WEASC will endorse and submit nomination package to SCDHEC for nomination to the EPA Pretreatment program Excellence Award.

## **WEASC BIOSOLIDS/RESIDUALS MANAGEMENT PROGRAM OF THE YEAR AWARD**

The WEASC recognizes excellence in Biosolids/Residuals management through the Biosolids/Residuals Management Program of the Year Award.

Candidates will be evaluated against the following criteria:

1. Significant recycling or reuse of natural resources such as nutrients, organic matter, or energy.
2. Sustained project for several years that is full-scale with proven operation.
3. Consistent, cost-effective operation.
4. Public acceptance.
5. Compliant with all federal, state, and local regulations.
6. Excellence in project management.

Nominations should be submitted to the Biosolids/Residuals Committee and/or Association Office by October 31<sup>st</sup>.

## **WATER ENVIRONMENT FEDERATION MEMBER AWARDS**

The Water Environment Federation offers several awards available to Water Environment Association members. Professional Wastewater Operations members who are Member Association members are eligible for the Bedell, Hatfield, and Burke Awards. The awards are as follows:

### **ARTHUR SIDNEY BEDELL AWARD**

Each year, because of the size of membership, the Water Environmental Association can nominate a recipient for the Federation's Bedell Award, which is presented for outstanding service in the sewerage and wastewater treatment field as related particularly to the problems and activities of Central States. This participation may be in the form of leadership through membership and committee work, presentation of papers, and other activities which enhance the prestige and effectiveness of the Water Environment Association.

The Arthur Sidney Bedell Award was established to acknowledge extraordinary personal service to a Member Association. The award is named for Arthur Sidney Bedell, the second president of the Federation, who exemplified its purpose by his long devotion and service to the New York Water Pollution Control Association.

Member Associations are privileged to nominate an active member for the Federation's Arthur Sidney Bedell Award, which is given "for outstanding service in the water pollution control field, as related particularly to the problems and activities of the Member Association."

By action of the Board of Control on October 14, 1951, nominations by the Member Associations of recipients of the Arthur Sidney Bedell Award shall be made in accordance with the following rules:

- a) The number of awards per Member Association shall be as follows:
  - 0 to 34 members.....by petition only
  - 35 to 249 members.....1 per three years
  - 250 to 499 members.....2 per three years
  - 500 to 749 members.....3 per three yearsBut if any Member Association in the 0 to 34 class increases its membership by 50 percent and is still under 35 members, it shall by petition be favorably considered for an award before reaching the 35-member status to allow eligibility for one nomination in a three year period.
- b) No Member Association shall nominate more than one recipient per year.

The Awards schedule is available on the WEF website ([www.wef.org](http://www.wef.org)). The Member Association has full freedom to establish its own criteria for the selection of the winner of this award. Leadership in the organization or administration of the Member Association, membership activity, technical contributions bringing prestige to the Member Association, etc., are criteria that might be applicable. Each nominee must be an Active Member of the Federation. The presentation of the Federation award is usually arranged as a part of the meeting of the Member Association following approval by the Board of Directors. Actual presentation by a visiting Federation officer generally is appropriate. Personal data on the recipient should be prepared well in advance.

### **WILLIAM D. HATFIELD AWARD**

Because of the size of our membership, the Water Environment Association can nominate to the Federation a recipient for the Hatfield Award each year.

This award is presented to an operator of a wastewater treatment facility for outstanding job performance, distinguishing professionalism, advancement of the art and knowledge of wastewater treatment by innovative in-plant studies along with the dissemination of information concerning wastewater treatment operation and maintenance through paper, articles, training and reports. This award can only be given to an active member of the Water Environment Association.

This award was established in honor of Dr. William D. Hatfield, Superintendent of the Decatur, Illinois Sanitary District, who was President of the Central States Sewage Works Association in 1944-45 and served as President of the Federation in 1958-59. The William D. Hatfield Award recognizes a water pollution control plant operator for outstanding service in the field of treatment plant operations through better public relations, business-like accounting, and superior operation and maintenance.

The purpose of the William D. Hatfield Award is to recognize members who are operators of a water quality control facility who are doing an outstanding job in performance of their duties, as well as to operators demonstrating distinguished professionalism. The aspects of plant operation on which the award is based serve these purposes:

1. Encourage better public relations between the plant operator and the public.
2. Recognize outstanding reports which serve the requirements of the operator's superior officials and provide a basis for recommendations by the operator for improvements to his/her plant for better efficiency of treatment and economy of operation.
3. Recognize businesslike accounting of expenditures of funds and care of the treatment plant and accessories entrusted to the operator.
4. Advancement of the art and knowledge of wastewater treatment by dissemination to other engineers and operators the basic information and data concerning a particular plant and process through paper, articles, meetings, and reports.

Each Member Association may name one of its operator members to receive the Federation Hatfield Award in accordance with the schedule approved by WEF, provided the operator has not previously been the recipient of such an award. Operators of industrial wastewater treatment plants as well as operators of municipal and privately owned wastewater plants are eligible. Each nominee must be an Active Member of the Federation. The frequency schedule is available on the WEF website ([www.wef.org](http://www.wef.org)). Following approval of the nominees by the Federation, the Award is scheduled for presentation by a Federation officer at the Membership Association annual meeting.

### **NOMINATION REGARDING SELECTION OF HATFIELD AWARD**

The nominees for the William D. Hatfield Award must be determined by the Member Association and the Secretary of the Association must notify the Executive Director of the Federation of the name of the individuals being nominated for these awards on or before November 1<sup>st</sup> of the year in which the nominations are recommended to the Federation Board of Trustees. The Member Association Secretary shall give the individuals; names, as they are to appear on the certificate at the time their nominations are transmitted. A form is sent to the Secretary to be referred to the Federation no later than the date indicated.

Basis of Nomination

1. The Member Association is allowed freedom in establishing its procedure and criteria for selection of its winner of the award.
2. As a guide in determining the recipients, the following basis of selection is suggested:

ITEM

	MAXIMUM PERCENTAGE POINTS
A. Efficiency of treatment, considering available Facilities, and effects of plant effluent on receiving waters-----	25
B. Good Housekeeping-----	10
C. Public Relations-----	10
D. In-service training and certification of subordinate operators-----	5
E. Emergency operation-----	5
F. Compilation of and dissemination of routine operations data to regulatory agencies and to the profession-----	15
G. Preparation and dissemination of annual report-----	15
H. Preventive maintenance and safety-----	10
I. General administration-----	5
<b>TOTAL</b>	<b>100</b>

## GEORGE W. BURKE, JR FACILITY SAFETY AWARD

This award was established in 1982 in honor of George W. Burke, Jr. for his many years of service to both the water and pollution control field and the Federation as staff manager of technical services. Mr. Burke was instrumental in developing the Federation's annual safety survey and assisting in the production of several safety training aids and promotional packets.

The George W. Burke, Jr. Facility Safety Award is given to a wastewater treatment facility which has a documented and illustrated safety program and safety record for the preceding year. Its purpose is to encourage an active and effective safety program in municipal and industrial water facilities.

**History:** The George W. Burke, Jr. Facility Safety Award was established by the Board of Control on October 3, 1982, to encourage municipal and industrial wastewater facilities to participate in promoting an active and effective safety program and to stimulate the collecting and reporting of injury data. Each Member Association is eligible to nominate a local municipal or industrial wastewater facility to receive the award. The documented and illustrated safety program and safety record of the facility should be the basis for nomination. Additional criteria for the award may be established by each Member Association. The frequency of the award for each Member Association varies from annually to once every third year. The Award is named for George W. Burke, Jr. in recognition of his many years of service to the water pollution control field and to the Federation as staff manager of technical services and committee liaison. He was instrumental in developing the WEF annual safety survey and assisting in the production of several safety training aids and promotional packets. Award presentations will be made at the annual Member Association meetings following Board of Control approval of the nominees.

**Award Criteria:** The Water Environment Federation's George W. Burke, Jr. Facility Safety Award is presented through the Member Associations to a selected municipal or industrial wastewater facility in recognition of a documented and illustrated safety program and safety record. The purpose of the award is to encourage an active and effective safety program in local wastewater facilities and to stimulate the facilities to collect and report injury data. Each Member Association is allowed full freedom to establish its own additional criteria for the award.

The Water Environment Association has established selection criteria for the George W. Burke, Jr. Facility Safety Award as follows:

1. Wastewater facilities will be categorized by number of persons employed at the facility. Categories will be:
  - a. Large – Those employing greater than 20 persons.
  - b. Intermediate – Those employing between 6 and 20 persons.
  - c. Small – Those employing 5 or less persons.

2. The Burke Award will rotate annually between the three categories. The Small Facility category is eligible for selection as the Burke recipient for 1984. An Association Award will be given in the two categories not eligible for the Burke Award.
3. At least one employee of the wastewater facility must have the Water Environment Federation Honorary, Life, Active or Corporate Member Status.
4. A facility or its parent organization (city, town, authority, sanitation district, etc.) may nominate only one facility annually and may not repeat itself consecutively as the Burke Award recipient.
5. Nominations for selection will be by completion of the application award (Appendix E). Recipients for the two categories not eligible for the Burke Award in any given year will be selected based on the total accumulated points awarded the application by the Selection Awards Committee. The Awards Committee will screen the applications for the Burke Award and select three finalists whose facilities will be inspected and rated by members of the Selection Safety Committee. The Awards Committee will then make final selection based on the total accumulated points awarded.

**Eligibility:** To be eligible for this award, at least one employee of the facility must have Water Environment Federation Honorary, Life, Member Association Active, or Corporate Representative member status. An award Plaque will be presented to the recipient at the Member Association annual meeting following Board of Directors approval.

The number and frequency of the award for each Member Association is as follows:

0 to 34 members – By Petition only

35 to 249 members – One award every third year

249 to 299 members – Two awards every three years

500 or more members – Annual award

**To submit a nomination:** The nomination for the award should be submitted to the Water Environment Federation's Executive Director by the Member Association on or before November 1<sup>st</sup> in the year in which the nomination is to be recommended to the Board of Directors.

## **LABORATORY ANALYST EXCELLENCE AWARD**

This award was established by the WEF Board of Directors in 1993 to recognize individuals for outstanding performance, professionalism and contributions to the water quality analysis profession. The award is presented by a Federation representative at the Member Association Annual Meeting.

### **Criteria:**

1. Must be a member of the Water Environment Federation.
2. Candidate must be employed at an educational facility laboratory, industrial, commercial or municipal laboratory which performs wastewater – related analysis and must have direct analytical responsibilities.
3. Candidates are eligible for this award only once.
4. Qualifying criteria may include:
  - a. Membership and involvement in professional association. Examples – Water Environment Federation Committees, Standard Methods Joint Task Force Groups, MA Committees and Conferences and conference activities.
  - b. Outstanding efforts in the area of wastewater and environmental aquatic analyses, including such items as innovative sampling techniques or solutions to a treatment, analytical or environmental problem.
  - c. Involvement in community activities or public relations.
  - d. Presentations at professional conferences, meetings, etc. relevant to water quality issues.
  - e. Professional certifications.
  - f. Continuing Education.
  - g. Contributions that have been beneficial to the nominee's facility.
  - h. Unusual initiative or performance "beyond the call of duty".

## **QUARTER CENTURY OPERATORS' CLUB**

The Quarter Century Operators' Club is a group of members of any Member Association or a member of the Professional Wastewater Operations Division of the Federation. The Club was created under the sponsorship of Frank Woodbury Jones who served as the Club's first registrar.

Quarter Century Operators' Club members will be presented with a plaque at their Member Association Annual Meeting following approval by the Board of Directors at its annual meeting.

### **Criteria:**

1. Must be a member of the Water Environment Federation.
2. Must have been a significant, full-time participant in the water environment industry for a period of 25 years, 10 years of which must have been actively involved in the day-today collections, maintenance, operations, laboratory, or management of a wastewater transportation or treatment facility.
3. Must submit an application for membership consideration to the Federation office by July 1 of the year to be considered at the Annual Meeting of the Federation Board of Directors. The application must be accompanied by a complete and detailed resume of experience.

## AWARDS SUMMARY

<b>Association Awards</b>	<b>Responsible Committee</b>	<b>Nomination Deadline</b>
W.T. Linton	Executive	December 15
Water & Wastewater Treatment Operators	Awards	December 15
Laboratory Analyst of the Year	Awards	December 15
Maintenance Person of the Year	Awards	December 15
Noel M. Hurley Membership	Awards	December 15
Engineer of the Year	Awards	December 15
Excellence in Collection Systems Operations	Collection Systems	December 15
Dennis Pittman Collection System	Awards	December 15
Golden Manhole Award	Collection Systems	December 15
Quarter Century Operator Award	Qtr. Cent. Op.	August 15
Safety Individual Awards	Awards	December 15
Safety Facility Awards	Safety	December 15
Biosolids/Residual Management Program of the Year	Biosolids/Residuals	October 31
SC Industrial Water Quality Achievement	Industrial	July 15/odd years
Young Professional Award	Awards	December 15
Golden Manhole Award	Collection	December 15
Crystal Crucible Award	Laboratory	December 15
Pretreatment Program Excellence Award	Industrial	July 15/even years

<b>Water Environment Federation Awards</b>	<b>WEF Responsible Committee</b>	<b>Nomination Deadline</b>
Quarter Century Operator Club	Awards	July 1
William D. Hatfield	Hatfield	November 1
Arthur Sidney Bedell	Bedell	November 1
George W. Burke Facility Safety	Safety	November 1
Laboratory Analyst Excellence	Lab Analyst Award	November 1
Industrial Water Quality Achievement	Industrial	April 1

## **AWARD RECIPIENTS**

### ASSOCIATION WATER OPERATOR AWARDS

1971 Gene Petty  
1972 W.C. Smith  
1973 Eddie Carpenter  
1974 Sam Thompson  
1975 William S. Reddick  
1976 James G. Williams  
1977 Ted Morris  
1978 Roy V. McDowell  
1979 Ervin Cathcart  
1980 Ronald Parks  
1981 Perry Horne  
1983 Joseph B. Sommers  
1984 John F. Turner  
1985 Tony L. McCarson  
1986 Harold D. Atkins  
1987 Jack Locklair  
1988 Clint Teague  
1989 Joseph J. Able  
1990 William P. Miles  
1991 LaDonna Stephens  
1992 Randall Roper  
1993 Richard Lawrence  
1994 James Friday  
1995 David Payette  
1996 Ron Copeland  
1997 Robert Brunson  
1998 Debbie Anderson  
1999 Brad Nelson  
2000 Phil Miller  
2001 Jeffrey Phillips  
2002 Floyd Mahaffey  
2003 Thomas Gibson  
2004 Marshall Strange  
2005 Kenneth S. Brown  
2006 Susan Featherstone

### ASSOCIATION WASTEWATER OPERATOR AWARDS

1972 Donald Coker  
1973 Jeffrey Catlin  
1974 W.O. Harrell  
1975 William D. Martin  
1976 Henry Robinson  
1979 Fred Weaver

*Association Awards, WW Op (con't)*

1980 Walter G. Presson  
1983 Steve L. Daniel  
1984 Calvin Randy Roach  
1985 Darrell Plyler  
1986 Marvin Boykin  
1987 Pat Hines  
1988 Rita Foxworth  
1989 Charles B. Wall  
1990 Kevin Miller  
1991 Donald Allen  
1992 Danny Cook  
1993 Tom Jenkins  
1994 William Goodlett  
1995 Christie Green  
1996 Andrea Johnson  
1997 Don Seilinger  
1998 Mike Robertson  
1999 Ed Arnold  
2000 Jeff Bailey  
2001 Barry Stapleton  
2002 Charles Grant  
2003 Ruth Graham  
2004 Alan Johnson  
2005 James E. LeRoy  
2006 Calvin Howard

ASSOCIATION LABORATORY ANALYST AWARDS

1983 Andrea Feagin  
1984 Marion Freeman  
1985 Elizabeth Royal  
1986 Karen Reece  
1987 Anne Norris  
1988 Helen Chandler  
1989 Michael Woodrum  
1990 Hilde "Alix" Alexander  
1991 Rebecca West  
1992 Kelly Ferda  
1993 Lynn Hill  
1994 Patty McLaughlin  
1995 Leigh Yenco  
1996 Melissa Harmon  
1997 Stella White  
1998 Dieu Nguyen  
1999 Dennis Inabinet

*Association Awards, Lab Analyst (con't)*

2000 Chavez Raymond  
2001 Narissa Pickler  
2002 Todd Lawson  
2003 John Westcott  
2004 Melissa Ramey  
2005 William D. Hughes  
2006 Heather Beard

ASSOCIATION MAINTENANCE AWARDS

1983 Ronald Sanders  
1984 Willie Jenkins  
1985 William T. Rhodes  
1987 Larry Peavy  
1989 Robert O. McDonald  
1990 David Fennell  
1991 Bobby Walden  
1992 Marion Boone  
1993 Eddie Shealy  
1994 Jacob Washington  
1995 William Halfacre  
1996 Vince Lamberti  
1997 Michael Frayer  
1998 Perry Garrett  
1999 Dennis Hodges  
1999 Charlie Pittman  
2000 Ed Hardy  
2001 Marcelus Randy Roberts  
2002 Keith Weeks  
2003 Chester "Chet" Snyder  
2004 Trent Bowles  
2005 Donald E. McCreary  
2006 Larry Needham

ASSOCIATION NOEL M. HURLEY MEMBERSHIP AWARDS

1994 Noel M. Hurley  
1995 Henry Gibson  
1996 W. Craig Helms  
1997 Steve Robinson  
1998 Rebecca West  
1999 Mindy Goss  
2000 Mindy Goss  
2001 Tony McAbee  
2002 Rebecca West  
2003 Emma Haynes

*Association Awards Noel M. Hurley (con't)*

2004 Sam Davis  
2005 Tony McAbee  
2006 Samantha Bartow

ASSOCIATION ENGINEER OF THE YEAR

1995 Don Hamburger  
1996 Ray Peterson  
1997 G. Carter Moore, III  
1999 James Hembree  
2000 Steve Bowen  
2001 Lauren Hildebrand  
2002 James McLamarrah  
2003 Robert Wilroy, Jr.  
2004 Jake Earle  
2005 Brian Bishop  
2006 Janet Cann

ASSOCIATION YOUNG PROFESSIONAL OF THE YEAR

2003 Lisa Muzekari  
2004 Erica Prado  
2005 Samantha Bartow  
2006 Shad Stringfellow

BIOSOLIDS/RESIDUAL MANAGEMENT PROGRAM OF THE YEAR

2000 Galey & Lord  
2001 Western Carolina Regional Sewer Authority  
2002 Summerville CPW  
2003 Spartanburg Water System/Spartanburg Sanitary Sewer District  
2004 Biotech of West Columbia  
2005 No Award  
2006 No Award

SC INDUSTRIAL WATER QUALITY ACHIEVEMENT AWARD

2000  
2001  
2003  
2004  
2005

WEF ARTHUR SIDNEY BEDELL AWARD

1952 George A. Rhame  
1955 W.T. Linton  
1958 T.E. Robertson

*WEF Bedell Award (con't)*

1961 Russell A. McCoy, Jr.  
1964 Robert N. Bowen  
1969 J.D. Lesslie  
1971 Johnnie W. Smith  
1972 Calton Heckerman, Jr.  
1974 Henry E. Gibson  
1975 A. Ray Abernathy, Ph.D.  
1977 Noel M. Hurley  
1978 Charles R. Beall  
1980 W.S. "Peck" Noland  
1981 Dana W. Love, Jr.  
1983 Ernest A. Young  
1984 Kenneth C. Lillard  
1986 Ronald E. Bycroft  
1987 Betty K. Setzer  
1988 Robert G. Gross  
1989 J. Michael Clark  
1990 Karen F. Reece  
1991 J. Ed Schooler  
1992 George Schudel  
1993 Charles Garrison  
1994 Frank Callcott  
1995 George Martin  
1996 Ginger Clark  
1997 Tom Haselden  
1998 Janet Hurley-Cann  
1999 Glenda Swearingen  
2000 Rebecca West  
2001 Stephen Graef  
2002 Becky Dennis  
2003 Virginia "Jinks" Patrick  
2004 James "Will" Martin  
2005 Tom Wright  
2006 Jimmy Wigglesworth

WEF WILLIAM D. HATFIELD AWARD

1958 Frank M. Gibson  
1961 Ralph G. Pennington  
1964 Charles B. Doyle  
1965 J.E. Holsenback  
1968 W.R. Prater  
1971 Marshall Bright, Jr.  
1972 Gary Cochran  
1974 John H. Grantham

*WEF Hatfield Award (con't)*

1975 Donald R. Coker  
1977 Stephen E. Jefferson  
1978 James H. Dailey  
1981 Ernest A. Young  
1983 James C. Johnson  
1984 Fred H. Boatwright  
1986 Dargan L. Evans  
1987 Ronald Bibb  
1988 Andrew Fairey  
1989 William Smith  
1990 Jim Matthews  
1991 Fred Yandle  
1992 Pat Hines  
1993 John K. Earle  
1994 Tom Duncan  
1995 Keith Hoy  
1996 Ronald Sanders  
1997 Becky Dennis  
1998 Keith Weeks  
1999 Keith Smart  
2000 Sam Davis  
2001 Randy Boyette  
2002 Jeff Bailey  
2003 Keith Griffin  
2004 Danny Holliday  
2005 Donald L. Seilinger  
2006 James P. Ashmore

WEF WILLIAM T. BURKE FACILITY SAFETY AWARD

1983 E.I. Dupont de Nemours & Co., May Plant Facility  
1984 E.I. Dupont de Nemours & Co., Savannah River Plant  
1985 Allied Fibers Wastewater Treatment Facility, Columbia, SC  
1987 Fairforest Wastewater Treatment Plant, Spartanburg, SC  
1988 E.I. Dupont de Nemours & Co., Cooper River Plant  
1990 Plum Island Wastewater Treatment, Charleston, CPW  
1993 Berkley County Waste & Sanitation Authority  
1998 Mt. Pleasant Waterworks  
1999 Spartanburg Water System/Spartanburg Sanitary Sewer District  
2000 Carolina Eastman  
2001 City of Columbia, Metro Plant  
2002 Aiken County PSA Horse Creek Facility  
2003 South Island PSD – Reclaimed Water Facility  
2004 Greenwood Metropolitan Sewer District  
2005 No Award

2006 Beaufort Jasper Water & Sewer Authority

WEF LABORATORY ANALYST EXCELLENCE AWARD

1995 Kelly Ferda  
1996 Anne Norris  
1997 Karen Reece  
1998 Cindy Tyner  
1999 Dieu Nguyen  
2000 Ann Sims  
2001 Glenda Swearingen  
2002 Cheryl Sommers  
2003 Laura Shealy  
2004 John Westcott  
2005 No Award  
2006 No Award

WEF QUARTER CENTURY OPERATORS' CLUB AWARD

W.W. Adkins  
J.A. Andrea  
G.A. Rhame  
W.F. Thompson  
1987 Gary Cochran  
1987 Richard H. Finn  
1987 Dana W. Love, Jr.  
1987 Gene T. Petty  
1990 Jerry R. Oliver  
1992 John Larry Bodie  
1992 Ward B. Gainey  
1993 Joseph W. Green  
1997 Noel M. Hurley  
1999 Don Coker  
2000 Joe Della-Volle  
2001 Sam Davis  
2003 Stephen Pohlman  
2004 J. Keith Griffin  
2006 Paul Cannon, Robert Peterson, Karen Reece, Keith Smart

WEASC W.T. LINTON AWARD

1970 W.T. Linton  
1974 Johnnie W. Smith  
1975 George A. Rhame  
1977 A. Ray Abernathy, Ph. D.  
1978 Russel A. McCoy, Jr.

*W.T. Linton Award (con't)*

1979 Charles R. Beall  
1980 Hubert J. Webb, Ph. D.  
1982 John E. Jenkins  
1983 Truman H. Safford  
1984 Linvil G. Rich, Ph. D.  
1986 Kenneth C. Lillard  
1988 Bill N. Buck  
1989 Charles R. Jeter  
1992 Noel M. Hurley, Sr.  
1994 Henry Gibson  
2000 Jim Rogers  
2002 L.A. Graham  
2004 Lynn Stovall  
2004 Lewis Shaw  
2005 No Award  
2006 No Award

WEASC DENNIS PITTMAN COLLECTION SYSTEM AWARD

1989 Dennis Pittman  
1990 Howard Henry  
1991 George Martin  
1992 Bill Kaufman  
1993 Marion Boone  
1994 Al Bickett  
1995 Ray Tarker  
1996 Mike Clark  
1997 Calvin Grant  
1998 Calvin Grant  
1999 Larry Morris  
2000 Tom Wright  
2001 Sammie Barnett  
2002 David Ek  
2003 Robert Walden  
2004 David Lankford  
2005 Michael R. Stansell  
2006 Ronald Inabinet

WEASC EXCELLENCE IN COLLECTION SYSTEM AWARD

1997 Parker Fire & Sewer District – Small System  
1998 Mount Pleasant Waterworks – Large System  
1999 Summerville CPW – Small System  
2003 Charleston CPW

WEASC GOLDEN MANHOLE AWARD

- 2003 Al Bickett, Marion Boone, Leroy Cummings, Hugh Davis, William Goff, Bill Kaufman, David Lankford, George Martin, Larry Morris, Randy Myers, Bill Orne, Ray Tarker, Adrian Williams
- 2004 Sammy Barnett, Mike Stansell
- 2005 Sue McHugh, Ed Hart
- 2006 Tony McAbee

## **APPENDICES**

- A. Bylaws and Committee Resolutions
- B. Parliamentary Law
- C. Motions Passed by The Executive Committee
- D. Past Presidents
- E. Committee Chair Guidelines
- F. Award Nomination Forms
- G. Committee Rotation Chart
- H. Student Poster Contest Agreement & Waiver
- I. Operations Challenge Winners Waiver and Travel Agreement
- J. Officer and Volunteer Travel Agreement

**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.

Revised May 2008

**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

**BYLAWS**  
**OF THE**  
**WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA**

- 1.0 NAME
- 2.0 AFFILIATION
- 3.0 MISSION STATEMENT
- 4.0 OBJECTIVES
- 5.0 FRANCHISE
- 6.0 MEMBERSHIP
- 7.0 MEMBERSHIP CLASSIFICATIONS, QUALIFICATIONS AND PRIVILEGES
- 8.0 DUES
- 9.0 ADMISSION AND EXPULSION
- 10.0 EXECUTIVE COMMITTEE
- 11.0 OFFICERS
- 12.0 ASSOCIATION MANAGEMENT
- 13.0 MEETINGS
- 14.0 DISTRICTS
- 15.0 COMMITTEES
- 16.0 PUBLICATIONS
- 17.0 NON-LIABILITY OF OFFICERS
- 18.0 LIABILITY AND INDEMNIFICATION
- 19.0 RULES AND REGULATIONS
- 20.0 AMENDMENT

21.0 DISSOLUTION  
2008

*Effective April 2,*

# **BYLAWS**

## **OF THE WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA**

### **1.0 NAME**

- 1.1 The name of this organization shall be the Water Environment Association of South Carolina (WEASC) designated as the "Association".

### **2.0 AFFILIATION**

- 2.1 The Association shall be a member of the Water Environment Federation (WEF), hereinafter designated as the "Federation," and shall participate in the activities of that organization. WEF is a not-for-profit technical and educational organization that was founded in 1928. WEF's vision is to be the preeminent organization dedicated to the preservation and enhancement of the global water environment. WEF is incorporated in the State of Illinois with headquarters in Alexandria, Virginia. It is the intent that the Bylaws of the Association shall be in harmony with the Constitution and Bylaws of the Federation.

### **3.0 MISSION STATEMENT**

- 3.1 The mission of the Association is to deliver quality service to membership, promote and advance the water environment profession, and benefit our state through the protection and enhancement of the water environment. The purpose of the Association shall be to protect and enhance the water environment through the enhancement of science and education, dissemination of information, expansion of public understanding and promotion of sound public policy and to do all things necessary or convenient, and not inconsistent with laws to further these goals. The purpose of the Association is exclusively charitable, scientific, literary, and educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the Association shall be the carrying on of propaganda, and the Association shall not otherwise attempt to influence legislation. The Association shall not participate in, or intervene in, political campaigns on behalf of any candidate for public office. The Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are

deductible under Section 170 (c)(2) of the Code, or corresponding section of any future federal tax code.

#### **4.0 OBJECTIVES**

- 4.1 The advancement of fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 4.2 The advancement of practical knowledge in the technology, design, construction, operation, maintenance, and management of water quality control systems and facilities.
- 4.3 The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.
- 4.4 The implementation of the objectives previously stated through an exchange of information and experience among its members, and other interested persons, by an annual meeting of its members.
- 4.5 The cooperation with other organizations and agencies in efforts to obtain and maintain proper water quality control systems.
- 4.6 The publication and distribution of information relating to the water quality control field.
- 4.7 The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.
- 4.8 The improvement of the professional status of all personnel engaged in any aspect of the water quality control field including, but not limited to, the design, management, and operation of water quality control systems.
- 4.9 The stimulation of public awareness of the relationship of water resources to the general public welfare, and the need for preservation and reuse of water resources.
- 4.10 The promotion of a continuing educational program leading to a professional elevation of the membership.
- 4.11 Continued support of the certification system designed to show the relative knowledge and skill of Environmental System Operators.

#### **5.0 FRANCHISE**

- 5.1 The exclusive service area of the Association shall consist of the State of South Carolina.
- 5.2 Any revision to establish franchise areas or the establishment of any new franchise area must follow the procedure established in the Water Environment Federation Constitution and Bylaws.

## **6.0 MEMBERSHIP**

- 6.1 The membership of the Association shall consist of persons of good moral standing, who have an appreciation of their public responsibility, and organization interested in any of the objectives of the Association and having such qualifications as are prescribed in this document for the various grades of membership
- 6.2 The term “eligible voting member” as used in this document shall include all persons having the rights and privileges of Active, Professional Wastewater Operations (PWO) or Association Members, as prescribed in this document.

## **7.0 MEMBERSHIP CLASSIFICATIONS, QUALIFICATIONS, AND PRIVILEGES**

- 7.1 Membership Classes
  - 7.1.1 Active Members
  - 7.1.2 Corporate Members
  - 7.1.3 Professional Wastewater Operations (PWO) Members
  - 7.1.4 Student Members
  - 7.1.5 Association Members
  - 7.1.6 Association Student Members
  - 7.1.7 Federation Honorary and Life Members
  - 7.1.8 Dual Members
  - 7.1.9 Retired Members
  - 7.1.10 Association Honorary Members
  - 7.1.11 Association Life Members
- 7.2 Active Members
  - 7.2.1 Qualifications
    - 7.2.1.1 Any individual professionally engaged or interested in advancement of knowledge relating to the objectives of the Federation and the Association.
  - 7.2.2 Rights and Privileges
    - 7.2.2.1 Shall be an eligible voting member of the Association.
    - 7.2.2.2 Shall have all the rights and privileges granted by the Federation and Association including the rights to hold office and serve on the Committees.
    - 7.2.2.3 Shall be entitled to receive publications of the Federation, as authorized by its House of Delegates, and publications of

the Association as authorized by its Executive Committee, for the Active membership class.

### 7.3 Corporate Members

#### 7.3.1 Qualifications

7.3.1.1 An organization engaged in the design, construction, operation, or management of water quality control systems.

7.3.1.2 May be a governmental agency.

7.3.1.3 May be an industrial organization.

7.3.1.4 May be any other corporate body or organization engaged in or interested in at least one of the stated objectives of the Federation and the Association.

#### 7.3.2 Rights and Privileges

7.3.2.1 Shall be entitled to one representative who shall have all the rights and privileges of an Active Member. The representative may be changed at the discretion of the Corporate Member on written notice to the Executive Director of the Association.

### 7.4 Professional Wastewater Operations Members

#### 7.4.1 Qualifications

7.4.1.1 An individual who is actively employed by the responsible operating entity on the facility site on a day-to-day basis in the operation and maintenance of wastewater collection facilities, wastewater treatment facilities, or wastewater laboratory is provided for such treatment facilities, or is an off-site private laboratory technical who routinely performs wastewater analyses, or retired there from; or, is a governmental, quasi-governmental or private entity responsible for the operation of one or more wastewater collection or treatment facilities with a total daily flow of less than 1 million gallons per day. The individuals, who represent the PWO members which are governmental, quasi-governmental or private entities described at Section 7.4.2.3, shall meet the criteria pertaining to individuals contained in this Subsection 7.4.1.1.

#### 7.4.2 Rights and Privileges

7.4.2.1 Shall be an eligible voting member of the Association.

7.4.2.2 Shall have all the rights and privileged granted to the PWO class of membership by the Federation and Association including the rights to hold office and serve on committees.

7.4.2.3 An individual who is an employee of a governmental, quasi-governmental or private entity and who has been designated as a representative and who meets the “individual” criteria shall have all the rights and privileges of a PWO member.

7.4.2.4 Shall be entitled to receive publications of the Federation, as authorized by its Board of Trustees, and publications of the Association, as authorized by its Executive Committee, for the PWO membership class.

## 7.5 Student Members

### 7.5.1 Qualifications

7.5.1.1 A Student who is regularly enrolled in a college or university at least one-half time.

7.5.1.2 May not retain this class of membership beyond the first anniversary date following termination of qualifications as a Student Member.

### 7.5.2 Rights and Privileges

7.5.2.1 Shall have all the rights and privileges of an Active Member except holding Association and Federation office.

## 7.6 Association Members

### 7.6.1 Qualifications

7.6.1.1 An individual employed or interested in the advancement of knowledge relating to the objectives of the Association.

### 7.6.2 Rights and Privileges

7.6.2.1 Shall be an eligible voting member of the Association.

7.6.2.2 Shall have all the rights and privileges granted by the Association including the rights to serve on committees but excluding the rights to hold Association and Federation office, chair a District or serve on the Nominating Committee.

7.6.2.3 Shall be entitled to receive publications of the Association as authorized by its Executive Committee, for the Association membership class.

## 7.7 Association Student Members

### 7.7.1 Qualifications

7.7.1.1 Student Members of the Association may include any student of an institution of higher learning pursuing courses or training which would lead to a career in the water quality

control field. Association Student memberships are valid only while enrolled as a full-time student.

7.7.2 Rights and Privileges

7.7.2.1 Shall have all the rights and privileges of an Association

7.8 Federation Honorary Members and Federation Life Members

7.8.1 Qualifications

7.8.1.1 Federation Honorary Members and Federation Life Members are eligible to apply to the Association for Association membership if they reside in or if their place of business is in South Carolina; if they are non-residents and their place of business is outside of South Carolina, they shall be eligible to apply for Dual Membership.

7.8.2 Rights and Privileges

7.8.2.1 A Federation Honorary Member or Federation Life Member accepted as an Association Member shall have all the rights and privileges of such membership class.

7.8.2.2 Individuals eligible for this class of membership are not precluded from being an Active Member and having all the rights and privileges of an Active Member.

7.9 Dual Members

7.9.1 Qualifications

7.9.1.1 Shall be an individual whose residence or place of business is outside of South Carolina and who is an Active Member in good standing of any other Member Association of the Federation.

7.9.2 Rights and Privileges

7.9.2.1 Shall have all the rights and privileges of an Active Member except for voting and holding office.

7.10 Retired Members

7.10.1 Qualifications

7.10.1.1 Any individual retired from and not currently professionally affiliated with the water quality field.

7.10.2 Rights and Privileges

7.10.2.1 Shall have all the rights and privileges of an Active Member except holding Federation office.

7.10.2.2 May not retain this class of membership beyond the first anniversary date following re-employment and/or professional affiliation within the water quality field.

7.10.2.3 Time accrual as a Retired Member will not be counted as part of the thirty-five (35) year membership requirement for Life Membership.

## 7.11 Association Honorary Members

### 7.11.1 Qualifications

7.11.1.1 Honorary Members of the Association shall be elected by a two-thirds (2/3) vote of eligible voting members present and voting at any Annual Meeting. A candidate for honorary membership must have either contributed outstanding service to his community, advanced to a considerable degree of knowledge in the water quality control field, or have made a noteworthy contribution to the objectives of the Association.

7.11.1.2 Nomination for Association Honorary membership shall be made by the Nominating Committee.

### 7.11.2 Rights and Privileges

7.11.2.1 Shall have all the rights and privileges granted by the Association to a member in the membership class held before Honorary Membership was granted, except that he/she will pay no Association dues. However, an Association Honorary Member who does not continue to pay Federation dues or become a Federation Honorary Member will no longer receive publications or other services from the Federation.

7.11.2.2 Candidates for Honorary membership shall be recognized immediately after satisfying the criteria for this class and upon being selected by placing an announcement in the *Journal*. The recipient shall be awarded a certificate by the Association.

## 7.12 Association Life Members

### 7.12.1 Qualifications

7.12.1.1 Life Members of the Association shall be elected by two-thirds (2/3) vote of the Executive Committee present and voting at an Executive Committee Meeting. Candidates for life membership shall have met the following criteria:

- 1) Have been an eligible voting member for (30) or more years; or
- 2) Is a life member of the Federation and has been an eligible voting member of the Association for the immediately preceding five (5) year period.

### 7.12.2 Rights and Privileges

7.12.2.1 Shall have all the rights and privileges granted by the Association to a member in the membership class held before Life membership was granted, except that he/she will pay no Association dues. However, an Association Life Member who does not continue to pay Federation dues or become a Federation Life Member will no longer receive publications or other services from the Federation.

7.12.2.2 Candidates for Life membership shall be recognized immediately after satisfying the criteria for this class and upon being selected. The recipients shall be awarded a certificate by the Association to be presented at the Annual Meeting.

## **8.0 DUES**

### 8.1 Payment of Dues

8.1.1 For each active, Corporate, PWO, Student, Retired and Dual Member, the annual dues shall be determined by the Executive Committee and shall include the current dues for each class of membership as established by the Board of Trustees of the Federation.

8.1.1.1 Annual dues will be billed directly to Association Members by the Federal Executive Director. Dues shall be payable within one (1) month after member's anniversary date.

8.1.1.2 Dues are payable for a twelve (12) month period beginning with the first date of membership that is defined as the anniversary date.

8.1.2 Members in other classes of membership shall pay dues as established by the Executive Committee but shall not include dues in the membership of the Federation. These dues shall be billed and received by the Executive Director.

8.1.3 For Active or PWO Members who qualify for Federation Life membership or Federation Honorary membership, all Association dues shall be waived.

8.1.4 Honorary Members and Life Members shall be exempt from dues payable to the Association; provided, however, that dues for membership in additional Districts shall be paid.

### 8.2 Subscription Included Dues

8.2.1 All members certified to the Federation by the Association shall be entitled to such publications of the Federation as may be approved by its Board of Trustees for the appropriate membership class. All members shall be entitled to the publications of the Association as

may be approved by its Executive Committee for the appropriate membership class.

8.2.2 One dollar (\$1.00) of membership dues shall be set aside as a subscription to the *Journal*.

8.3 District Activities Included in Dues

8.3.1 Five dollars (\$5.00) of Association membership dues shall be set aside for District membership. Membership in any additional District shall be five dollars (\$5.00) per District.

8.4 Dispensation of Fees

8.4.1 Only eligible voting members shall have the right to inquire into or make specific recommendations as to the dispensation of such fees and dues at any Annual Meeting.

8.5 Arrears

8.5.1 Members whose dues have not been paid within one (1) month after the anniversary date will be given notice of such default by the Secretary. If the dues remain unpaid fifteen (15) days after such notice, the member is default. Upon such default, the Executive Committee may provide such defaulting member notice of expulsion pursuant to Section 9.2.1.

8.5.2 Members who are in default may be reinstated without payment of Association back dues with the approval of the Executive Committee if such member has not been expelled from membership pursuant to Section 9.2.1. Members who are in default will lose time accrued towards the thirty (30) year membership requirement for Association Life membership.

## 9.0 ADMISSION AND EXPULSION

9.1 Admission

9.1.1 Applications for membership will be reviewed by the Secretary according to the policies established by the Executive Committee.

9.1.2 There shall be no admission fee.

9.1.3 Applications for membership must obtain the written endorsement of at least (1) eligible voting member of the Association.

9.2 Expulsion

9.2.1 Any member may be expelled from the Association for good and sufficient reason except as provided in Section 8.5, by two-thirds (2/3) vote of the Executive Committee, finding such member guilty of professional misconduct, or of personal or professional activities or delinquencies reflecting discredit to the Association pursuant to the procedures set forth herein. The Association shall provide not less than fifteen- (15) days prior written notice of the termination

and the reasons therefore; and an opportunity for the member to be heard, orally or in writing, not less than five (5) days before the effective date of termination by the Executive Committee. The said members shall also, upon written request to the next elected President, be given an opportunity to have his case reinvestigated and judged by the new Executive Committee. The decision of this Executive Committee shall be final.

## **10.0 EXECUTIVE COMMITTEE**

10.1 The Executive Committee shall be the steering body of the Association and shall serve as the Board of directors for purposes of the South Carolina Nonprofit Corporation Act of 1994 (the "Act"). All corporate powers shall be exercised by and under the authority of, and the affairs of the Association managed under the direction of the Executive Committee. Except to the extent otherwise required by the provisions of the Act, these Bylaws, or the Certificate of Incorporation of the Association; the powers herein or otherwise granted to the Association may be exercised by the Executive Committee, acting through the officers of the Association, without any further consent on the part of the Members. All members of the Executive Committee shall be natural persons.

### 10.2 Membership

10.2.1 The Executive Committee shall consist of elected officers, delegates, the immediate past President and District Chairs.

10.2.1.1 The Association President (1)

10.2.1.2 The Association President-Elect (1)

10.2.1.3 The Association First Vice President (1)

10.2.1.4 The Association Second Vice President (1)

10.2.1.5 The Association Secretary (1)

10.2.1.6 The Association Treasurer

10.2.1.7 The Latest Living Association Past President (1)

10.2.1.8 The Association District Chairs (10)

10.2.1.9 Federation Delegates (2)

10.2.1.10 Past Federation Delegate Member of WEF Board of Trustees.

### 10.3 Presiding Officer

10.3.1 The Association President shall be the presiding officer of the Executive Committee.

### 10.4 Quorum

10.4.1 A quorum of the Executive Committee shall consist of a majority of its members. No member shall have more than one vote.

## 10.5 Duties of the Executive Committee

10.5.1 Shall be the representative of the Association and shall manage its affairs and establish policies subject to the conditions and limitations prescribed in the Bylaws.

10.5.2 Shall receive all committee reports and take appropriate action on recommendations made in these reports where required.

10.5.3 Shall direct the investment and care of the funds of the Association.

10.5.4 Shall make funds available for regular operation of the Association and for specific purposes. No financial commitments shall be incurred that are beyond the funds available or otherwise due.

## 10.6 District Chairs

10.6.1 District Chairs shall represent the Association in the conduct of all business by the Association. They shall serve as liaisons to Districts and Standing Committees and perform such other duties as may be assigned by the President or by Executive Committee action.

10.6.2 A District Chair can be removed only if such individual no longer occupies the position of a District Chair in the Association.

## 10.7 Federation Delegates

10.7.1 The Federation Delegates shall represent the Association in the conduct of all business by the Association and the Board of Trustees of the Federation.

10.7.2 The Association shall appoint its Federation Delegate(s) by majority vote of the Executive Committee meeting held during the Association Annual Conference. Delegate(s) will be selected by the Nominating Committee based on capability and financial ability to attend Federation Conferences.

10.7.3 The term of the Federation Delegate or Delegates shall be three (3) years as determined by the annual meetings on the federation. The Delegate or Delegates shall not be eligible to succeed themselves, in consecutive terms. (Although the Federation Delegate or Delegates are elected at the Annual Conference of the Association prior to the annual meeting of the Federation Board of Trustees, the term of Office does not become effective until such meeting.)

10.7.4 In the case of a vacancy, the Nominating Committee shall promptly select a nominee. Such nominees may be voted on at a regular meeting of the Executive Committee. The nominee receiving a majority vote of the Executive Committee members voting shall be declared elected. The Delegate so selected shall

take office immediately and shall continue in office until a successor is elected.

10.7.5 The Federation Delegates can be removed only by a majority vote of the Executive Committee.

10.8 Past Federation Delegate Member of WEF Board of Trustees

10.8.1 If the term of the Federation Delegate who is elected to the WEF Board of Trustees expires, then such Executive Committee member shall be designated as Past Federation Delegate Member of the WEF Board of Trustees.

10.8.2 The Past Federation Delegate Member of WEF Board of Trustees can be removed only by the deletion of the position of Past Federation Delegate member of WEF Board of Trustees in these Bylaws.

10.9 Compensation

10.9.1 Except as otherwise provided in these Bylaws, members of the Executive Committee shall not receive any salaries for their services; however, by resolution of the Executive Committee, any member of the Executive Committee may be reimbursed for his actual expenses incurred in the performance of his duties as a member of the Executive Committee. In view of the substantial time and effort required to fulfill their duties, the Secretary and Treasurer shall be entitled to receive subsistence as established from time to time by the Executive Committee. Nothing herein contained shall be construed to preclude any member of the Executive Committee from serving the Association in any other capacity and receiving compensation there from.

10.10 Consent

10.10.1 Any action required or permitted by law to be taken at a meeting of the Executive Committee may be taken without a meeting if a consent or consents, in writing, setting forth the action so taken shall be signed by all of the members of the Executive Committee, which consent shall be filed with the Secretary of the Association as part of the Association's records. Actions under this section are effective when the last member of the Executive Committee executes consent.

**11.0 OFFICERS**

11.1 The officers of the Association shall be President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer and the Latest Living Past President.

## 11.2 Duties and Functions

### 11.2.1 President

11.2.1.1 General supervision of the affairs of the Association.

11.2.1.2 Preside at all meetings of the Association and meetings of the Executive Committee.

11.2.1.3 Perform such other duties as pertaining to the Office of President

11.2.1.4 Be an Ex-Officio member of all committees, other than the Nominating Committee, and appoint chair of all committees where membership is not otherwise specified in the Bylaws.

11.2.1.5 Present a report for each calendar year at the Annual Meeting of the Association.

### 11.2.2 President-Elect

11.2.2.1 Assist the President and President-Elect in the performance of prescribed duties.

11.2.2.2 Preside at meetings in the absence of the President.

11.2.2.3 Be an Ex-Officio member of all committees other than the Nominating Committee, and appoint the Chair-Elect of all committees where membership is not otherwise specified in the Bylaws.

11.2.2.4 Perform such other duties pertaining to the office of President-Elect.

11.2.2.5 In the even the President cannot act, the President-Elect shall act.

### 11.2.3 First Vice President

11.2.3.1 Assist the President and President-Elect in the performance of prescribed duties and serve as coordinator of District activities.

11.2.3.2 Preside at meetings in the absence of the President and the President-Elect.

11.2.3.3 Be an Ex-Officio member of all committees other than the Nominating Committee, and appoint the Vice-Chair of all committees where membership is not otherwise specified in the Bylaws.

11.2.3.4 Perform such other duties pertaining to the office of First Vice President.

11.2.3.5 In case the President and President-Elect cannot act, the First Vice President shall act.

#### 11.2.4 Second Vice President

- 11.2.4.1 Assist the President, President-Elect, & First Vice President in the performance of prescribed duties.
- 11.2.4.2 Preside at meetings in the absence of the President, the President-Elect, and the First Vice President.
- 11.2.4.3 Perform such other duties pertaining to the office of the Second Vice President.
- 11.2.4.4 In case the President, President-Elect and First Vice President cannot act, the Second Vice President shall act. In case the Second Vice President cannot act, the Latest Living Past President shall do so. The Executive Committee shall elect one of its members to act if the Past President cannot do so.

#### 11.2.5 Secretary

- 11.2.5.1 Serve as the Executive Officer of the Association, and operate under the general direction of the President and the Executive Committee.
- 11.2.5.2 Oversee the recording of all meeting proceedings of the Executive Committee.
- 11.2.5.3 Reviews membership records to determine members eligible for the Association Life Member membership classification and presents names to the Executive Committee.
- 11.2.5.4 Upon retiring from office, turn over to his successor or to the President, all records, letters, information or other property of the Association in his custody. The incoming Secretary or the President shall give the retiring Secretary a receipt for all such records and property turned over.
- 11.2.5.5 Any executive services engaged by the Association shall be responsible to the Secretary and shall perform such duties as are prescribed by the Secretary.

#### 11.2.6 Treasurer

- 11.2.6.1 Oversee that all monies due to the Association and the Federation are in proper accounts and custody; responsible for maintaining the financial records of the Association; responsible for receipt of all funds payable to the Association and payment of the expenses and indebtedness of the Association; invest funds as directed by the Executive Committee. The Treasurer shall be bonded or equivalent.

11.2.6.2 Present at the Annual Meeting of the Association a Treasurer's report to include a financial statement showing expenditures and income associated with the Association.

11.2.6.3 Present to the Executive Committee a written report showing amounts budgeted and the amounts received and spent for each line item in the Association's Annual Budget at the close of the Association's budget year. This report shall be published by the second copy of the *Journal* after the Annual Meeting.

11.2.6.4 Consult with the officers of the Association as to custody and investment of funds and preparation of an annual budget.

11.2.6.5 Perform such other duties as may be assigned by the Executive Committee.

11.2.6.6 Upon retiring from office, turn over to his successor or to the Audit Committee, all financial records and other property of the Association in his custody. The incoming Treasurer, or the Audit Committee, shall give the retiring Treasurer a receipt for such records and property turned over.

#### 11.2.7 Latest Living Past President

11.2.7.1 Shall serve on the Executive Committee in the conduct of all business by the Association.

11.2.7.2 Shall serve as Executive Committee liaison to the Finance Committee.

#### 11.3 Terms of Office

11.3.1 The terms of the office of the President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer and the Latest Living Past President shall be for one (1) year, which term shall start immediately following the close of the Association Annual Meeting, at which time each officer shall be elected by a majority vote of the voting members of the Association voting as a single class, and continue until their successors qualify. Officers who serve full terms shall not be eligible to succeed themselves in consecutive terms, excepting the office of Secretary and Treasurer.

#### 11.4 Nominations and Election of Officers

11.4.1 Nominations for each elective office for the following year shall be received and considered by the Nominating Committee. The Committee, through its chair shall report to the President and the Secretary at least thirty (30) days prior to the Annual Meeting of the Association its selection of one or more candidates for each

office required to be filled. All nominees shall have signified their willingness to serve.

- 11.4.2 The Secretary shall transmit the report of the Nominating Committee to the Association membership present at the Annual Meeting. The eligible voting members of the Association shall elect officers at the Annual Meeting by a majority vote. Nominations may be made from the floor by eligible voting members present. If more than one name is placed in nomination for office, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected.
- 11.4.3 Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately for consideration.
- 11.4.4 In the case of a vacancy in an elected office, the Nominating Committee shall promptly select a nominee for the office. Such nominees may be voted on at a regular meeting of the Executive Committee. The nominee receiving a majority of the votes of the Executive Committee voting shall be declared elected. The officer so selected shall take office immediately and shall continue in office until a successor is elected.
- 11.4.5 The President shall be ineligible for re-election. This prohibition shall not apply to a person acting as President in the absence of the President. However, if any of the officers serving as President or President-Elect, have been elected to fill a vacancy, and will have served in their present office less than six months; such officer shall be eligible for re-election to the same office for one full term of office.

#### 11.5 Removal of Officers

- 11.5.1 An officer may be removed by majority vote of the membership at a meeting at which one of the purposes of the meeting is removing such officer. The meeting notice shall state that the purpose or one of the purposes of the meeting is removal.

## **12.0 ASSOCIATION MANAGEMENT**

### 12.1 Executive Director

- 12.1.1 The Executive Director is selected by the Executive Committee.
- 12.1.2 Charged with carrying out the policies and goals of the Association as stated in the Bylaws, under the overall supervision of the Executive Committee through the Joint Steering Committee.
- 12.1.3 Operates under the general direction of the President and the Executive Committee through the Joint Steering Committee.

## **13.0 MEETINGS**

### **13.1 Annual Conference and Annual Meeting**

13.1.1 An Annual Conference and Annual Meeting of the Association shall be held at the time and place selected by the Executive Committee.

13.1.2 Each Person attending the Annual Conference shall pay a registration fee of such amount as may be determined by the Executive Committee.

13.1.3 An Annual Meeting of the Association shall be held during the Annual Conference to receive reports of officers and committees, to elect officers, and carry on other business of the Association.

### **13.2 Special Meetings**

13.2.1 Special meetings of the Association may be held at such other times and place as requested by the Executive Committee or upon the petition of 10 percent of eligible voting members.

### **13.3 Notices**

13.3.1 Notices of all conferences and meetings of the Association shall be sent to all Members by the Secretary or under his/her supervision, at least thirty (30) days in advance of any conference or meeting.

### **13.4 Executive Committee Meetings**

13.4.1 The Executive Committee shall have held at least one meeting at the time of each annual Conference.

13.4.2 Other Executive Committee meetings shall be held at the call of the President, or on petition addressed to the Secretary and signed by two or more Executive Committee members.

13.4.3 Notice of all Executive Committee meetings shall be issued by the Secretary at least fifteen (15) days in advance of such meetings to all Executive Committee members.

13.4.4 Any Executive Committee member may waive notice of any meeting in writing before or after the time of the meeting stated herein, and attendance of a member of the Executive Committee at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Executive Committee upon arriving at the meeting or prior to the vote on the matter not noticed in conformity with the Act, the Association's Articles of Incorporation, or these Bylaws, objects to lack of notice and does not thereafter vote in or assent to the objected action.

13.4.5 The Executive Committee meetings shall be conducted according to the latest edition of "Robert's Rules of Order Revised." Except

as otherwise provide in the Act, the Articles of Incorporation, these Bylaws, or Robert's Rules, all questions before the Executive Committee shall be decided by the majority vote of the Executive Committee.

13.5 Quorum

13.5.1 Fifty (50) eligible voting members shall constitute a quorum for the transaction of business at any Annual or other meeting of the Association. Each eligible voting member shall be entitled to one vote on each matter. Voting by proxy is prohibited.

13.6 Action By Members

13.6.1 Unless otherwise provided by the Act, the Articles of Incorporation or these Bylaws, a majority of the total votes cast in person at a duly called meeting of the eligible voting members of the Association or by written ballot as directed by the Executive Committee shall be the vote required to pass motions, make decisions and govern the administration of the Associations.

**14.0 DISTRICTS**

14.1 District Boundaries

14.1.1 In order to further promote the objectives of the Association and to provide local forums of professional advancement, the membership shall be divided into geographic areas referred to as Districts. These Districts shall function as committees. There shall be a total of ten (10) Districts. The Districts and their boundaries shall be as follows:

- 1) Blue Ridge Foothills – (Anderson, Greenville, Oconee, Pickens, Spartanburg Counties)
- 2) Upper Savannah – (Abbeville, Edgefield, Greenwood, Laurens, McCormick, Saluda Counties)
- 3) Capital – (Fairfield, Lexington, Newberry, Richland Counties)
- 4) Swamp Fox – (Clarendon, Kershaw, Lee, Sumter Counties)
- 5) Pee Dee – (Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro Counties)
- 6) Catawba – (Cherokee, Chester, Lancaster, Union, York Counties)
- 7) Low Country – (Berkeley, Charleston, Dorchester Counties)
- 8) Sea Island – (Beaufort, Colleton, Hampton, Jasper Counties)
- 9) Lower Savannah – (Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)
- 10) Waccamaw – (Georgetown, Horry, Williamsburg Counties)

## 14.2 District Members

14.2.1 All Members of the Association residing in South Carolina Shall be members of the District in which they reside. Members not residing in South Carolina should indicate to the Secretary the District with which they choose to affiliate. Members may belong to more than one District upon the payment of an additional fee as established in Section 8.3.1 above.

14.2.2 Each District shall elect officers annually to be confirmed by the Executive Committee. The officers to be elected by each District shall be a Chair, Vice Chair, Secretary, Treasurer, and such other officers as the District may deem necessary. The Treasurer elected by each District shall be deemed an Assistant Treasurer of the Association. The officers shall be elected and names submitted to the Association Secretary no later than thirty (30) days prior to the Annual Meeting of the Association. The District Chair must be an Active or PWO Member of the Federation. All other officers of the District must be eligible voting members of the Association. All officers shall take office at the conclusion of the Annual Meeting of the Association, following their election, and shall serve for one year or until their successors are elected and qualified. A member may hold office in only one District at a time.

14.2.3 Each District may maintain funds budgeted for District activities but shall at all times be responsible to the Association for its financial affairs. The District may not incur debt on its own behalf or on behalf of the Association.

14.2.4 Each District may adopt rules for its own meetings not inconsistent with these Bylaws, any resolution of the Executive Committee, or with rules adopted by the Executive Committee.

## 15.0 COMMITTEES

15.1 The Executive Committee shall have the power to create committees composed of members of the Executive Committee. These Committees may be established from time to time by a resolution adopted by a majority of the Executive Committee present at a duly called meeting. Such Committees shall perform such duties and have such powers as may be provided in the resolution, but shall not have, nor exercise, the authority of the Executive Committee in the management of the affairs of the Association. Each Committee shall be composed of two or more members of the Executive Committee, who shall serve at the pleasure of the Executive Committee. Only members of the Executive Committee shall serve as members of such committees. A committee may not authorize distribution; approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all the Association's assets; elect, appoint, or remove members of the Executive

Committee or fill vacancies on the Executive Committee or any committee; or adopt, Repeal, or amend the Bylaws.

- 15.2 Each committee, as described in Section 15.1 may adopt rules for the conduct of its own business not inconsistent with these Bylaws, the terms of the Executive Committee resolution designating the committee, or with rules adopted by the Executive Committee.
- 15.3 The Executive Committee shall have the power to establish, by resolution adopted by a majority of Executive Committee present at a duly called meeting, such standing or special committees, hereinafter called the Working Committees, as the Executive Committee determines appropriate. The Working Committee shall make recommendations to the Executive Committee which must be approved or adopted by the Executive Committee before any recommended action is taken by the Association. The Working Committee shall not have and shall not exercise the authority of the Executive Committee.
- 15.4 There shall be a Nominating Committee. This Committee shall be elected by the membership at the Annual Meeting one (1) year in advance of the time that the committee is to bring recommendations for nominees for the elective offices of the Association. The Nominating Committee will be elected each year from the floor with a minimum of nine (9) persons being nominated and the membership voting in secret ballot for five (5) of the nine (9). The nominees shall be Active or PWO members of the Association. The Five (5) receiving the highest vote shall be declared the Nominating Committee for the following year, with one (1) receiving the highest vote being Chair. The Nominating Committee elected at the previous Annual Meeting shall present one (1) name for each of the elected officers of the Association at the Annual Meeting of the Association. At least two (2) minutes shall be reserved to receive additional nominations from the floor after which a simple majority vote of a quorum of eligible members present shall constitute election. In selecting nominees, the Nominating Committee shall consider:
- 1) A candidate's participation in a District as well as the Association.
  - 2) The length of the Membership where membership in the Association is less than five years.

The Nominating Committee shall nominate for appointment the Association's Federation Delegates(s) at the Executive Committee meeting held during the Annual Conference. The Nominating Committee shall consider, review, and make nominations in accordance with the selection criteria set forth in Section 7.11 for Honorary membership into the Association.

- 15.5 There shall be an Auditing Committee. The Auditing Committee shall hire an external auditor to audit/review the financial books of the Association annually, making a report at the Annual Meeting of the Association. A

similar audit will be made upon retirement of the Treasurer. The Treasurer shall, upon request from the Auditing Committee, turn over all books and records for such audit.

## **16.0 PUBLICATIONS**

16.1 Publications of the Association shall be issued under direction of the Executive Committee.

## **17.0 NON-LIABILITY OF OFFICERS**

17.1 The Executive Committee and officers shall not be liable for debts, liabilities, or other obligations of the Association.

## **18.0 LIABILITY AND INDEMNIFICATION**

18.1 No member of the Executive Committee, Delegate, or other Officer of the Association or Districts shall be liable to any member for any decision, action or omission made or performed by such member of the Executive Committee, Delegate, or Officer of the Association or Districts in the course of his duties unless such member of the Executive Committee, Delegate, or Officer of the Association or Districts acted in bad faith or in reckless disregard of the rights of any person or of the terms of the Certification of Incorporation of these Bylaws.

18.2 The Association shall indemnify and defend each member of the Executive Committee, Delegate, and officer of the Association or Districts to the extent and in a manner permitted by law, from any liabilities claimed or imposed against him by reason of his position or decision, action, or omission as a member of the Executive Committee, Delegate, or Officer of the Association or Districts if all of the Following conditions are satisfied:

18.2.1 Such member of the Executive Committee, Delegate, or Officer of the Association or District has not acted in bad faith or in reckless disregard of the rights of any person or to the terms of the Articles of Incorporation or these Bylaws.

18.2.2 Such member of the Executive Committee, Delegate, or Officer of the Association or Districts reasonably believed:

- 1) In the case of conduct in his official capacity with the Association that his conduct was in its best interest.
- 2) In other cases, that his conduct was at least not opposed to its best interests; and
- 3) In the case of criminal proceedings, he had no reasonable cause to believe his conduct was unlawful.

18.2.3 Such Member of the Executive Committee, Delegate or Officer of the Association or Districts gives the Association adequate notice of the claim or imposition of liability to permit the Association reasonable opportunity to defend against the same; and

18.2.4 Such member of the Executive Committee, Delegate or Officer of the Association or Districts cooperates with the Association defending against the Liability.

18.3 The Expense of indemnifying a member of the Executive Committee, Delegate or Officer of the Association or Districts as provided herein shall be an expense of the Association and shall be borne by all members, including such member of the Executive Committee or Officer of the Association or Districts.

18.4 An Executive Committee member may not be indemnified until twenty (20) days after South Carolina Attorney General has received written notice of proposed indemnification.

## **19.0 RULES AND REGULATIONS**

19.1 Executive Committee, annual, and special meetings, shall be conducted according to the latest edition of "Robert's Rules of Order, Revised.

19.2 To effectively carry out the objectives of the Association as stated above, the Executive Committee may propose Rules and Regulations for the orderly government of the Association and the advancement of the work provided that they are not inconsistent with the Act, these Bylaws, or the Association's Articles of Incorporation. No Rules and Regulations shall be made which are not for the benefit of the membership. Special groups may adopt rules which apply to that particular group with the consent of the Executive Committee, but in no case shall it be incumbent upon the Association as a whole to adopt them as Bylaws of the Association.

## **20.0 AMENDMENT**

20.1 Amendments to these Bylaws may be proposed by a majority of the Executive Committee or through it, on petition of ten percent (10%) of eligible voting members. All proposed amendments shall be submitted in writing to the Executive Committee.

20.2 These Bylaws may be amended at any regular annual meeting of the Association, a quorum being present, by a two-thirds (2/3) vote of the eligible members present and voting, provided that such amendment has been submitted in writing, to the membership not less than thirty (30) days prior to the date of the regular business meeting at which it is to be voted upon. The amendment shall bear the caption "Proposed Amendment of the Bylaws Section No. -----," followed by the date for balloting on same. The Executive Committee shall not have the power to adopt, amend or repeal any of these Bylaws.

## **21.0 DISSOLUTION**

21.1 Upon the dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization

or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for each purpose.

**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. Government Affairs Committee

This Committee shall advise the Executive Committee regarding water quality matters. This Committee shall provide Association representation on task forces, etc.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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. Historical
- j. Hospitality
- k. Information Technology
- l. Operator Conference Management
- m. Public Relations
- n. Publications
- o. Small Community
- p. Utility Managers
- q. Voluntary Certification
- r. 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.

## **CODE OF CONDUCT POLICY**

**In** order to maintain compliance with 501(c)3 standards and in accordance with the mission, vision and values of the WEASC, Executive Committee members shall read, understand and sign the WEASC Code of Conduct upon their initial acceptance of the duties and responsibilities as an Officer, Secretary, Treasurer, District Chair, or Committee Chair representing the Association.

Signed copies of the Code of Conduct forms will be kept on file at the Association Office for the duration of the volunteer's term of service to the Association.

## **WEASC PROTOCOL STATEMENT**

### **District and Operator Conference Treasurer Signatories and Bonding**

**Reference: July 15, 2009 Executive Committee meeting**

In accordance with the above noted approved minutes, the following protocols are in effect:

1. District Account Signatories
  - a. The WEASC state treasurer and the District treasurer shall be signatories on accounts maintained by the District.
  - b. Additional signatories may be added at the discretion of the District, with the following stipulations:
    - i. All signatories must be an officer elected by the District membership, in accordance with District bylaws.
    - ii. Any signatories other than the state treasurer and the District treasurer, regardless of their elected title, shall be considered to be an assistant treasurer.
    - iii. Assistant treasurers should not have access to or control of the District books. Since the books are now maintained by the state office, this is not anticipated to be an issue.
    - iv. Association staff may serve as a signatory, provided that the staff member does not have access to or control of the books.
2. Operator Conference Account Signatories
  - a. The WEASC state treasurer and the Operator Conference treasurer shall be signatories on the Operator Conference account.
  - b. Association staff may serve as a signatory, provided that the staff member does not have access to or control of the books.
3. Bonding
  - a. All treasurers and assistant treasurers shall be bonded by the Association.
  - b. Each District shall keep the Association office updated as to who is serving as treasurer and assistant treasurer(s) in order that the list of bonded individuals and premiums can be kept current.

Water Environment Association of SC  
Proposed Electronic Voting Procedure

It is the policy of the Executive Committee(EC) that electronic voting is a legitimate and legal means of voting on any action coming before the EC, that the decision to vote electronically must be unanimously approved by the EC at the beginning of the fiscal year, and that all votes must be received by the Secretary. Electronic voting is intended to supplement, not replace meetings of the Executive Committee and it is the policy that substantive issues, i.e., budget approval, etc. not be eligible for electronic vote.

It is the responsibility of the President to contact all members of the Executive Committee to request a motion and a second to vote on a particular issue. Upon receipt of a motion and a second, the President shall call for discussion and specify a deadline by which any discussion must be received. The deadline cannot be less than 24 hours. The President shall close the discussion, call for the question and specify a deadline for receipt of votes. The deadline cannot be less than 24 hours. Silence shall indicate assent. The President shall announce the results of the vote and forward said results to the Secretary for recording in the minutes.

Any responses relating to the electronic vote must be forwarded as "reply to all".

## **WEASC Officer/ Volunteer Leader Travel Policy**

Volunteer Leaders/ Officers/Delegates of the Water Environment Association of South Carolina who receive financial support from the Association(s) for travel and/or related activities to parent organization conferences or sanctioned meetings will abide by the following policy:

Allocation of travel funds 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 amount in the approved 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. Reimbursement priority is as follows: Transportation to and from venue, lodging, ground transportation.

It is the responsibility of the Volunteer Leader/ Officer/Delegate to obtain any documents necessary for travel (passport, visa, et.) and that expenses for such items are not reimbursable.

The Volunteer Leader/Officer/Delegate is representing the WEASC by and during their attendance at the event, and must abide by all appropriate Association policies while participating in this capacity.

Fund recipients must read and sign the appropriate Travel Agreement and Waiver prior to embarking on their trip and before reimbursement for appropriate expenses is requested and/or disbursed.

## **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:

1. 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.
2. 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").
3. 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.
4. 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: \_\_\_\_\_

## **WEASC SCHOLARSHIP PROGRAM- Revised and approved July 2011**

The WEASC fosters education and development of its current and future members to further the organization's mission of protecting and enhancing the water environment. A substantive element of this effort is the fellowship and scholarship awards presented by the Association to students enrolled in South Carolina's institutions of higher learning.

The WEASC and the SCAWWA share a professionally managed endowment fund, referred to as the Legacy of Learning (LOL), with the contributions to the fund being designated and separated for each individual organization. If contributions received for the Legacy of Learning have no specific designation, the moneys are divided equally between the WEASC and the SCAWWA.

The WEASC annually awards up to two (2) fellowships at Clemson University and nineteen (19) scholarships to the majority of the technical colleges and a number of the universities in the state.

### **FELLOWSHIP/SCHOLARSHIP FUNDING**

The fellowships at Clemson University are self-funded through a WEASC endowment fund established and managed by the Clemson University Education Foundation specifically for WEASC Fellowships.

The scholarships at the technical colleges and universities around the state are funded by the WEASC LOL endowment fund in conjunction with a scholarship spending account as detailed in the WEASC Endowment Management Policy (EMP). The EMP establishes the investing and spending policies for the endowment fund to perpetuate the funds for the scholarship program. The scholarship spending account is augmented by an annual fundraiser by the 5S Society and a \$5 per attendee dedicated contribution from conference and workshop registration fees.

### **NAMED FELLOWSHIPS/SCHOLARSHIPS**

The two (2) Fellowships at Clemson University are named for former professors at the University, Dr. A. Ray Abernathy and Professor Emeritus Linvil G. Rich. The fellowships were initiated by the WEASC, the 5S Society and alumni/friends of Clemson University and have continued to be supported by the alumni/friends of Clemson University. One of the Trident Technical College scholarships is named for Ronald K. Sanders, former operator and supervisor with Charleston Water System (formerly Charleston CPW). The Ronald K. Sanders scholarship was established by the family and friends of Ronald Sanders under the policy for funding named scholarships in memory of loved and revered members. The scholarship at Horry-Georgetown Technical College is named for Emma Haynes, a long-time and active member of the Waccamaw District. The Emma Haynes Scholarship was established by the Waccamaw District under the policy that allows Districts to name scholarships for a distinguished member (in memory or in honor).

## RECIPIENT SELECTION

The recipients of the fellowships at Clemson University are selected by the Clemson University Foundation based on criteria established by the Foundation. All LOL scholarships are administered through agreements with the Foundation of each recipient institution. The recipients of the scholarships are selected by the technical colleges' or universities' education foundation based on criteria established by the WEASC within the framework of the school's foundation's policies. Membership in the WEASC, or sponsorship by a current member, is a suggested grading criterion for the scholarship. The technical colleges and universities advertise the scholarship, develop application procedures, review the applicants, and make the selection taking into account the scholarship guidelines, academic achievement, merit, and financial need.

Districts that desire to select the scholarship recipients will be required to use the applicable school's Foundation to review applications for compliance with the scholarship criteria thus providing the necessary impartiality to maintain compliance with 501(c)3 regulations. The Foundations of the technical colleges and universities will advertise the scholarship and present the compliant applications to the District scholarship committee for selection of a recipient.

## SCHOLARSHIP CRITERIA

The A. Ray Abernathy Fellow and the Linvil G. Rich Fellow must be outstanding graduate students in the Environmental Engineering and Science Department at Clemson University.

The University of South Carolina recipient must be a second or third year student pursuing a Bachelor's Degree in a major related to the water environment. The recipients at S. C. State University, USC Upstate, USC Aiken, Francis Marion University, and Coastal Carolina University must be pursuing a Bachelor's Degree in a major related to the environment.

Technical College recipients must be pursuing an Associates Degree in a major related to the environment.

## DISBURSEMENT CONDITIONS

The scholarship funds are disbursed under the following conditions:

1. the funds shall be used for tuition, fees, books, and supplies;
2. the funds are sent directly to the technical college or university foundation for distribution;
3. in light of the lottery funds being allocated to the technical college system, any funds remaining after all expenses have been paid to the institution shall be provided to the scholarship recipient by the recipient institution;
4. part-time students at technical colleges who may not be eligible for the lottery scholarships are eligible for the WEASC scholarship;
5. *the information for the recipients are forwarded to the respective Districts for District recognition;* and

6. the recipients are invited to attend the WEASC Awards Luncheon at the annual South Carolina Environmental Conference at the WEASC's expense.

**NAMING RIGHTS FOR SCHOLARSHIPS**

The WEASC has a policy on funding a named scholarship in memory of a loved and revered member by the family/friends of the deceased member. A named scholarship must consist of an endowment gift sufficient to annually fund and sustain the scholarship through dividend growth, with consideration of future inflation. The Districts will have the naming rights for the scholarship(s) at the school(s) in their region. By default, the scholarship(s) will be named for the District, and the District will have the opportunity to re-name the scholarship(s) for a distinguished District member (in memory of or in honor of). The District must submit proposed scholarship naming to the WEASC Executive Committee for approval. In addition, the Districts will have the opportunity to contribute an endowment gift at a reduced funding level for an additional named scholarship. The following describes levels of funding necessary to achieve specific scholarship amounts:

<u>Scholarship Amount</u>	<u>Funding Level</u>	<u>Funding Level for Districts</u>
\$ 500	\$10,000	
\$ 750	\$15,000	\$10,000
\$1,000	\$20,000	\$12,500
\$1,500	\$25,000	\$15,000

**SCHOLARSHIP COMMITTEE**

The WEASC Scholarship Committee is composed of the five most recent living past presidents of the Association. The Scholarship Committee may recommend additional committee members for appointment by the WEASC President.

**SCHOLARSHIP DISSEMINATION**

Association Fellowships

Clemson University	Abernathy Fellowship; Rich Fellowship	As Needed
University of South Carolina (1)		As Needed

Association Scholarships

Clemson University (2)		\$1,500
USC		\$1,500
SC State		\$1,500
USC Upstate		\$1,500
Francis Marion		\$1,500
Coastal Carolina		\$1,500
Trident Technical College	Ronald K. Sanders Scholarship	\$ 750
Central Carolina Technical College		\$ 750

<i>The Citadel</i>	\$1,500
<i>Winthrop</i>	\$1,500
<i>College of Charleston</i>	\$1,500
<i>USC Beaufort</i>	\$1,500
<i>Lander</i>	\$1,500

*(italicized schools are yet to be established)*

(1) Proposed for initiation of fundraising campaign for Fellowship

(2) Proposed for 2012-2013 school year

District Scholarships

Blue Ridge District	Greenville Tech	\$ 750
	Spartanburg Community College	\$ 750
Capital District	Midlands Tech	\$ 750
	Midlands Tech (naming rights gift)	\$ 750
Catawba District	York Tech	\$ 750
Low Country District	Trident Tech	\$ 750
Lower Savannah District	USC Aiken	\$1,500
Pee Dee District	Florence-Darlington Tech	\$ 750
Sea Island District	Tech College of the Low Country	\$ 750
Swamp Fox District	Central Carolina Tech	\$ 750
Upper Savannah District	Piedmont Tech	\$ 750
Waccamaw District	Emma Haynes Scholarship at H-G Tech	\$ 750

The proposed total annual awards are \$18,750 plus the two Fellowships at Clemson University. In addition, a contribution to the LOL endowment fund was received by the Operator Conference Committee for a \$750 scholarship at a yet to be designated technical school.