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INTRODUCTION
(revised: January 2008)

The purpose of this Manual is to assist those members of the South Carolina Section who are for the first time serving as committee chairs, directors, trustees or other officers, to use as a guide for the effective performance of their duties. It is also intended to provide continuity from one year to the next.

This manual was originally prepared by an Ad Hoc Committee in 1990, with major revisions in 1997, 2006 and 2008. The content is in conformance with the Section guidelines as promulgated by the American Water Works Association and borrows heavily from that document and previous work contributed by members of the South Carolina Section as well as work contributed to us by the Chesapeake Section and the Virginia Water Pollution Control Association, to both of whom we are indebted.

No article, commentary, editorial, or any other written or quoted material shall be provided to any media outlet on behalf of the SCAWWA or any of its committees without prior approval from the Executive Director or the SCAWWA Chair, who would subsequently be responsible for disseminating the information to the Executive Committee.

REVISIONS
(revised: January 2008)

Corrections and updates of this handbook are to be performed annually, within 4 weeks of the close of the annual conference by the Section Secretary. The list of new officers, committee chairs and committee members (SECTION 3) is to be updated as well as the addition or deletion of committees as appropriate. The most recent major revision will be indicated by the revision date on the cover and section title pages. Revision dates for individual sections will be documented by the individual section headers.

DISTRIBUTION
(revised: January 2008)

The Section Handbook will be maintained as a PDF document on the Section web site.
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History & Awards
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History of the South Carolina Section

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National AWWA Award Criteria and Winners

- Fuller
- Hall of Fame
- Heroism
- Life Members
- Gold Water Drop Members (50 years)
- Able Wolman Award of Excellence
- WFP Founders’ Award

SC Section Award Criteria and Winners

- Meritorious Operator
- Membership
- Safety
- Wiedeman Award
- Young Professionals
- Educating Committee of the Year
- Hunsucker System Protection Award
SOUTH CAROLINA SECTION HISTORY

(revised: January 2008)

On March 29, 1881, when there were fewer than 1,000 public water supplies and only a few water treatment plants in the United States, 22 men gathered in Engineers Hall at Washington University in St. Louis, Missouri, to organize an “American Water Works Association.” The purpose of the organization, as stated in the preamble to its first constitution which was adopted on March 30, 1881, was “for the exchange of information pertaining to the management of water works, for the mutual advancement of water works, for the mutual advancement of consumers and water companies, and for the purpose of securing economy and uniformity of water works.”

Originally, AWWA was one large group consisting of the entire US and Canada. It had an annual meeting or convention and published a yearly report and proceedings. But as the membership increased and smaller-sized communities became represented, AWWA created smaller more compact sections with localized programs for meetings and a representation on the Board of Directors of the Association. The first section, New York, was created in 1914 which was quickly followed by Iowa and Illinois Sections in 1915 and Canadian Section in 1916.

EARLY WATER WORKS ORGANIZATIONS IN THE SOUTHEAST

Prior to the formation of our local AWWA Section, water works professionals from both Georgia and South Carolina were actively participating in AWWA affairs. The fifteenth annual AWWA Conference in Atlanta, in 1895 during “The Great Cotton States International Exposition” was held in what is now Piedmont Park. Of particular importance are the following men from Georgia and South Carolina whom have served as National AWWA Presidents: William G. Richards (1895); R. M. Clayton (1899); J. E. Gibson (1927); Paul Weir (1956) and Lyndon Stovall (2002).

TRI-STATE WATER & LIGHT ASSOCIATION

Although many utility personnel participated in AWWA, a local association was not formed until 1911 when water works officials met in Columbia, SC and organized the Tri-state Water and Light Association. The 58 charter members came from Georgia, North Carolina, and South Carolina. The first officers were President, W. F. Stieglitz, Columbia, SC; Vice-President A. J. Sproles, Greenwood, SC; W. T. Jones, Fayetteville, NC; J. S. Ferguson, Augusta, GA; Secretary J. W. Neave, Salisbury, NC; and Treasurer A. D. Barnes, Columbia, SC. Annual meetings of the Tri-state Water & Light Association were held in Salisbury (1912), Charlotte (1913), Atlanta (1914), Asheville (1915), Isle of Palms (1916), Macon (1917), Wrightsville Beach (1918), Greenwood (1919), Atlanta (1920), Asheville (1921), and Spartanburg (1922).
**SOUTHEASTERN WATER AND LIGHT ASSOCIATION**

At the 1922 meeting, plans were formulated to expand the Association to include the states of Florida, Tennessee, Alabama, and Mississippi and change the name to the Southeastern Light & Water Association. These state were added at the 1923 annual meeting in Birmingham, where membership numbered 120. A quarterly publication “Water & Light” was published and Ralph R. Silver from Birmingham was the first editor. This group held annual meetings in Atlanta (1924), at the Chattanooga (1925) meeting official “Affiliate” membership in AWWA was sought and granted, Jacksonville Beach (1926), Jackson, Mississippi (1927), and Columbia (1928). In the meantime, three states in the Southeastern Water & Light Association elected to join AWWA as separate sections: North Carolina in 1921, Tennessee (jointly with Kentucky) in 1925, and Florida in 1926.

**SOUTHEASTERN SECTION AWWA**

At the 1928 meeting, it was decided to dissolve the independent Southeastern Water & Light Association and seek status as a new AWWA Section comprising the states of South Carolina, Georgia, Alabama, and Mississippi to be known as the Southeastern Section of AWWA. The officers elected at the first meeting were H. F. Wiedeman, President; J. F. Fewell, VP; F. W. Chapman, Secretary/Treasurer; and J. E. Gibson, Director.

In 1947 Alabama and Mississippi formed their own AWWA section leaving South Carolina and Georgia as the Southeastern Section. For the next 41 years, the Southeastern Section grew and prospered into one of AWWA’s most outstanding Sections.

In 1961 the Section won a national AWWA award for promotion of AWWA by preparing a brochure with 25 questions and answers regarding the water works industry. In 1980 the Section hosted the AWWA Annual Conference in Atlanta. In 1984 exhibits were added to the annual meeting.

**SOUTH CAROLINA SECTION OF AWWA**

During the mid-1980’s the Southeastern Section underwent a realignment to form two separate sections, the South Carolina Section and the Georgia Section on January 1, 1988. Thus as Georgia and South Carolina parted as friends, the two sections both started a new history.

The two new Sections continued to meet jointly at the annual meetings in 1988 and 1989. Then in 1990 the South Carolina Section held its first solo annual meeting in Greenville, SC.

In 1991 the South Carolina Section of AWWA and the Water and Pollution Control Association of SC met jointly in Charleston, SC. The new conference was named the South Carolina Environmental Conference (SCEC) and has grown in size and success beyond our imagination.

The SC Section has always put educational opportunities for our members at the forefront of our agenda, as shown by the these national AWWA Educational Awards presented to the Section. In 1997 the Section won for a series of seminars titled, “Technical Issues for Non-Technical People”, in 1998 for a workshop on “Coastal Issues for Water Treatment Plants”, in 1999 for the seminar “Using Self-Assessment Techniques for Improving Water Treatment Plant Performance” and in 2006 for the workshop titled “Is Your Utility Ready for an Emergency”.
In 1998 the Section merged onto the information super highway by launching the South Carolina Section Web Page (www.scawwa.org). This has been a very successful venture to disseminate information and gain exposure for our Section programs.

Our pro-active efforts to become a leader in our region paid off in 1999 with two major events. First, Lyndon Stovall, Manager of the Greenville Water System, was elected to one of the 5 national AWWA Vice President positions, and second, the South Carolina and North Carolina Sections were selected to develop and deliver a Qualserve Pilot Program for small utilities. In 2002, Lyndon Stovall went on to be elected to serve as AWWA National President and Dixie Fanning (2003-2004), Dee Bennett (2009-2010), and Mark Cline (2012-2013) were all elected to serve as national Vice President. In 2006, our Emergency Preparedness Committee, which is a joint committee with members from WEASC, launched the Water/Wastewater Agency Response Network (WARN) program. SCWARN is a formalized system of “utilities helping utilities” address mutual aid during emergency situations. These incidents may be man-made or natural disasters. The project’s infrastructure consists of a web-based data bank of available resources and a practical mutual aid agreement. The SCWARN website URL address is www.scwarn.org.

The goal of SCWARN is to provide immediate relief for member utilities during emergencies. SCWARN works by matching personnel with the necessary tools and equipment, to both assess and assist, the impacted water or wastewater system as quickly as possible until a permanent solution to the devastation may be implemented.

In 2008, we merged our “Through the Pipes” newsletter with the WEASC Journal to create the Journal of the SC Section of AWWA and the WEASC. The publication serves both organizations.

In 2011, Morgan Young established the section’s first student chapter at Clemson University.

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<td>2006</td>
<td>Myrtle Beach, SC</td>
<td>Glen McManus</td>
<td>Mark Cline</td>
<td>D. Bennett/P. Rivers</td>
<td>Mike Caston</td>
</tr>
<tr>
<td>2007</td>
<td>Myrtle Beach, SC</td>
<td>Mark Cline</td>
<td>Jim Hawkins</td>
<td>D. Bennett/P. Rivers</td>
<td>Mike Caston</td>
</tr>
<tr>
<td>2008</td>
<td>Myrtle Beach, SC</td>
<td>Jim Hawkins</td>
<td>Clint Shealy</td>
<td>D. Fanning/P. Rivers</td>
<td>Dee Bennett</td>
</tr>
<tr>
<td>2009</td>
<td>Myrtle Beach, SC</td>
<td>Clint Shealy</td>
<td>Gary Visser</td>
<td>D. Fanning/P. Rivers</td>
<td>Dee Bennett</td>
</tr>
<tr>
<td>2010</td>
<td>Myrtle Beach, SC</td>
<td>Gary Visser</td>
<td>Frank Eskridge</td>
<td>D. Fanning/P. Rivers</td>
<td>Dee Bennett</td>
</tr>
<tr>
<td>2011</td>
<td>Myrtle Beach, SC</td>
<td>Frank Eskridge</td>
<td>Shannon Lizewski</td>
<td>D. Fanning/P. Rivers</td>
<td>Mark Cline</td>
</tr>
<tr>
<td>2012</td>
<td>Myrtle Beach, SC</td>
<td>Shannon Lizewski</td>
<td>Paul Hargette</td>
<td>D. Fanning/P. Rivers</td>
<td>Mark Cline</td>
</tr>
<tr>
<td>2013</td>
<td>Myrtle Beach, SC</td>
<td>Paul Hargette</td>
<td>Sue Schneider</td>
<td>D. Fanning/P. Rivers</td>
<td>Mark Cline</td>
</tr>
<tr>
<td>2014</td>
<td>Myrtle Beach, SC</td>
<td>Sue Schneider</td>
<td>Curt Dillard</td>
<td>J. Craft/P. Rivers</td>
<td>Gary Visser</td>
</tr>
<tr>
<td>2015</td>
<td>Myrtle Beach, SC</td>
<td>Curt Dillard</td>
<td>Angie Mettlen</td>
<td>J. Craft/P. Rivers</td>
<td>Gary Visser</td>
</tr>
</tbody>
</table>

* Business meeting held at national conference.
AMERICAN WATER WORKS ASSOCIATION AWARDS
(revised: January 2009)

The following pages contain descriptions and guidelines and citations for recognition of achievement authorized by the American Water Works Association.

- George Warren Fuller Award
- Hall of Fame
- Heroism Award
- Honorary Membership Award
- Life Member
- Safety Awards
- Gold Water Drop Award
- Able Wolman Award of Excellence
- Kenneth Miller Founders’ Trophy

GEORGE WARREN FULLER AWARD

In memory of George Warren Fuller and his life of distinguished service to the water works profession and, particularly, to the American Water Works Association, the Board of Directors of the Association established in 1937, the George Warren Fuller Awards.

The recipients of the George Warren Fuller Awards are selected by the individual sections of the Association from among their own members in accordance with the “Terms and Conditions” set forth below. Such selection is presumed to recognize publicly the contribution toward the advancement of water works practice which the individual has made within the particular section which designates him for the award.

The terms and conditions under which the Award shall be awarded are:

Each year the Award Committee of each Section may determine if any member of members of the Section has provided such outstanding leadership or has made such a significant contribution toward the advancement of the water works practice within the Section that he should be a candidate for the award. It is emphasized that the qualifications for the award specify that the services of the candidate must have been over and above those expected of officers and committee members in fulfilling the obligations or duties assigned to them. It is emphasized that the performance of a candidate must be outstanding and extraordinary.

To qualify for the award, the person may be a member (Active, Student, Life, Honorary) or a duly appointed representative of a Utility Member or a Municipal Service Subscriber of the American Water Works Association.

The report of the committee shall include a “citation” or statement of the basis upon which the recommendation is made. Citations should, in general, contain less than 40 words to meet the printing limitations of the national AWWA program. The Secretary will make such editorial adjustments in citations as may be deemed necessary in the general interest.
The announcement of the award shall be made a part of the annual meeting of the Section granting it, and shall be made by the Association's official representative at the Section meeting, or by the presiding official of the Section. The reading of the committee report should be accompanied by the reading of as much of the prepared statement concerning the life and works of George Warren Fuller as fits the occasion. The Fuller award pin is presented at the Section annual meeting and the formal plaque ceremony is held at the following AWWA Annual Conference.

Each awardee automatically becomes a member of the George Warren Fuller Award Society of the American Water Works Association. No initiation fee or annual dues is required for membership in this society. The annual meeting of the society is held during the annual conference of the Association.

**SOUTH CAROLINA SECTION FULLER Awardees:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>1938</td>
<td>Guy H. White</td>
</tr>
<tr>
<td>1939</td>
<td>A.A. Passolt</td>
</tr>
<tr>
<td>1940</td>
<td>Paul Wier</td>
</tr>
<tr>
<td>1941</td>
<td>J.E. Gibson</td>
</tr>
<tr>
<td>1942</td>
<td>W.D. Moore</td>
</tr>
<tr>
<td>1943</td>
<td>B.P. Price</td>
</tr>
<tr>
<td>1944</td>
<td>F.K. Ellis</td>
</tr>
<tr>
<td>1945</td>
<td>no meeting</td>
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<tr>
<td>1946</td>
<td>no meeting</td>
</tr>
<tr>
<td>1947</td>
<td>F.W. Chapman</td>
</tr>
<tr>
<td>1948</td>
<td>W.H. Weir</td>
</tr>
<tr>
<td>1949</td>
<td>F.B. McDowell</td>
</tr>
<tr>
<td>1950</td>
<td>H.E. Wyckoff</td>
</tr>
<tr>
<td>1951</td>
<td>R.B. Simms</td>
</tr>
<tr>
<td>1952</td>
<td>N.M. deJarnette</td>
</tr>
<tr>
<td>1953</td>
<td>no meeting</td>
</tr>
<tr>
<td>1954</td>
<td>Sherman Russell</td>
</tr>
<tr>
<td>1955</td>
<td>J.F. Pearson</td>
</tr>
<tr>
<td>1956</td>
<td>R.C. Kauffman</td>
</tr>
<tr>
<td>1957</td>
<td>W.T. Linton and W.W. Adkins</td>
</tr>
<tr>
<td>1958</td>
<td>Lewis R. Simonton</td>
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<tr>
<td>1959</td>
<td>William Schirmer</td>
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<tr>
<td>1960</td>
<td>T.A. Jones</td>
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<tr>
<td>1961</td>
<td>John R. Betts</td>
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<tr>
<td>1962</td>
<td>George H. Sparks</td>
</tr>
<tr>
<td>1963</td>
<td>H.J. Webb</td>
</tr>
<tr>
<td>1964</td>
<td>W.H. Weaver</td>
</tr>
<tr>
<td>1965</td>
<td>Alan Johnstone</td>
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<tr>
<td>1966</td>
<td>Emory C. Matthews</td>
</tr>
<tr>
<td>1967</td>
<td>P.J. Philson</td>
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<tr>
<td>1968</td>
<td>M.E. Henley</td>
</tr>
<tr>
<td>1969</td>
<td>Carl C. Lanford</td>
</tr>
<tr>
<td>1970</td>
<td>J. Morgan Roberts</td>
</tr>
<tr>
<td>1971</td>
<td>T.P. Anderson</td>
</tr>
<tr>
<td>1972</td>
<td>William Greene, Jr.</td>
</tr>
<tr>
<td>1973</td>
<td>W.C. Bowen</td>
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<tr>
<td>1974</td>
<td>Cal Simmons</td>
</tr>
<tr>
<td>1975</td>
<td>R.S. Winfield</td>
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<tr>
<td>1976</td>
<td>D.E. Pinkston</td>
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<tr>
<td>1977</td>
<td>B.P. Barber</td>
</tr>
<tr>
<td>1978</td>
<td>E.L. Huie</td>
</tr>
<tr>
<td>1979</td>
<td>R.A. McCoy, Jr.</td>
</tr>
<tr>
<td>1980</td>
<td>C.D. Alred</td>
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<tr>
<td>1981</td>
<td>John A. Andrea</td>
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<tr>
<td>1982</td>
<td>Randolph Goulding</td>
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<tr>
<td>1983</td>
<td>Merv Moeller</td>
</tr>
<tr>
<td>1984</td>
<td>S.B. Weill</td>
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<tr>
<td>1985</td>
<td>O.T. Miller</td>
</tr>
<tr>
<td>1986</td>
<td>Billy G. Turner</td>
</tr>
<tr>
<td>1987</td>
<td>Henry C. Schatz</td>
</tr>
<tr>
<td>1988</td>
<td>C. Doug Waldrop</td>
</tr>
<tr>
<td>1989</td>
<td>Harold S. Wrenn</td>
</tr>
<tr>
<td>1990</td>
<td>Ted M. Johnson, Jr.</td>
</tr>
<tr>
<td>1991</td>
<td>Dixie H. Fanning</td>
</tr>
<tr>
<td>1992</td>
<td>Cam Ferguson</td>
</tr>
<tr>
<td>1993</td>
<td>L.A. Graham</td>
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<tr>
<td>1994</td>
<td>J. Michael Clark</td>
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<tr>
<td>1995</td>
<td>A.L. Ervin</td>
</tr>
<tr>
<td>1996</td>
<td>Fred Boatwright</td>
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<tr>
<td>1997</td>
<td>Lyndon Stovall</td>
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<tr>
<td>1998</td>
<td>Lynn H. Price</td>
</tr>
<tr>
<td>1999</td>
<td>Porter Rivers</td>
</tr>
<tr>
<td>2000</td>
<td>Haze Elliott</td>
</tr>
<tr>
<td>2001</td>
<td>Dean Moss</td>
</tr>
<tr>
<td>2002</td>
<td>Furman Buchanan</td>
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<tr>
<td>2003</td>
<td>Dee A. Bennett</td>
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<tr>
<td>2004</td>
<td>Mike Caston</td>
</tr>
<tr>
<td>2005</td>
<td>Clay Duffie</td>
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<tr>
<td>2006</td>
<td>Fred Yandle</td>
</tr>
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<td>2007</td>
<td>Frank Eskridge</td>
</tr>
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<td>2008</td>
<td>Mark Cline</td>
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<td>2009</td>
<td>Jim Hawkins</td>
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<td>2010</td>
<td>Clint Shealy</td>
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<td>2011</td>
<td>Gary Visser</td>
</tr>
<tr>
<td>2012</td>
<td>Rachel Crosby</td>
</tr>
<tr>
<td>2013</td>
<td>Shannon Lizewski</td>
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</table>

**AWWA - HALL OF FAME**

This award was established by AWWA in 1970 to perpetuate the memory of those how have made the most significant contributions to the field of public water supply. To be eligible, a member must have been deceased for at least five years at the time of nomination. A maximum of two members per year may be conferred awards each year. Nominations can be made by any Member committee, Division, Section or Council of AWWA and are forwarded in writing to AWWA headquarters. Final selection of the Award is made by the AWWA Hall of Fame Committee.
HEROISM AWARD

This award constitutes official recognition of an act of heroism on the part of an employee in the water utility industry wherein the restores must have risked his own life in the process of aiding some other person or persons. The act of heroism shall be investigated by the section Awards Committee and if deemed worthy, shall be approved by the Chair and the Secretary-Treasurer and forwarded to the AWWA for consideration by the AWWA Heroism Award Committee. The award will be presented at the next Annual Section meeting following the recommendation.

HONORARY MEMBERSHIP AWARD

A committee of AWWA consisting of the second Past President, the Immediate Past President and the President of AWWA nominate annually worthy candidates for Honorary Membership in AWWA. The AWWA Board of Directors considers and acts on all recommendations made by the committee. No election to Honorary Membership can be made if such membership exceeds 1/200 of the total membership of AWWA. The maximum number that can be elected in any single year is ten (10).

SOUTH CAROLINA SECTION HONORARY MEMBERS:

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>City, State</th>
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<td>2003</td>
<td>W. W. Atkins</td>
<td>Greenville, SC</td>
</tr>
<tr>
<td>2004</td>
<td>L.A. Graham</td>
<td>Ft. Mill, SC</td>
</tr>
<tr>
<td>2006</td>
<td>George Anderson</td>
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<tr>
<td>2006</td>
<td>Dixie Fanning</td>
<td>Charleston, SC</td>
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AWWA - GOLD WATER DROP AWARD

The American Water Works Association, Gold Water Drop Award, is given to recognize those individual members who have provided valuable service and support for AWWA programs and goals through their long-standing Association membership. Eligibility for the award requires that the individual be a member in good standing who has maintained such membership including Additional Active membership for the requisite of 50 years.

<table>
<thead>
<tr>
<th>Name</th>
<th>Membership</th>
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<tr>
<td>W. W. Atkins</td>
<td>H.A. Hoffer</td>
<td>Robert G. Holzmacher</td>
<td>Fred Roehrich</td>
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<tr>
<td>John R. Bettis</td>
<td>Robert G. Holzmacher</td>
<td>Alan Johnstone</td>
<td>A. W. Schoolbred</td>
</tr>
<tr>
<td>Marshall Bright</td>
<td>John E. Kiker, Jr</td>
<td>J.D. Leslie</td>
<td>H.J. Webb</td>
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<tr>
<td>N.M. deJarnette</td>
<td>John J. Moran</td>
<td>Marion R. Owens</td>
<td>H.S. Wrenn</td>
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<tr>
<td>Richard H. Finn</td>
<td>H.M. Morrison</td>
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<td>George B. Flegal</td>
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<tr>
<td>Arthur Fowler</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>W. Ray Gibson</td>
<td></td>
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</table>
**AWWA-LIFE MEMBERS**

This award is given in recognition of 30 years of service to AWWA and the water works industry. The award is presented to the recipient at the annual banquet of the Section.

**SOUTHEASTERN SECTION AND SOUTH CAROLINA SECTION LIFE MEMBERS:**

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<thead>
<tr>
<th>W.W. Adkins</th>
<th>Daniel Francis</th>
<th>H.H. Morrison</th>
<th>R.D. Wilroy</th>
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<td>Ronnie Allison</td>
<td>W. Ray Gibson</td>
<td>John E. Moses, Jr</td>
<td>Douglas Wilson</td>
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<td>John A. Andrea</td>
<td>Hendrik Goettsch</td>
<td>J.B. Ogden</td>
<td>Fred Wilson</td>
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<td>George M. Goyak</td>
<td>Nancy D. Oswald</td>
<td>Robert S. Winfield</td>
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<td>H. Jerry Balding</td>
<td>Randolph Goulding</td>
<td>M.R. Owens</td>
<td>William R. Wise</td>
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<td>Robert E. Barker</td>
<td>Lewis A. Graham, Jr</td>
<td>Robert J. Ott</td>
<td>Thomas M. Woods</td>
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<td>R.S. Barron</td>
<td>W.J. Greene, Jr</td>
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<td>J.M. Beeson</td>
<td>Samuel H. Griggs</td>
<td>Perry Randle</td>
<td>Gregory M. Mikota</td>
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<td>Keith Berry</td>
<td>J.U. Greenlees</td>
<td>Carroll A. Reddic</td>
<td>Larry C. Hargrove</td>
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<td>John R. Bettis</td>
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<td>David A. Borchelt</td>
<td>M.E. Henley</td>
<td>Jimmy Rogers</td>
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<td>D. York Brannock</td>
<td>H.A. Hoffer</td>
<td>Joe Rucker</td>
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<td>William Breichner</td>
<td>George Hornsby</td>
<td>H.C. Schatz</td>
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<td>Clyde Brice</td>
<td>Robert Holzmacher</td>
<td>A.W. Schoolbred, Jr</td>
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<td>Marshall Bright</td>
<td>Don H. Jackson</td>
<td>Howard Sisson</td>
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<td>John T. Briscoe</td>
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<td>James L. Bryant</td>
<td>Thomas E. Keinath</td>
<td>F.W. Sollo, Jr</td>
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<td>Ross W. Buck</td>
<td>G.L. Kelso</td>
<td>A.T. Storey</td>
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<td>J.H. Bullard</td>
<td>J.E. Kiker</td>
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<td>Frank Callcott</td>
<td>F.W. Kittrel</td>
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<td>Dan A. Lyles</td>
<td>Robert J. Thomas</td>
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<td>Robert Malpass</td>
<td>William O. Thomas</td>
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<td>G. Daley</td>
<td>Frank Melcher</td>
<td>H.M. Thompson</td>
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<td>R. McCoy, Jr.</td>
<td>Robert Tindal</td>
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<td>Mark Vanagel</td>
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<td>Daniel J. McPherson</td>
<td>H.D. Wade</td>
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<td>Charles Ferguson</td>
<td>Gregory M. Mikota</td>
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<td>H. Richard Finn</td>
<td>O.T. Miller</td>
<td>Stancil B. Weill</td>
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<td>George Flegal</td>
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<td>H.O. Whelchel, Jr</td>
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<td>James Mixon</td>
<td>A.A. Wickliffe</td>
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<td>A.B. Fowler, Jr</td>
<td>Merv Moeller</td>
<td>John H. Wiedeman</td>
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<tr>
<td>Bart Fowler</td>
<td>E.F. Morey</td>
<td>Wesley B. Williams</td>
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</tbody>
</table>
AWWA - SAFETY AWARD

Safety Awards are given annually in various categories by AWWA in the South Carolina Section. Awards of excellence are presented to water utilities with between 100 and 500 employees for attaining a disabling injury frequency rate of one third or less than the water utility industry average for the previous year. An award of merit is given annually to those water utilities of 100 or less employees for obtaining a record of 200,000 man hours without a disabling injury. These awards are presented during the Annual Section meeting.

ABEL WOLMAN AWARD OF EXCELLENCE

The award of excellence is to recognize those whose careers in the water works industry exemplify vision, creativity, and excellent professional performance characteristic of Abel Wolman's long and productive career. To qualify for the award, the nominee must be an individual member or a duly appointed representative of an organization member of the AWWA. To be eligible for consideration the nominee must have established himself/herself in the water works profession through career performance spanning a minimum of 20 years. The nominees work must exemplify vision, creativity and excellence and must have had recognizable impact on the professionalism of the industry.

ABLE WOLEMAN AWARD OF EXCELLENCE:

2001 William (Witty) Adkins

WATER FOR PEOPLE KENNETH J. MILLER FOUNDERS’ AWARD

This award was established to recognize volunteers for their outstanding service and leadership in the advancement of the Water For People mission at the local committee and regional levels.

Kenneth J. Miller Water For People Founders’ Awards may be presented annually by Water For People in honor of the untiring efforts of Kenneth J. Miller to help people of the world through Water For People.

To be eligible for the award, a person must demonstrate exemplary service to Water For People through fundraising, education, publicity, committee leadership, volunteer service abroad, and/or raising the awareness of Water For People and its work.

KENNETH J. MILLER FOUNDERS’ AWARD RECIPIENTS:

2006      Bill Hood
2009      Coleen Schild
2012      Chris Rasco
2013      Lisa Horner
2014      Andy Fairey
2015      Bob Horner
SOUTH CAROLINA SECTION AWARDS
(revised: January 2013)

The following pages contain descriptions and guidelines of awards and citations for recognition of achievement authorized by the South Carolina Section.

- Meritorious Operator Service Award
- Membership Award
- Safety Citation
- Herman F. Wiedeman Award
- Young Professionals Award
- Educating Committee of the Year Award
- Distribution Committee Award
- Kelly A. Hunsucker Cross-Connection Control Award
- Certificates of Appreciation and Chair’s Service Pins
- L.A. Graham Leadership in Management Award

MERITORIOUS OPERATOR SERVICE AWARD

This award may be given annually to a certified water works operator in the South Carolina Section based on outstanding performance as a water plant operator based upon Health Department standards for excellence in operation and maintenance. The recipient need not be a member of the South Carolina Section, but must have been a certified water works operator for at least five years. The recipient cannot be a current member of the Board of Trustees. The South Carolina Section Awards Committee shall select the awardee. The following is a description of the general guidelines for the award:

Nature Of Award

The award shall consist of an appropriate plaque designating the award name, recipient’s name, and date of award.

Qualifications Of Recipient

The recipient must be a water works operator in the South Carolina Section geographic area and be employed as a water works operator. He must have performed outstanding service as an operator based on Health Department standards for excellence in operation and maintenance. He need not be a member of the South Carolina Section, and cannot be a current member of the Executive Committee of the Section. The recipient must also have been certified as a water works operator for at least a five year period.

Selection Procedure

All nominations shall be in writing and shall indicate the candidates qualifications and must be submitted to the Meritorious Operator Awards Committee no later than two months before the South Carolina Section annual meeting. Only one selection of an award will be made annually and then only if a qualified recipient exists.
Presentation

The award shall be presented by the Committee Chair during the South Carolina Section annual meeting.

SOUTH CAROLINA SECTION MERITORIOUS OPERATOR AWARDEES:

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989</td>
<td>David Strickland</td>
<td>1999</td>
<td>Neal Martin</td>
<td>2009</td>
<td>Ken Burlison</td>
</tr>
<tr>
<td>1990</td>
<td>E. Lee Bauldin</td>
<td>2000</td>
<td>Phi Miller</td>
<td>2010</td>
<td>Dave Schach</td>
</tr>
<tr>
<td>1993</td>
<td>James C. Foster</td>
<td>2003</td>
<td>Keneth Dorr</td>
<td>2015</td>
<td>Rusty Walker</td>
</tr>
<tr>
<td>1996</td>
<td>Robert M. McCroskey</td>
<td>2006</td>
<td>no award</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEMBERSHIP AWARD

This award is given at the discretion of the Membership Committee Chair to any member of the Section whose recruitment or endorsement contribution is deemed outstanding.

SAFETY CITATION

This citation is granted by the South Carolina Section to water utilities for outstanding accomplishments in the field of safety during the calendar year based on number of employees -- Class 1 - less than 10; Class 2 - 10 to 100; Class 3 - more than 100. Competition is restricted to utilities within each class. The citation is given with the purpose of stimulating water utilities to (1) start safety programs where none existed and (2) keep already organized and operating safety programs at a high degree of efficiency. The South Carolina Section through its Safety Committee makes annual awards to all utilities that earn them as (1) Award of Honor (2) Award of Merit (3) Award of Progress, the first being the highest. The Honor winners of each class are then sent by the Section annually to AWWA for the second phase to compete against the winners in each class from all other Sections on a national basis.

HERMAN F. WIEDEMAN AWARD

The Herman F. Wiedeman Award is presented in commemoration of the exemplary leadership of Herman F. Wiedeman, the distinguished consulting engineer for more than 40 years, one of the organizers of this Section and its first Chairman.

This award may be presented annually to a member of the Section who has been actively engaged in the water supply profession and has contributed substantially toward achievement and science of the water supply industry in the Section.
HERMAN F. WIEDEMAN Awardees:

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1963</td>
<td>R.B. Simms</td>
</tr>
<tr>
<td>1964</td>
<td>Robert E. Stiemke</td>
</tr>
<tr>
<td>1965</td>
<td>John R. Bettis</td>
</tr>
<tr>
<td>1966</td>
<td>Harry Flander</td>
</tr>
<tr>
<td>1967</td>
<td>W.C. Bowen</td>
</tr>
<tr>
<td>1968</td>
<td>E.L. Huie</td>
</tr>
<tr>
<td>1969</td>
<td>John A. Andrea</td>
</tr>
<tr>
<td>1970</td>
<td>Alan Johnstone</td>
</tr>
<tr>
<td>1971</td>
<td>C.D. Alred</td>
</tr>
<tr>
<td>1972</td>
<td>W.W. Adkins</td>
</tr>
<tr>
<td>1973</td>
<td>S. B. Weill</td>
</tr>
<tr>
<td>1974</td>
<td>W.R. Wise</td>
</tr>
<tr>
<td>1975</td>
<td>R. H. Byers</td>
</tr>
<tr>
<td>1976</td>
<td>T. P. Anderson</td>
</tr>
<tr>
<td>1977</td>
<td>Harry Simmons</td>
</tr>
<tr>
<td>1978</td>
<td>A. Ray Abernathy</td>
</tr>
<tr>
<td>1979</td>
<td>H. R. Peters</td>
</tr>
<tr>
<td>1980</td>
<td>J. D. Leslie</td>
</tr>
<tr>
<td></td>
<td>1981 William Greene, Jr</td>
</tr>
<tr>
<td></td>
<td>1982 R.S. Winfield</td>
</tr>
<tr>
<td></td>
<td>1983 E. F. Morey</td>
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<tr>
<td></td>
<td>1984 O.T. Miller</td>
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<td></td>
<td>1985 Billy G. Turner</td>
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<td></td>
<td>1986 Steve Hale</td>
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<td></td>
<td>1987 H.E. Holcomb</td>
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<td></td>
<td>1988 Harold Wrenn</td>
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<td></td>
<td>1989 Richard Coleman</td>
</tr>
<tr>
<td></td>
<td>1990 Merv C. Moeller</td>
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<tr>
<td></td>
<td>1991 C. Doug Waldrop</td>
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<tr>
<td></td>
<td>1992 Jim Rogers</td>
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<tr>
<td></td>
<td>1993 Steve Kinard</td>
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<tr>
<td></td>
<td>1994 Cam Ferguson</td>
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<tr>
<td></td>
<td>1995 Ted M. Johnson</td>
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<tr>
<td></td>
<td>1996 Dixie Fanning</td>
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<tr>
<td></td>
<td>1997 Fred Boatwright</td>
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<td></td>
<td>1998 L.A. Graham</td>
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<tr>
<td></td>
<td>1999 Lydon Stovall</td>
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<td></td>
<td>2000 Dean Moss</td>
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<td></td>
<td>2001 Dee Bennett</td>
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<td></td>
<td>2002 Mike Caston</td>
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<td></td>
<td>2003 Porter Rivers</td>
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<td></td>
<td>2004 Wayne Iseman</td>
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<td></td>
<td>2005 Haze Elliott</td>
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<td></td>
<td>2006 Fred Yandle</td>
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<tr>
<td></td>
<td>2007 Clay Duffie</td>
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<td></td>
<td>2008 Sue Schneider</td>
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<tr>
<td></td>
<td>2009 Mark Cline</td>
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<tr>
<td></td>
<td>2010 Jim Hawkins</td>
</tr>
<tr>
<td></td>
<td>2011 Gary Visser</td>
</tr>
<tr>
<td></td>
<td>2012 Frank Eskridge</td>
</tr>
<tr>
<td></td>
<td>2013 Howard D. Spencer</td>
</tr>
<tr>
<td></td>
<td>2014 Joe Devito</td>
</tr>
<tr>
<td></td>
<td>2015 Shannon Lizewski</td>
</tr>
</tbody>
</table>

YOUNG PROFESSIONALS AWARD

The Young Professional Award was established in 2003 and is given to recognize the contributions of young members whose service and achievements are exceptional for their years of experience. The award is given annually at the SC Environmental Conference to one member that has demonstrated an active commitment to the organization and the profession as a whole. The award recipient is selected by the Executive Committee from among the nominations forwarded from the Young Professionals Committee.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Shannon Lizewski</td>
</tr>
<tr>
<td>2004</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>Rachel Crosby</td>
</tr>
<tr>
<td>2006</td>
<td>Jenny Hagan</td>
</tr>
<tr>
<td>2007</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>Kari Foy</td>
</tr>
<tr>
<td>2009</td>
<td>Shad Stringfellow</td>
</tr>
<tr>
<td>2010</td>
<td>Robert Sheerer</td>
</tr>
<tr>
<td>2011</td>
<td>Jonathan Ladd</td>
</tr>
<tr>
<td>2012</td>
<td>Morgan Young</td>
</tr>
<tr>
<td>2013</td>
<td>Olivia Flynn</td>
</tr>
<tr>
<td>2014</td>
<td>Jared Hartwig</td>
</tr>
<tr>
<td>2015</td>
<td>David Christopher</td>
</tr>
</tbody>
</table>
**DISTRIBUTION OPERATOR OF THE YEAR**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>Charles Clinemeyer</td>
</tr>
<tr>
<td>2009</td>
<td>Johnny Neighbor</td>
</tr>
<tr>
<td>2010</td>
<td>Scott Tackett</td>
</tr>
<tr>
<td>2011</td>
<td>Justin Clemones</td>
</tr>
<tr>
<td>2012</td>
<td>Anthony Todd Dennis</td>
</tr>
<tr>
<td>2013</td>
<td>Bobby Tinsley</td>
</tr>
<tr>
<td>2014</td>
<td>Sam Aultman</td>
</tr>
<tr>
<td>2015</td>
<td>Willie Cummings</td>
</tr>
</tbody>
</table>

**EDUCATING COMMITTEE OF THE YEAR AWARD**

The Educating Committee of the Year Award was established in 2004 and is given to the technical committee workshop that has excelled in educating South Carolina water professionals on important water issues and has demonstrated forward thinking educational ideas. This award is given annually at the SC Environmental Conference to the chair of the committee that coordinated and sponsored the winning workshop. In addition, the winning workshop is nominated by the Advancement and Education Team for the annual National AWWA Section Education Award. Our national winners were:

- 1997 Technical Issues for Non-Technical People
- 1998 Coastal Issues for Water Treatment Plants
- 1999 Using Self-Assessment Techniques for Improving Water Treatment Plant Performance
- 2006 Is Your Utility Ready for an Emergency.
- 2008 Backflow Prevention Assembly Repair Workshop
- 2012 Confluence Conference

**KELLY A. HUNSUCKER CROSS-CONNECTION CONTROL AWARD**

The Kelly A. Hunsucker Cross-Connection Control Award was established in 2006 and is named for Kelly A. Hunsucker for his contributions to the development of South Carolina's Cross-Connection Control Program. This award may be presented annually at the SC Environmental Conference to one utility in the State that has excelled in managing a cross connection control program.

**CERTIFICATES OF APPRECIATION & SERVICE PINS**

In addition to the various awards described in the preceding pages, the South Carolina Section of AWWA gives Certificates of Appreciation to those individuals who do single things for the South Carolina Section such as making a keynote address, giving a special presentation, or serving in a special capacity for the Section. The issuance of these certificates is the responsibility of the Section Chair. At the annual business meeting, the Section Chair may present service pins and certificates to members who have provided outstanding service to the Section through out the year.
L.A. GRAHAM LEADERSHIP IN MANAGEMENT AWARD

The SCAWWA L.A. Graham Leadership in Management Award may be presented annually to a recognized leader in the water industry by the SCAWWA Management Committee. SCAWWA recognizes that management skill often resides at all levels of an organization; therefore, a nominee's title is not the sole consideration for the award. Candidates at any level of management will be considered.

The nominee may be from public, private, manufacturing, engineering, consulting, supply, or any other service-related organization associated with the water industry. The nominee should have shown exceptional performance, professional expertise, and tireless dedication to the water industry. The nominee should exhibit extraordinary management skills, including management of persons, business affairs, and progressive organizational development. The nominee should exhibit a positive attitude, strong communication skills, and a cooperative and dependable spirit. The nominee should be known for a high degree of personal integrity, and display exemplary standards of business and professional ethics. Nominations should not be based upon longevity or involvement in a professional organization, but on outstanding management contribution to the nominee’s organization and/or the industry.

2012 Jane Byrne
2013 Bud Summers
2014 Janice Perry
2015 Melvin Bennett
Section 2
Legal Documents
ARTICLES OF INCORPORATION
OF
THE SOUTH CAROLINA SECTION OF THE AMERICAN WATER WORKS ASSOCIATION

ARTICLE I - NAME

The name of the Corporation is the South Carolina Section of the American Water Works Association.

ARTICLE II - PURPOSE

The purpose of the Corporation is to promote the public health, safety and welfare by advocating drinking water of superior quality and sufficient quantity and by developing and furthering the understanding of technology, science, education and governmental policies relative to the drinking water industry’s role of stewardship of water by:

1. Advancing and disseminating knowledge of the design, construction, operation, maintenance and management of water facilities and encouraging the exchange of information and experience in these goals;

2. Fostering cooperation with other similar organizations and agencies in an effort to further obtain and maintain adequate water facilities for South Carolina citizens;

3. Promoting and developing appropriate continuing education programs to elevate the personal and professional growth of the membership of the Corporation;

and to do all things necessary or convenient, and not inconsistent with law or with the purposes of the American Water Works Association (“AWWA”), to further these goals. The foregoing enumeration of purposes shall not limit or restrict in any manner the pursuit of other purposes, or the exercise of other and further rights and powers that may now or hereafter be permitted or provided by law.

The purpose of the Corporation 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 Corporation shall inure to the benefit of, or be distributed to its executive committee members, officers, members or other private persons, except that the Corporation 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 Corporation shall be the carrying on of propaganda, and the Corporation shall not otherwise attempt to influence legislation. The Corporation shall not participate in, or intervene in, political campaigns on behalf of any candidate for public office. The Corporation 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.

ARTICLE III - DISSOLUTION

In case of dissolution of the Corporation, such portions of the funds or property thereof in the possession of the Corporation as may have been derived from the general funds of the AWWA shall be returned to the AWWA.

The balance of the Corporation funds or property shall be disposed of by transfer and distribution to any one or more corporations, funds, or foundations with like purposes or goals that is organized and operated in an area included in an AWWA section, hereinafter referred to as the “receiving organization.”

The following shall be characteristics of the receiving organization:
1. that it be operated exclusively for scientific or educational purposes;

2. that no part of the net earnings of which inures to the benefit of any private shareholders or individual;

3. that no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; and

4. that it does not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

The receiving organization would then qualify under the provisions of Section 501(c)(3) of the Code, as they now exist or as they may hereafter be amended. If for any reasons such disposition cannot be effected, then such funds shall be so distributed pursuant to the order, judgment or decree of a court having jurisdiction over the assets and property of the Corporation.

ARTICLE IV - MEMBERS
The Corporation shall have members with such qualifications and rights as are set forth in the bylaws.

ARTICLE V - DESIGNATION
This Corporation is a public benefit corporation.

ARTICLE VI - INITIAL REGISTERED OFFICE AND AGENT
The street address of the initial registered office of the Corporation is 2725 Devine Street, Columbia, Richland County, South Carolina 29205 and the name of the initial registered agent at that office is Furman Buchanan.

ARTICLE VII - INITIAL PRINCIPAL OFFICE
The address of the initial principal office of the Corporation is 2725 Devine Street, Columbia, Richland County, South Carolina 29205.

ARTICLE X - OPTIONAL PROVISIONS
Pursuant to Section 33-31-801(c) of the South Carolina Nonprofit Act of 1994 (the “Act”), the members shall, by majority vote, elect all of the officers of the Corporation with the exception of the Secretary, Treasurer, Assistant Secretary and Assistant Treasurer.

Pursuant to Sections 33-31-801(c) and 33-31-1030 of the Act, all amendments to these Articles shall be approved by the AWWA.

ARTICLE X - INCORPORATOR
The incorporator of the Corporation is Furman Buchanan, whose address is 2725 Devine Street, Columbia, South Carolina 29205.

Executed in duplicate this ________ day of ______________ 2000.

____________________________________
FURMAN BUCHANAN, Incorporator
STATE OF SOUTH CAROLINA
SECRETARY OF STATE

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT

TYPE OR PRINT CLEARLY WITH BLACK INK

Pursuant to the provisions of Section 33-31-1005 of the 1976 South Carolina Code of Laws, as amended, the applicant delivers to the Secretary of State these articles of amendment.

1. The name of the nonprofit corporation is The South Carolina Section of the American Water Works Association

2. Date incorporated July 25, 2001

3. Specify (a) the text of every amendment adopted, and (b) list when each amendment was adopted.

See enclosed page

4. By checking this paragraph #4 the applicant represents that (a) approval of the amendment by the members was not required, (b) the amendment was approved by a sufficient vote of the board or directors or the incorporators. (Do not check this paragraph #4 if member vote was required or if the required vote of directors or incorporators was not obtained.)

5. If the approval of the members was required to adopt the amendment(s), provide the following information:

(a) Designation (Classes of Membership)

(b) Number of memberships outstanding

(c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment

(d) Number of votes of each class indisputably voting on the amendment

(e) Complete one of the following as appropriate

(i) Total number of votes cast for and against the amendment by each class entitled to vote separately

(ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

MARK HAMMOND
South Carolina Secretary of State
STATE OF SOUTH CAROLINA
SECRETARY OF STATE

NONPROFIT CORPORATION
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      (i) Total number of votes cast for and against the amendment by each class entitled to vote separately

      (ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

Mark Hammond  South Carolina Secretary of State
STATE OF SOUTH CAROLINA
SECRETARY OF STATE

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ARTICLES OF AMENDMENT

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See enclosed page.

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(a) Designation (Classes of Membership)

(b) Number of memberships outstanding

(c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment

(d) Number of votes of each class indisputably voting on the amendment

(e) Complete one of the following as appropriate

   (i) Total number of votes cast for and against the amendment by each class entitled to vote separately

   (ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

Mark Hammond  South Carolina Secretary of State

Filing Fee: $10.00 ORIG

FILED: 03/08/2007
SOUTH CAROLINA SECTION OF THE AMERICAN WATER W
AFFILIATION AGREEMENT

This Agreement, effective as of January 1, 2009, between the American Water Works Association ("AWWA") and the undersigned Section of AWWA (the "Section"), sets forth the terms and conditions of the relationship between AWWA and the Section.

WHEREAS, the parties wish to prescribe the manner in which the parties may use the intellectual property that one party elects to provide to the other for its use from time to time, including logos, emblems, names, marks, free publications and other proprietary material, in each case excluding property that is covered by a separate license or other agreement (the "IP");

WHEREAS, the parties also wish to ensure that AWWA can continue to indemnify all "Eligible Persons" of the Section who are to be indemnified under Section 6.01 of AWWA’s Bylaws and, if practicable, support that indemnification with a directors and officers liability insurance policy (a “D&O Policy”); and

WHEREAS, the parties recognize that AWWA’s qualification as a non-profit tax-exempt entity requires it to ensure that activities conducted by the parties under its name are consistent with AWWA’s stated mission of promoting education, scientific scholarship, and technical advancement related to water quality and safety by, among other things, funding research, publishing information, standards and journals and creating vital forums for technical experts and commercial entities to exchange knowledge and expertise (the “Mission”).

NOW, THEREFORE, IT IS AGREED:

1. Guiding Principles. AWWA and the Section will adhere to the Guiding Principles of this Affiliation Agreement, namely: (a) Conducting their daily operations and relationships with one another in a manner consistent with AWWA’s Strategic Plan, Vision, Guiding Principles and Mission; (b) Striving to protect, develop, and enhance the reputation and value of the AWWA brand; (c) Maintaining reasonable indemnification policies consistent with AWWA’s Articles of Incorporation, Bylaws and Governing Documents for the benefit of all parties; and (d) Cooperatively developing means to maintain D&O Policy coverage for Eligible Persons and to preserve the tax exempt status of the parties, including the modification of existing business practices when it is reasonable and advisable to do so.

2. License. (a) AWWA grants to the Section a nonexclusive license to use AWWA’s IP in connection with the Section’s activities in furtherance of the Mission, but only after the Section gives written notice to AWWA of each intended use of the IP and, after such notice, AWWA does not decline permission to use the IP as proposed. Correspondingly, the Section grants to AWWA a nonexclusive license to use the Section’s IP in connection with AWWA’s activities in furtherance of the Mission, but only after AWWA gives written notice to the Section of each intended use of the IP and, after such notice, the Section does not decline permission to use the IP as proposed. (b) Each of the Section and AWWA will strictly abide by the other’s guidelines and requirements related to use of the IP if and to the extent that such guidelines and requirements are provided in writing to the using party. (c) Each party will only use the IP exactly as provided or published by the other party, without any changes, omissions or
additions except those approved in writing by the licensor of the IP. (d) If the owner of the IP changes any of the licensed IP, the using party will promptly adopt and incorporate such changes to the extent practicable. The using party will also promptly notify the owner of the IP if it becomes aware of any use of the licensor’s IP that is unauthorized or clearly inconsistent with the Mission. (e) AWWA may revoke the Section’s IP license if the Section materially breaches this Agreement and the Section may revoke AWWA’s IP license if AWWA materially breaches this Agreement. The revocation of one party’s IP license on account of such breach will not cause the revocation of the non-breaching party’s license, which will remain in full force and effect subject to the terms of this Agreement. (f) Nothing herein obligates either party to license any particular IP to the other party or precludes a party from requiring the payment of licensing fees or other charges pursuant to existing or future separate agreements relating to such IP.

3. Fidelity to Mission. (a) Each of the parties will conduct its business in a manner that is consistent with the Mission and with AWWA’s Bylaws, Governing Documents and Statements of Policy (collectively, the “Documents”), as currently in effect and as they may be amended from time to time. (b) In order to avoid potential conflicts of interest, the Section will not engage in any business or activity other than acting as a Section of AWWA. The parties acknowledge, however, that the Section may be affiliated, by common membership or ownership, joint offices, shared assets, overlapping Boards of Directors or otherwise, with other entities that are involved in other businesses or activities, so long as the activities of such affiliated entities that conflict with AWWA or the Mission are fully disclosed to AWWA.

4. Activities. Each of the parties will give the other access to information concerning new fundraising campaigns, events and other significant activities ("Activities") and to final versions of new literature, brochures, or other written materials that are to be published or circulated by the other party ("Materials") in connection with Activities. Such access may be afforded by posting on a website or intranet or in the party’s other written publications. If AWWA believes that any Activities or Materials are contrary to the Mission or are likely to materially and adversely affect the tax exempt status of the Section or AWWA, then AWWA will so advise the Section, and the Section will take reasonable steps to eliminate or reduce such effect by modifying or terminating the Activities or Materials. Correspondingly, if the Section believes that any Activities or Materials of AWWA are contrary to the Mission or are likely to materially and adversely affect the tax exempt status of the Section or AWWA, then the Section will inform AWWA’s Board of Directors of its concern, and the AWWA Board will consider the appropriate response to the issue at its next regularly scheduled meeting. Activities of AWWA or the Section that are declared to be in support of a specific affiliated corporation, subgroup, council or committee of AWWA (a “Group”) will be conducted in a manner consistent with the narrower mission and purpose of such Group. If the Section engages in fundraising activities that are represented to be for the benefit of a particular Group, the funds so raised will be promptly remitted to that Group and, when practicable, within the same calendar year.

5. Training Regarding Tax Exempt Status. In order to support the Section’s efforts to ensure that its Activities do not inadvertently endanger the tax exempt status of either party, AWWA will make available, at no cost to the Section, specialized training to officers, directors, employees, managers and volunteers of the Section concerning the requirements of applicable tax exemptions, including but not limited to restrictions on political activities,
fundraising, outside business activities, conflicts of interest and other corporate governance issues. Such training shall be provided to the Section no less often than once per year, typically in conjunction with other scheduled AWWA or Section meetings. Correspondingly, the Section agrees that, in order to ensure the efficacy of such training, it will cause appropriate personnel to participate in such training, in person and that the Section will in any event cause at least one Section officer, director or other person who is meaningfully involved with management of the Section’s Activities to attend or otherwise participate in one training session each year, provided, however, that the Section’s obligations to participate in such training shall not under any circumstances require the Section to expend any funds on travel, lodging or other expenses.

6. **D&O Policy.** During the term of this Agreement, AWWA will take all reasonable steps necessary to keep in effect a D&O Policy that covers all “Eligible Persons” of the Section who are entitled to indemnification from AWWA under Section 6.01 of AWWA’s Bylaws. AWWA shall not be obligated to provide D&O Policy coverage or indemnify any Eligible Person with respect to actions or omissions for which indemnification is not permitted by law.

7. **Parties’ Responsibilities.** While the Section will receive some funding from AWWA, the parties acknowledge that each party is responsible for the costs of its own operations and activities. Each party is also responsible for the conduct of its own business and activities, including its own tax, corporate and organizational filings and compliance, employees, including payroll, insurance and benefits requirements, and all other legal or business requirements arising from its activities.

8. **Proceedings.** If AWWA’s Board of Directors determines, by a majority vote, that the Section has willfully and materially breached this Agreement or the Documents, then AWWA may, after notice and a reasonable opportunity to cure has been given to the Section, commence a disciplinary proceeding against the Section (a “Proceeding”). A Proceeding shall be conducted in accordance with rules adopted by the Board of Directors that ensure fairness and a reasonable opportunity for the Section to defend its actions. In a Proceeding, only progressive sanctions may be imposed against the Section, beginning with a formal reprimand of the Section for the first Proceeding that finds a willful and material breach, then financial sanctions may be imposed in the second such Proceeding, and finally suspension or termination of the Section’s affiliation with AWWA may be imposed in the third such Proceeding. If the Section is the prevailing party in a Proceeding, then AWWA shall reimburse the Section for the reasonable travel expenses incurred by the Section in connection with a Proceeding.

9. **Miscellaneous.** (a) This Agreement has an initial term of one (1) year but such term shall be automatically extended for another year each year on the anniversary of its effective date. (b) This Agreement may be terminated prior to the end of its original term or any extension thereof (i) by written agreement of the parties or (ii) a Proceeding or another action authorized by the Documents that dissolves the Section or otherwise terminates the Section’s affiliation with AWWA. (c) Each of the parties agrees to defend and indemnify the other party against any loss, damage or liability (including reasonable attorneys fees) that the other party incurs as a result of the indemnifying party’s breach of this Agreement. (d) This Agreement does not create a partnership, agency, or joint venture between the parties and does not entitle
either party to enter into contracts, assume liabilities or obligations, or take any other action that binds the other party. (e) This Agreement, considered together with the Documents, (i) is the entire agreement of the Parties with respect to its subject matter, (ii) supersedes all prior agreements, arrangements or understandings of the parties, (iii) may not be assigned by either party without the permission of the other party, and (iv) may be amended only by a writing signed by the parties, provided, however, that the parties acknowledge that it is their mutual intent to amend this Agreement or to enter into a new agreement for the purpose of memorializing the parties’ understanding as to the “Business Relationship Issues” previously identified by the parties, including but not limited to training and education, membership and communications, and such other issues as the parties may choose to address, and provided further, that the parties acknowledge that this Agreement does not give the Section any right to veto or block amendments to the Documents, which may continue to be amended in accordance with their terms. (f) The failure of a party to enforce a provision of this Agreement in one instance shall not waive the party’s right to enforce that or any other provision thereafter. (g) If any term of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of the remainder of the Agreement, which shall remain in full force and effect. (h) The parties acknowledge that, in addition to the remedies prescribed by this Agreement, they retain the other remedies existing at law or in equity, including the right to seek injunctive relief to protect a party’s IP, which right is expressly acknowledged to be reasonable and necessary to ensure such protection, and such other remedies shall remain available to the parties. (i) Other than a dispute concerning a party’s IP, any dispute between the parties concerning this Agreement must be first considered in a Proceeding and only thereafter may be the subject of litigation or arbitration between the parties. (j) This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

AMERICAN WATER WORKS ASSOCIATION
(“AWWA”)

By: PAULA MACILWAIN
Its: Interim Exec. Director

SC Section (“the Section”)

By: Cynthia O’Murphy
Its: Executive Director

3/09
Section 3
Officers
Officer Duties

Chair
Chair-elect
Trustees
Secretary
Vice Chair
Past Chair
Director
Treasurer

SECTION OFFICER RESPONSIBILITIES

GENERAL
(revised: January 2008)

1. The purpose of this Section of the Handbook is to explain in detail what each officer of the South Carolina Section of the American Water Works Association is responsible for and to assist the officers in their efforts to carry out their assigned responsibilities.

2. The following terms and definitions shall apply throughout this Section of the Handbook:

A. AWWA shall be used to refer to the American Water Works Association.

B. Bylaws shall be used to refer to the Bylaws of the South Carolina Section of the American Water Works Association.

C. SCEC shall be used to refer to the South Carolina Environmental Conference, which shall also be interchangeable with the term “Annual Conference”.

D. Section shall be used to refer to the South Carolina Section of the American Water Works Association.

3. Article VI, Section 1.1 of the Bylaws states that the officers of the Section shall be as follows:

A. Chair
B. Chair-elect
C. Vice Chair
D. Director
E. Past Chair
F. Two (2) Trustees
G. Secretary
H. Treasurer

4. The Section also employs the services of an Executive Director, who shall serve as the Registered Agent of the Section as provided for in Article III, Section 4 of the Bylaws and shall perform such other duties at the pleasure of the Executive Committee as may be designated from time to time.

5. Article VII, Section 1.2, of the Bylaws states that “The Executive Committee shall constitute the governing body of the Section, . . . and shall be composed of the following officers: Chair, Chair-Elect,
Vice-Chair, Director, immediate available Past Chair, and the two Trustees.” Each officer must meet the criteria designated in Article VII, Section 2.1 of the Bylaws and shall have full voting powers.

6. The Secretary, Treasurer, and Executive Director shall be advisory members of the Executive Committee in accordance with Article VII, Section 2.10 of the Bylaws and shall not have the power to vote.

**CHAIR**
(revised: January 2008)

1. Article VII, Section 2.2 of the Bylaws states that “the Chair . . . shall be elected by the members for a term of one year and shall not be eligible to hold the same office for more than one year.”

2. Article VII, Section 2.7 of the Bylaws states that “the Chair shall be nominated for the office of Past Chair and shall serve as Past Chair if elected.”

3. Article VII, Section 5.1 of the Bylaws states that “The Chair shall have general supervision over the affairs of the Section and shall preside at all meetings of the Section and Executive Committee at which he may be present. The Chair shall be an ex-officio member of all committees.”

4. Although the Chair should be making preparations during the entire year prior to taking office, the duties and responsibilities of the Chair officially begin on July 1 following the SCEC and shall continue until June 30 of the following year.

5. The following duties are listed as a guide to further assist the Chair in discharging his or her responsibilities:

   A. Become thoroughly reacquainted with the organization and governing documents of the AWWA, the Section Bylaws, the Section Business Plan and the Section Handbook.

   B. Preside at all business meetings of the Section.

   C. Hold at least one general meeting, which is currently held in conjunction with the SCEC, and at least three meetings of the Executive Committee during the year. All meetings shall be held in accordance with Section 7 of the Bylaws.

   D. Communicate to the Executive Director the direction and priorities of the Section during the year.

   E. Consult with the Executive Director, Chair-Elect and Vice-Chair concerning the selection of members to serve as Section Committee Chairs.

   F. Serve as an ex-officio member of all committees.

   G. Appoint additional committees needed.

   H. Send copies of all correspondence to the Secretary and Executive Director.

   I. When unable to preside or serve in official capacity at any meeting or function, appoint a
representative to serve in his or her place.

J. Make charges in writing to the various committee chairs outlining to them the objectives of their committees and giving specific directions as to procedures.

K. Present AWWA national honors and awards to Section recipients if appropriate AWWA officer is not available to perform the ceremony.

L. Present Section honors, awards and service pins as necessary.

M. Meet regularly with the Executive Director, Chair-Elect, Secretary and Treasurer to discuss Section affairs, formulate meeting agendas, and to assist the Chair-Elect in preparation for assumption of Section Chair duties.

N. Assign duties to officers and members of the Executive Committee.

O. Provide a channel of communication between other environmental organizations and regulators and the Section membership.

P. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee's goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

Q. The officer must sign a SCAWWA Code of Conduct form (SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.

**CHAIR ELECT**

(revised: January 2008)

1. Article VII, Section 2.2 of the Bylaws states that “the . . . Chair Elect . . . shall be elected by the members for a term of one year and shall not be eligible to hold the same office for more than one year.”

2. Article VII, Section 2.6 of the Bylaws states that “the Chair Elect shall be nominated for the office of Chair and shall serve as the Chair if elected.”

3. Article VII, Section 5.2 of the Bylaws states that “the Chair Elect shall perform the duties of the Chair in case of the latter's inability to do so, acting temporarily as Chair.”

4. The following duties are listed as a guide to further assist the Chair Elect in discharging his or her responsibilities:

   A. Contact all committee appointees that were made the previous year to make sure they are still active and willing to serve.

   B. Develop and implement a plan for the review and update of the Section's Strategic Plan and Business Plan. This may be a function of an Executive Committee retreat or an ad hoc committee function.
C. Serve as Chair of the Budget and Finance Committee.

D. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee’s goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

E. Perform other such duties as may be assigned by the Section Chair from time to time.

F. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair Elect.

VICE CHAIR
(revised: January 2008)

1. Article VII, Section 2.2 of the Bylaws states that “the . . . Vice Chair shall be elected by the members for a term of one year and shall not be eligible to hold the same office for more than one year.”

2. Article VII, Section 2.5 of the Bylaws states that “the Vice Chair shall be nominated for the office of Chair Elect and shall serve as the Chair-Elect if elected.”

3. The following duties are listed as a guide to further assist the Vice Chair in discharging his or her responsibilities:

   A. Make appointments to certain Section committees as provided for in the most recent Resolution on Committees Adopted by the Section Executive Committee.

   B. Prepare the Section budget for the following fiscal year.

   C. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee’s goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

   D. Perform other such duties as may be assigned by the Section Chair from time to time.

   E. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Vice Chair.
SECRETARY
(revised: January 2008)

1. Article VII, Section 2.9 of the Bylaws states that “the Secretary . . . shall be appointed by the Executive Committee each year and may be reappointed for successive terms.”

2. Article VII, Section 2.10 of the Bylaws states that “the Secretary . . . shall be an advisory member of the Executive Committee. Advisory members of the Executive Committee shall be given notice of all meetings of the Executive Committee and shall be entitled to all information generally made available to members of the Executive Committee as well as participate in meetings of the Executive Committee. Advisory members of the Executive Committee shall not vote on any matter, shall not be counted for the purposes of establishing a quorum or a majority vote of the Executive Committee. Any advisory member of the Executive Committee desiring to resign may notify the Chair of the Section in writing of such desire. Such advisory member’s duties as an advisory member of the Executive Committee shall terminate upon the receipt by the Chair of such notice.”

3. Article VII, Section 5.3 of the Bylaws states that “the Secretary . . . shall attend all meetings of the Section and of the Executive Committee, duly recording the proceedings thereof. The Secretary shall carry out such correspondence as directed by the Chair and as may be necessary in the conduct of the business of the Section.”

4. The following duties are listed as a guide to further assist the Secretary in discharging his or her responsibilities:

   A. Assist the Executive Director in notifying incoming officers of Section Committee appointments that need to be made, following up on the making of such appoints and making sure all appointees are Section members.

   B. In coordination with the Executive Director, prepare the annual committee list and keep it updated.

   C. Assist Section Chair in reminding award Committee Chairs to promptly order annual award plaques and make sure they are prepared to make presentations at the SCEC.

   D. Submit by-laws changes to the Association’s Denver office and keep a current “official” copy.

   E. Forward copies of all correspondence from the AWWA to officers and members of the Executive Committee and to Section Committee Chairs, as required and appropriate to keep them informed.

   F. Assist in updating Section Bylaws, Business Plan and Handbook and distributing and/or submitting to the Section webmaster for site update as needed.

   G. Prepare Resolutions as required and present resolutions at the general meeting, which is currently being held annually in conjunction with the SCEC.

   H. Complete the annual conference report as required by the Association.
I. Provide necessary coordination with the Executive Committee and the Executive Director.

J. Take minutes at all regularly scheduled Executive Committee meetings and at special Section meetings when requested to do so by the Section Chair and submit draft of minutes for Chair’s comments within 14 days following the meeting.

K. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee’s goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

L. Perform other such duties as may be assigned by the Section Chair from time to time.

M. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Secretary.

TREASURER
(revised: January 2008)

1. Article VII, Section 2.9 of the Bylaws states that “the . . . Treasurer . . . shall be appointed by the Executive Committee each year and may be reappointed for successive terms.”

2. Article VII, Section 2.10 of the Bylaws states that “the . . . Treasurer . . . shall be an advisory member of the Executive Committee. Advisory members of the Executive Committee shall be given notice of all meetings of the Executive Committee and shall be entitled to all information generally made available to members of the Executive Committee as well as participate in meetings of the Executive Committee. Advisory members of the Executive Committee shall not vote on any matter, shall not be counted for the purposes of establishing a quorum or a majority vote of the Executive Committee. Any advisory member of the Executive Committee desiring to resign may notify the Chair of the Section in writing of such desire. Such advisory member’s duties as an advisory member of the Executive Committee shall terminate upon the receipt by the Chair of such notice.”

3. Article VII, Section 5.3 of the Bylaws states that “the . . . Treasurer shall attend all meetings of the Section and of the Executive Committee, duly recording the proceedings thereof [as related to the duties and responsibilities of the Treasurer].”

4. Article VII, Section 5.4 of the Bylaws states that “the Treasurer shall have charge of such funds as are allotted or assigned to the Section from the Treasury of AWWA, or other funds that might be the property of, or entrusted to the Section. The Treasurer shall pay all bills and obligations against the Section after verification. The Treasurer shall make a report to the Section at the Annual Conference of all monies received, expended, and on hand. The Treasurer shall make a financial report to the Executive Committee at each meeting. The treasurer shall keep a written inventory of non-expendable Section property and provide a written report annually to the Executive Committee. Following the Annual Conference, the Treasurer shall submit a quarterly financial report and inventory to the Audit Committee.”
5. Article VII, Section 5.5 of the Bylaws states that “the Treasurer shall be adequately bonded.”

6. The following duties are listed as a guide to further assist the Treasurer in discharging his or her responsibilities:

   A. Assist the Budget and Finance Committee with annual audit of financial records. Article VII, Section 5.6 of the Bylaws states that “the Section shall conduct, on an annual basis, an independent audit of all Section finances. The audit shall be conducted by a qualified financial advisor who is neither an employee of the Section nor member of the Section Executive Committee.”

   B. Meet with the Executive Director a minimum of every 2 months to review books and/or review the financial statements of the Section and answer questions. Meet with the Executive Director more frequently, if necessary, to write and/or sign checks.

   C. Review Management Firm’s balance and reconciliation of books prior to the general meeting, which is currently held in conjunction with the SCEC and any meetings of the Executive Committee and provide a report of findings to the Executive Committee.

   D. Assist with Tax return preparation and signature, if necessary. This is currently being done by an Accounting Firm retained by the Section.

   E. Work closely with Executive Director on investments.

   F. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee’s goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

   G. Perform other such duties as may be assigned by the Section Chair from time to time.

   H. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Treasurer.

TRUSTEES
(revised: January 2008)

1. Article VII, Section 2.3 of the Bylaws states that “each year a Junior Trustee shall be elected by the members to hold office for a two-year term or until a successor is named. The two Trustees shall have staggered terms of office. Upon the election of a new Junior Trustee, the previous Junior Trustee becomes the Senior Trustee.”
2. Article VII, Section 2.4 of the Bylaws states that “the Senior Trustee shall be nominated for the office of Vice-Chair and shall serve as the Vice Chair if elected.”

3. The following duties are listed as a guide to further assist the Trustees in discharging their responsibilities:

   A. Become well acquainted with the organization, governing documents and policies of the AWWA, the Section Bylaws, Section Business Plan and Section Handbook.

   B. Attend all meetings of the Section and Executive Committee.

   C. The Senior Trustee shall serve as Chair of the Communications Committee.

   D. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee’s goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

   E. Perform other such duties as may be assigned by the Section Chair from time to time.

   F. The officers must sign a SCAWWA Code of Conduct form (SCR02) and return the signed document to the Executive Director before beginning his or her term as Trustee.

**INTERNATIONAL DIRECTOR**
(revised: January 2008)

1. Article VII, Section 2.8 of the Bylaws states that “the Director is elected by the members, when applicable, for a term as fixed in the June 2000 AWWA Bylaws.”

2. Article VII, Section 5.8 of the Bylaws states “the Director shall, in addition to the obligations placed upon the Director in the exercise of the powers delegated to the Board of Directors, serve as the principal means of communication between AWWA and the Section.” In other words, the Director is the Section’s representative on the AWWA Board of Directors, the governing body of the parent association. He or she is also a member of the Executive Committee, the governing body of the Section, and by representing each one of these bodies in the deliberation of the other, he or she will act to coordinate and unify their actions.

3. The following duties are listed as a guide to further assist the Director in discharging his or her responsibilities:

   A. Attend all meetings of the AWWA Board of Directors, taking actions in accordance with the instructions received from the Section Executive Committee, and where no instructions
prevail, take action as, in his or her considered opinion, are to the best interests of the water utility profession and in particular the profession's interest in the Section.

B. Attend all Executive Committee meetings and the Section's annual general meeting and give a formal written report on the pertinent actions of the AWWA Board of Directors.

C. Be the Section's official host of the visiting AWWA Officer to the Annual Section Meeting.

D. Fulfill Director's responsibilities during AWWA officer visits.

E. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee's goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

F. Perform other such duties as may be assigned by the Section Chair from time to time.

G. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Director.

PAST CHAIR
(revised: January 2008)

1. The following duties are listed as a guide to assist the Past Chair in discharging his or her responsibilities:

   A. Assist the new Chair in assuming the duties of his or her office.

   B. Provide information to the Chair on the origin and status of continuing activities.

   C. Consult with the Chair concerning section matters.

   D. Keep in contact with and act as liaison between the Executive Committee and such Section Committees as may be assigned by the Chair. Attend meetings of these Committees as appropriate. Provide guidance to the Committees to ensure that the Committee's goals and objectives are fulfilled. See that Committee reports are accurately completed and filed with the Section Secretary in a timely fashion. Be thoroughly familiar with the Committee activities so that briefings can be furnished to all officers and members of the Executive Committee in the absence of the Committee Chair.

   E. Perform other such duties as may be assigned by the Section Chair from time to time.

   F. The officer must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Trustee.
Section 4
Committees
Committee Descriptions and Responsibilities

- Budget & Finance
- Communications
- Customer Service
- Distribution
- Diversity
- Emergency Preparedness
- Fuller Award
- IT
- Joint Steering
- Management
- Membership
- Nominating
- Operator Award
- Partnership for Safe Water
- Research Foundation
- Scholarship
- Stormwater
- Student Activities
- System Protection
- Water Resources
- Water for People (WFP) see Handbook Section 6
- Water Utility Council (WUC see Handbook Section 7)
- Wiedeman Award
- Young Professionals
**BUDGET AND FINANCE COMMITTEE**  
(revised: January 2013)

**Committee Members and Organization**

The Committee consists of three members, the Chair-Elect of the Section (serving as Committee Chair), the Junior Trustee and the Treasurer (advisory capacity only-non voting).

**Committee Functions**

1. Prepare and submit a committee budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2. The committee shall provide for the selection of an external 3rd party firm to perform an audit/review of the Section's finances in July of each year. A full audit of the Section's finances shall be performed at least every other year. A review may be performed on the alternate year.

3. Duties shall include but not be limited to:
   - preparation of annual Section budget
   - recommendations with respect to investments
   - establish and maintain an operating reserve
   - conduct a governance briefing with the auditor.

4. Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

5. Prepare and submit by June 15th an annual report summarizing the Committee's activities to the Executive Committee Liaison.

6. The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
COMMUNICATIONS COMMITTEE (JOINT)

This is a joint committee with WEASC and is governed by the Joint Steering Committee. The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.

Committee Members and Organization

The Committee shall consist of up to thirteen (13) members, six (6) appointed by each organization plus a representative from South Carolina Department of Health & Environmental Control. Automatic appointments to the committee include the Past Chair and Past President of each organization, the 1st and 2nd Vice President of WEASC and the Senior and Junior Trustees from SCAWWA. The remaining members shall be appointed by the respective WEASC President and SCAWWA Chair for their respective terms (2 appointments each). Such appointments shall consider the desirability of geographic diversity. Membership terms shall be for one year beginning and ending at the conclusion of the SCEC. The Committee shall be structured into three work groups as described below.

The Committee shall be led by the Oversight Work Group consisting of the SCAWWA Senior and Junior Trustees, and the WEASC 1st and 2nd Vice Presidents. The Chair of the Committee shall be the SCAWWA Senior Trustee on even SCEC years and the WEASC 1st Vice President on odd SCEC years.

The Content and Editing Workgroup shall consist of up to five (5) members, two (2) appointed by each association and one (1) representative from South Carolina Department of Health & Environmental Control. The Content and Editing Workgroup Chair shall be selected from the Communications Committee membership and shall alternate between SCAWWA on odd years and WEASC on even years.

The Media Work Group shall consist of four (4) members, including the SCAWWA Past Chair, the WEASC Past President and one (1) member from each organization. The media work group lead shall alternate between the SCAWWA Past Chair on even years and the WEASC Past President on odd years.

Responsibilities

The responsibilities of the three work groups shall be divided as follows:

Oversight Work Group:

- Generally oversee the activities of the Communications Committee and the activities of the Content and Editing and Media Work Groups
- Solicit, review and provide recommendations to the Joint Steering Committee regarding media sub-contractors for the publication of the Journal and hosting and maintenance of the SCAWWA, WEASC, SC WARN and SCEC websites.
- Participate on both the Content and Editing and Media Work Groups as necessary to provide consistent and reliable publication of the Journal and updating of the websites.
- Prepare and submit an annual report summarizing the Committee's Activities to the Joint Steer-
Content and Editing Work Group:

- Publish the Journal quarterly.
- Solicit, review and edit reports, articles and regular features for each issue of the Journal.
- Author and/or solicit technical articles for publication in the Journal.
- Provide review of the compiled Journal issues by the Publisher prior to release for printing and delivery.

Media Work Group:

- The focus of the Media Work Group is to periodically review the form, content and fashion of the Journal and Association’s websites, and provide guidance, recommendations and suggestions to the Joint Steering Committee and communications Committee for changes and improvements to favorably represent both organizations to the public.
- Research and propose use of social media outlets/mechanisms for promotion of the Associations and their events.
- May initiate public information programs as necessary to respond to media inquires, impending regulations and/or other related issues within the arena of both Associations.

Fiscal Responsibilities

Budget

The Oversight Work Group shall prepare and present a proposed budget to the Associations’ Executive Committees at the time of annual budget preparation for the respective organizations; each organization will support 50% of the total budget.

Distribution of Profit/Loss

The two organizations shall share the profit or loss from any Committee activities based on a 50/50 split.
CONFERENCE COMMITTEES (JOINT)
(revised: March 14, 2007)

CONFERENCE MANAGEMENT COMMITTEE

This is a joint committee with WEASC and is governed by the Joint Steering Committee. The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.

Committee Members and Organization

The Conference Management Committee (CMC) consists of the following members:

- Conference Coordinator
- Conference Arrangements
- Conference Program Chair
- Conference Finance Chair
- Conference Exhibits Chair
- Spouse & Recreation Chair
- Sponsorship Committee Chair
- Ad Hoc Members: President and Chair of the respective organizations presiding in the year of the conference
- Executive Director and/or Association Manager

The CMC shall be led by the Conference Coordinator who shall be appointed as outlined in the Joint Policies & Procedures Manual.

Committee Functions

The CMC shall perform the duties outlined in the Joint Policies & Procedures manual and as follows:

1. Conduct a Turnover Meeting in April of each year following the SCEC to transfer responsibilities to the current year’s CMC members. Previous year and incoming CMC members shall attend and discuss association members’ and CMC suggestions to improve the SCEC and CMC functions.

2. Conduct meetings of the full CMC in May or June, August, September, November, January, February and the Saturday before the start of the SCEC.

3. Collaborate to assist CMC members with their respective responsibilities to include the following:

   May or June Meeting

   1. Confirm the Conference Theme [AWWA & WEA Section Chairs]
   2. Finalize Meeting Schedule & Goals [CMC]
   3. Review SCEC budget [Finance Committee & CMC]
4. Prepare call for papers for SCEC [Program Committee]
5. Solicit hotel menu selection list [Arrangements Committee]
6. Reserve golf course for tournament [Spouse & Recreation Committee]
7. Budget submittal request form to committee chairs [Executive Director]

August Meeting
8. Discuss opening session keynote speaker considerations
9. Discuss banquet entertainment considerations
10. Draft SCEC Budget [Finance Committee & CMC]
11. Set registration fee [Finance Committee]
12. Set exhibits fee [Exhibits Committee]
13. Draft program / agenda [Program / Arrangements Committees]
14. Draft menu selections [Arrangements Committee]
15. Organize and plan the Spouses Program [Spouse & Recreation Committee]
16. Issue call for papers for SCEC [Program Committee]

September Meeting
17. Finalize budget and submit to Finance Committee [CMC]
18. Finalize program/agenda [Program / Arrangements Committees]
19. Final menu selections [Arrangements Committees]
20. Confirm and send draft Banquet Event Order to hotel [CMC]
21. Complete program and forward information to Executive Director conference brochure [CMC]
22. Obtain Sponsor commitments [Spouse & Recreation Committee]
23. Review meeting rooms and accommodations with respect to proposed program [Conference Coordinator, Arrangements Chair & Executive Director]
24. Review updated budget for SCEC

November Meeting
25. Printing deadline for SCEC
26. Finalize Food & Beverage List to hotel [Arrangements Committee]
27. Draft Meeting & Banquet Event Order – Arrangements Committee

28. Program / Speaker Update [Program Committee]

29. Finalize Program Schedule [Program Committee]

30. Mailer review for printing [Program Committee]

31. Speakers confirmed by early January [Program Committee]

32. Prepare Registration Brochure [Executive Director]

33. Complete ad sales / information [Hospitality Committee]

34. Prepare sponsorship letter [Hospitality Committee & Executive Director]

35. Prepare Exhibit Information / Registration Forms / Passports [Exhibits Committee]

36. Exhibit information w/pre-registration brochure mailed out [Exhibits Committee and Executive Director]

37. Deadline for 1st quarter issue of Conference Announcement in the Journal [Program Committee]

January Meeting

38. Arrange a meeting with hotel staff / review conference schedule [Conference Coordinator, Arrangements Chair, Exhibits Chair, Program Chair, & Executive Director]

39. Finalize conference brochure, keynote speaker and banquet entertainment [Executive Director]

40. Conference Registration Brochures and Exhibit Packets mailed to members [Executive Director & Exhibit Chair]

February Meeting

41. Registration summary, banquet and luncheon programs and final arrangements, confirm speakers at opening session, luncheons and dinner [Executive Director]

42. Speaker and program changes [Program Committee]

43. Hotel cutoff date of room bookings [CMC]

44. Menus due to hotel with number of attendees [Arrangements Committee]

45. Statewide Press Release [Executive Director]

46. Local Press Release, Media Conference [Executive Director]
March Meeting [Saturday at Hotel]

47. Meet with hotel staff / Review Conference Schedules [CMC]

48. Final conference arrangements and registration update

April Meeting

49. Joint Turnover Meeting of 2003 CMC and 2004 CMC

50. Review 2003 SCEC

51. Exchange information, transfer notebooks

Each year the South Carolina Section of AWWA supplies 3 members to each of the following SCEC Joint Committees:

Arrangements
Spouse and Recreation
Sponsorship
Program
Exhibits

As indicated in the following table, when AWWA has the lead for a specific committee, the AWWA committee chair will also be the chair of the corresponding SCEC committee. In years where WEASC has the lead on specific committees, the AWWA committee chair and committee members will assist as working members on the SCEC committee.

<table>
<thead>
<tr>
<th>SC AWWA Committee</th>
<th>EVEN YEARS</th>
<th>ODD YEARS</th>
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<tr>
<td>Arrangements</td>
<td>assist</td>
<td>SCEC Committee Chair</td>
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<tr>
<td>Program</td>
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<td>Spouse and Recreation</td>
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<td>Sponsorship</td>
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LOCAL ARRANGEMENTS COMMITTEE

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become AWWA committee chair when the person who made the appointment is Section Chair.

The local arrangements committee shall assist the Conference Coordinator in making the detailed arrangements with the Conference Hotel such as room event orders, menu selection, coordination of AV equipment, and transportation arrangements. The local arrangements committee shall report directly to the Conference Coordinator.
PROGRAM COMMITTEE

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become AWWA committee chair when the person who made the appointment is Section Chair.

The program committee shall have the overall responsibility to provide the technical program for the conference. The program committee shall report directly to the Conference Coordinator.

EXHIBIT COMMITTEE

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become AWWA committee chair when the person who made the appointment is Section Chair.

The exhibit committee shall have the overall responsibility for coordinating all exhibit activity including assignment of space, pipe & drape arrangements, proposal of fees and collection of fees. The exhibit committee shall report directly to the Conference Coordinator.

SPOUSE AND RECREATION COMMITTEE

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become AWWA committee chair when the person who made the appointment is Section Chair.

The hospitality committee is responsible for coordinating the hospitality, spouses’ program, and recreational (sports) components of the conference. The hospitality committee shall report directly to the Conference Coordinator.

SPONSORSHIP COMMITTEE

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become AWWA committee chair when the person who made the appointment is Section Chair.

The sponsorship committee shall be responsible for soliciting funds to be used for helping fund the food and beverage and technical program expenses for the conference. Sponsorships include such things as meal functions, technical sessions, the conference program, recreational functions, spouse program, and tapping contest/operational challenge. The sponsorship committee shall report directly to the Conference Coordinator.
CUSTOMER SERVICE COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Customer Service Committee Chair and entire Committee shall be appointed by the Section Chair and will consist of any number of members.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The purpose of the committee shall be to plan and implement programs on topics of interest to individuals in customer service related positions in the water industry to achieve better public understanding of drinking water issues, increase public confidence in the water industry and promote and enhance services to the customers of the water industry.

3) The committee Chair shall serve on the Advancement and Education Team.

4) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

5) Prepare and submit by June 15th an annual report summarizing the Committee's activities to the Executive Committee Liaison.

6) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

7) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
DISTRIBUTION COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Committee consists of three members, each appointed by the incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become committee chair when the person who made the appointment is Section Chair.

Committee Functions

1. Prepare and submit a committee budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2. (The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.) The committee shall plan and conduct “Water Distribution/Meter Schools” in cooperation with other participating organizations.

3. The committee shall conduct the annual Water Distribution Challenge Tapping Contest” at the SCEC.

4. The committee shall solicit and select an awardee for the Distribution Award at SCEC.

5. The committee, in cooperation with the Advancement & Education Committee, shall conduct seminars covering topics of interest to distribution system personnel.

6. The committee shall raise funds to partially support (airfare, hotel, and registration) the Tapping Team’s expenses to the national competition.

7. The committee Chair shall serve on the Advancement and Education Team.

8. Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

9. Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

10. The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

11. The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
**EMERGENCY PREPAREDNESS COMMITTEE (JOINT)**
(revised: March 2009)

This is a joint committee with WEASC and is governed by the Joint Steering Committee. The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.

**Committee Members and Organization**

The Committee shall consist of twelve (12) members, six (6) appointed by SCAWWA and six (6) appointed by WEASC. Such appointments shall consider the desirability of geographic diversity. Membership terms shall be for three years beginning and ending at the conclusion of the SCEC. The SCAWWA incoming Vice Chair and the WEASC 1st Vice President shall each make two (2) appointments of members from each organization each year. The Chair of this Committee shall be elected from within the committee membership.

**Committee Functions**

1. Facilitate the execution of additional SCWARN Mutual Aid Agreements.
2. Update SCWARN Mutual Aid Program equipment listing, database and distribute via the SCWARN website by June 1st
3. Assist in aiding utilities affected by natural disaster or other emergency conditions.
4. Annually conduct a one-day seminar on Emergency Preparedness topics.
5. Implement measures for streamlining emergency preparedness information collection and distribution process.
6. Provide or update the committee members’ emergency contact information via the SCWARN website.
7. Communicate emergency preparedness information and the committee’s functions at the SCEC.
8. Network / interact with technical committees of each organization to coordinate related activities.
9. Include Homeland Security issues in information provided to the Section membership.
10. Conduct regional focus meetings to raise awareness regarding the committee and its function
11. Prepare and submit an annual report summarizing the Committee’s activities to the Joint Steering Committee at the SCEC.

**Fiscal Responsibilities**

**Budget**

The Emergency Preparedness Committee shall prepare and present a proposed budget to the respective Executive Committees at the time of annual budget preparation for the respective organizations; each organization will support 50% of the proposed budget.

**Distribution of Profit/Loss**

The two organizations shall share the profit or loss from any workshop(s) sponsored by the Committee based on a 50/50 split.
FULLER AWARD COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Section Chair shall designate the five (5) most recent available Fuller awardees as the Fuller Award Committee, with the senior past recipient serving as Committee Chair.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The Fuller Award Committee shall select (if a suitable candidate is available) annually from the membership of the South Carolina Section, a qualified and deserving person to be designated by the Section for the Fuller Award.

3) The Committee shall prepare a citation of up to fifty words, and compile biographical data on the nominee sufficient for announcement purposes. The name and citation is due to the Executive Director no later than December 15th of each year for inclusion in the National AWWA Conference program in June.

4) The committee shall also be responsible for the nominee being present at the meeting when the announcement is made. The awardee can be informed about his or her selection so that he or she will be sure to attend and so that he or she will be prepared to make, if he or she should so desire, suitable acceptance comments. The public and general membership, however, shall not be informed of the committee’s selection until it is announced at the conference.

5) The criteria for the selection of the recipient of the Fuller Award shall be in accordance with the most recent recommendations of the Board of Directors of the Association. The Committee Chair shall secure a copy thereof for the committee from the Executive Director or AWWA. The committee shall be guided by the requirements of AWWA.

6) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

7) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
INFORMATION TECHNOLOGY COMMITTEE  
(revised: January 2008)

Committee Members and Organization

The Section Chair appoints the committee chair and any number of members.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) Promote the appropriate use of information systems technology for water utility and customer benefit; review appropriate technology and methods for water utility information systems and activities; and disseminate this information to water utilities through printed reports, papers, short courses, workshops, and liaison with other SCAWWA and committees.

3) Investigate and showcase new technology

4) Sponsor conference sessions and expert workshops that promote new technologies

5) Enhance communications between the committee and the SC AWWA, its members and the water industry

6) Develop an improved understanding of IT practices and issues within the water industry

7) Network with systems throughout the Section and nationally through AWWA

8) Develop an IT Directory for the state including information from each system, projects lists, current technology, infrastructure design, and applications used.

9) The committee Chair shall serve on the Advancement and Education Team.

10) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

11) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

12) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

13) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
MANAGEMENT COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Committee consists of four members, three of which are appointed by the incoming Vice Chair for a three-year term and the fourth of which is the immediate Past Chair of the Committee. Each year the appointee rises through the committee ranks to become Committee Chair when the person who made the appointment is Section Chair.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The purpose of this Committee shall be to plan and implement programs on topics of interest to individuals in the management category of the water profession, regulatory staff and elected and/or appointed officials.

3) The Committee shall establish a communications network for managers and other interested Section Members to share information.

4) The committee Chair shall serve on the Advancement and Education Team.

5) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

6) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

7) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

8) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
MEMBERSHIP COMMITTEE
(revised: October 2012)

Committee Members and Organization

The committee shall consist of 4 members. Each year, the incoming Section Vice Chair will appoint one person to serve as a member of the team for a four year term. Each subsequent year, the appointee shall rise through the ranks of the team to become Team Co-chair (2nd year), Team Chair (3rd year), and Past Chair in the final (4th) year.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The Committee shall be responsible for the Section Activities in recruiting new members, retaining the existing membership, maintaining an up-to-date membership roster and serving as liaison with the AWWA Membership Committee. The work of this committee may involve making presentations to appropriate groups on the benefits of AWWA membership, preparing a special letter welcoming new members into the Section, and developing programs to recognize the attendance of new members at the Section Meetings.

3) The committee shall develop and maintain an active membership promotion program. This may involve membership information booth displays; program presentations; participate at the Section annual meeting in such areas as new member recognition and soliciting the support of employers to encourage membership.

4) The committee shall work in cooperation with the Member Services Team to develop programs of interest to professionals in the drinking water industry.

5) The committee shall establish and retain college level student chapters to increase membership in the association; first, by securing student members; and, second, by engaging those student members early so that they continue on in full membership upon graduation.

6) At the discretion of the committee, select a member of the Section as recipient of the Membership Award based on outstanding recruitment or endorsement contributions. The award may be presented annually at the SC Environmental Conference.

7) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

8) Prepare and submit by June 15th an annual report summarizing the Committee's activities to the Executive Committee Liaison.

9) The Committee Chair will be invited to attend at least one Executive Committee meeting per year

10) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
**MEMBER SERVICES TEAM**
(revised: October 2012)

**Team Members and Organization**

The team shall consist of the Membership Committee members, plus the Chair of each of the following service committees: Student Activities and Public Education, and Young Professionals. The Chair of the Membership Committee shall serve as the leader of the Member Services Team.

**Committee Functions**

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) Coordinate their respective committee activities associated with providing information about AWWA and SCAWWA, in the recruitment of new members, and retention of existing members.

3) Coordinate with Student Activities and Public Education Committee (poster contest participants) and YP Committee to encourage participation in the YP reception at the SCEC.

6) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

7) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

8) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

9) The Committee Chair must sign a **SCAWWA Code of Conduct form** (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
**NOMINATING COMMITTEE**
(revised: January 2008)

*Committee Members and Organization*

In accordance with the Section Bylaws, this committee will consist of the last five active chairs. The senior Past-Chair will serve as committee chair.

*Committee Functions*

1) The detailed duties of this Committee are described in the Section Bylaws, Article VII, Section 3.

2) Present a slate of officers at the annual business meeting.

3) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

4) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
OPERATOR’S MERITORIOUS SERVICE AWARD COMMITTEE
(revised: January 2008)

Committee Members and Organizations

The Committee shall be composed of three members: Vice Chair, Senior Trustee, and Junior Trustee, with the Vice Chair serving as Committee Chair.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The Operator’s Meritorious Service Award is in recognition of special performance by operators for continuous compliance with public health standards, plant maintenance, development of new ideas, training, and outstanding achievement beyond normal operating responsibilities. The Operator’s Meritorious Service Award may be presented annually to a member of the Section who is presently, or was during the time period of the meritorious activities, an operator working in the capacity of shift supervisor or superintendent.

3) The Committee shall prepare a citation and compile biographical information on the nominee sufficient for announcement purposes and submit to the Executive Director by November 15th (awardee name is due to Denver 120 days prior to the Section annual conference). The award is given during the AWWA annual Awards Luncheon.

4) The committee shall also be responsible for the nominee being present at the meeting when the announcement is made. The awardee can be informed about his or her selection so that he or she will be sure to attend and so that he or she will be prepared to make, if he or she should so desire, suitable acceptance comments. The public and general membership, however, shall not be informed of the committee’s selection until it is announced at the conference.

5) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

6) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
PARTNERSHIP FOR SAFE WATER COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Section Chair appoints the committee chair and any number of members.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The committee shall provide a communication network and local platform for SC utilities to learn about, join, and share experiences gained in participation in this voluntary program.

3) The committee Chair shall serve on the Advancement and Education Team.

4) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

5) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

6) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.

7) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.
**RESEARCH FOUNDATION COMMITTEE**
(revised: January 2008)

*Committee Members and Organization*

The Research Foundation Committee Chair and entire Committee shall be appointed by the Section Chair and will consist of any number of members.

*Committee Functions*

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The Research Foundation Committee shall coordinate the activities of the Section with the AWWA Research Foundation. The Research Committee shall sponsor a Technology Transfer Conference each year.

3) The committee Chair shall serve on the Advancement and Education Team.

4) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

5) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

6) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

7) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
SCHOLARSHIP COMMITTEE
(revised: January 2008)

Committee Membership and Organization

The committee shall consist of 5 members, the last 5 inactive past Section Chairs, the Section Treasurer as an ad hoc member and any number of additional members. The Chair of the committee is the most senior of the past 5 inactive chairs.

Committee Functions

1. Prepare and submit a committee budget to the Section Vice Chair by the date specified on the Committee Budget Request form.

2. The Committee Chair shall be responsible for:
   a. Holding committee meetings as required
   b. Signing a code of conduct form and disclosing any known conflicts of interest and ensuring that all committee members do the same.
   c. Participating in the application evaluation process if there is a tie.
   d. The Chair shall be responsible for ensuring the scholarship forms are current.
   e. Ensuring that scholarship recipients attend the annual conference (if possible) and coordinating recipient accommodations with the Association Office.
   f. Coordinating scholarship presentation at the SC AWWA luncheon and announcement of available funds at the opening session with the Association Office.

3. The application process shall be as follows:
   a. Applications shall be made available on the SC AWWA web site
   b. Applications must be submitted by December 31st of each year.
   c. Applications shall be submitted to the Association Office, to the attention of the Association Manager.
   d. Selection of scholarship recipients shall be made at the Technology Transfer Conference or no later than January 31st each year.
   e. Announcements of recipients shall be made at the SC AWWA luncheon at the Annual Conference.
   f. Announcement of available funding for the following year will be made during the opening session at the annual conference.

4. The funding allocation shall be determined as follows:
   a. Annual funding shall be calculated by averaging 5% of the fund balance each year for the immediately preceding years of fund history not to exceed a total of 5 years.
   b. The level of funding may be evaluated from time to time based on fund performance.

5. Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.
*Scholarship Committee Continued*

6. Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee liaison.

7. The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

8. The Committee Chair must sign a [SCAWWA Code of Conduct form](#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
STUDENT ACTIVITIES AND PUBLIC EDUCATION COMMITTEE
(revised: October 2012)

Committee Members and Organization

The Committee consists of three or more members, each appointed by an incoming Vice Chair for a three-year term. Each year the appointee rises through the committee ranks to become committee chair when the person who made the appointment is Section Chair.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair the date specified on the Budget Request Form (#SCR01).

2) The purpose of the Committee shall be to encourage and coordinate student participation in the Section at primary and secondary levels.

3) The committee shall maintain liaison with various educational activities of AWWA and shall promote these educational activities throughout the Section.

4) Activities of the committee may include: judging science fairs and exhibiting at teacher conferences.

5) The committee shall offer awards for outstanding projects promoting the enhancement of water quality.

6) The committee Chair shall serve on the Advancement and Education Team.

7) The committee Chair shall serve on the Member Services Team to develop programs of interest to professionals in the drinking water industry.

8) Coordinate with YP Committee (poster contest participants) and Membership Committee to encourage participation in the YP reception at the SCEC.

9) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

10) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

11) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

12) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
**SYSTEM PROTECTION COMMITTEE**  
(revised: January 2008)

*Committee Members and Organization*

The System Protection Committee shall be composed of six members, three of whom shall represent utility members. The Section Vice Chair shall appoint two members to serve a three-year term. One appointee shall be designated to rise through the Committee ranks to become Committee Chair when his/her appointee is the Section Chair.

*Committee Functions*

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) In cooperation with the Advancement & Education, The Committee shall conduct back-flow prevention and distribution system integrity programs, seminars and related activities for the Section membership.

3) Coordinate activities with other organizations such as ABPA, etc.

4) Evaluate and select a utility recipient of the Kelly Hunsucker Cross-Connection Control Award. The Committee shall prepare a citation and compile biographical information on the nominee sufficient for announcement purposes and submit to the Executive Director by December 15th. The award may be presented annually at the SC Environmental Conference.

5) Prepare system protection related news articles for the Section Communications Committee.

6) The committee Chair shall serve on the Advancement and Education Team.

7) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

8) Prepare and submit by June 15th an annual report summarizing the Committee's activities to the Executive Committee Liaison.

9) The Committee Chair will be invited to attend at least one Executive Committee meeting per year

10) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
WATER FOR PEOPLE
(revised: January 2008)

Committee Members and Organization

The Committee may consists of any number of members. Each year, the incoming Vice Chair appoints two people to the Water for People Committee for a three-year term. The Water For People committee shall elect its own chair from the committee membership.

The SC WFP committee chair may elect to informally work as a co-chair with the WEASC WFP committee chair with a combined committee made up of the appointees and volunteers from both organizations.

Committee Functions

1) Please refer to the SC Water for People Governing and Operational Guidelines for organization and responsibilities (Section 6).

2) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
WATER RESOURCES COMMITTEE (JOINT)  
(revised: January 2013)

This is a joint committee with WEASC and is governed by the Joint Steering Committee. The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.

Committee Members and Organization

The Committee shall consist of twelve (12) members, six (6) appointed by SCAWWA and six (6) appointed by WEASC. Such appointments shall consider the desirability of geographic diversity, water supply diversity, wastewater reuse experience and water resources management interest. Membership terms shall be for three years beginning and ending at the conclusion of the SCEC. The SCAWWA incoming Vice Chair and the WEASC 1st Vice President shall each make two (2) appointments of members from each organization each year. The Chair of this Committee shall be appointed from within the committee membership by the SCEC non-lead officer.

Committee Functions

The Committee's purpose shall be to educate the membership of both organizations about water resources issues affecting the State of South Carolina, to advise the Executive Committees of both organizations concerning policy matters involving water resources management in the State, to serve as a technical resource for the Legislative Committees of both organizations and to cooperatively partner with the equivalent organizations in North Carolina and Georgia in the planning and implementation of the annual SC/NC/GA Confluence Conference, and to review and modify the Memorandum of Understanding (MOU) with GA and NC that governs the planning and execution of the Confluence Conference.

The Committee's functions and responsibilities shall include:

Planning and conducting, in cooperation with the Georgia Association of Water Professionals and the North Carolina AWWA/WEA an annual Confluence Conference. Event location and hosting responsibilities are delineated in the Memorandum of Understanding between the three states regarding this event.

Developing, with the Program Committee of the SCEC a regular Technical Session focusing on current water resources management issues in South Carolina.

Preparing and submitting a Committee Annual Report to the Joint Steering Committee at the SCEC.

Holding Committee meetings as required, but no less than once per year.

4.2.4 Fiscal Responsibilities

4.2.4.1 Budget
The Water Resources Committee shall prepare and present a proposed budget to the respective Executive Committees at the time of annual budget preparation for the respective organizations; each organization will support 50% of the total budget.

4.2.4.2 Distribution of Profit/Loss

The two organizations shall share the profit or loss from the Confluence Conference based on a 50/50 split.

**Water Resources Committee Chair Appointment Chart**

<table>
<thead>
<tr>
<th>Year</th>
<th>Officer Appointing Committee Chair from within Committee Membership</th>
<th>Appointee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>WEASC-Christie Green</td>
<td>Robert Osborne</td>
</tr>
<tr>
<td>2013</td>
<td>AWWA- Sue Schneider</td>
<td>Ken Tuck</td>
</tr>
<tr>
<td>2014</td>
<td>WEASC- Bill Orne</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>SCAWWA- Angie Mettlen</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>WEASC - TBD</td>
<td></td>
</tr>
</tbody>
</table>

(As adopted by JSC March 2009)
**WIEDEMAN COMMITTEE**
(revised: January 2008)

**Committee Members and Organization**

This Committee shall consist of the immediate three past active member recipients of the award with the senior past recipient serving as Chair.

**Committee Functions**

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The Herman F. Wiedeman Memorial Award may be presented annually to a member of the Section who has been actively engaged in the water supply profession and has contributed substantially toward achievement and science of the water supply industry in the Section.

3) The Committee shall prepare a citation and compile biographical information on the nominee sufficient for announcement purposes and submit to the Executive Director by December 15th.

4) The award is given during the AWWA annual Awards Luncheon.

5) The committee shall also be responsible for the nominee being present at the meeting when the announcement is made. The awardee can be informed about his or her selection so that he or she will be sure to attend and so that he or she will be prepared to make, if he or she should so desire, suitable acceptance comments. The public and general membership, however, shall not be informed of the committee’s selection until it is announced at the conference.

6) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

7) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
YOUNG PROFESSIONALS COMMITTEE
(revised: January 2008)

Committee Members and Organization

The Committee consists of three members, each appointed by an incoming Vice Chair for a three-year term, along with any volunteers who wish to participate. Each year the appointee rises through the committee ranks to become committee chair when the person who made the appointment is Section Chair.

The SCAWWA YP committee chair may elect to informally work as a co-chair with the WEASC YP committee chair with a combined committee made up of the appointees and volunteers from both organizations.

Committee Functions

1) Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form (#SCR01).

2) The committee shall work to promote the benefits of AWWA by increasing opportunities for participation and career development.

3) The committee shall identify younger individual members who can be encouraged to take an active leadership role in the Section.

4) The committee Chair shall serve on the Member Services Team to develop programs of interest to professionals in the drinking water industry and encourage participation in the YP reception at the SCEC.

5) The committee shall work with the Student Activities committee to ensure judges are present at all of the statewide science fairs. In addition, the committee will provide speakers upon request to attend presentations / career days at primary, secondary and college level functions throughout the state.

6) To actively promote and solicit applications for the Young Professional Award. The Committee shall prepare a citation and compile biographical information on the nominee sufficient for announcement purposes and submit to the Executive Director by December 15th.

7) The committee Chair shall serve on the Advancement and Education Team.

8) Prior to each Executive Committee meeting, report activities to the Executive Committee Liaison.

9) Prepare and submit by June 15th an annual report summarizing the Committee’s activities to the Executive Committee Liaison.

10) The Committee Chair will be invited to attend at least one Executive Committee meeting per year.

11) The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.
**STORMWATER COMMITTEE (JOINT)**
(revised: January 2013)

This is a joint committee with WEASC and is governed by the Joint Steering Committee. The following is not intended to supersede the established Joint Policies and Procedures Manual. It is intended to be supplemental guidance.

**Introduction**
The Stormwater Committees of each Association were merged to form a joint committee of SCAWWA and WEASC for the purpose of monitoring, informing and educating the membership of both organizations about stormwater issues affecting the State of South Carolina.

**Committee Composition**
The Committee shall consist of 4 members, 2 appointed by SCAWWA and 2 appointed by WEASC. Such appointments shall consider a variety of backgrounds. Membership terms shall be for one (1) year beginning and ending at the conclusion of the SCEC. The SCAWWA Vice-Chair and the WEASC 1st Vice President shall each make two (2) appointments of members from their respective organization each year. The Chair of this Committee shall be appointed from the general membership and shall alternate between SCAWWA on even years (when the Committee Chair’s term begins in an even year) and WEASC on odd years (when the Committee Chair’s term begins in an odd year).

**Responsibilities**

1. Conduct a one (1) day seminar/webinar on stormwater topics.
2. Conduct a stormwater technical track at the SCEC.
3. Submit one (1) article for the Journal.
4. Prepare and submit an annual report to the Joint Steering Committee during the SCEC summarizing the Stormwater Committee’s activities.

**Budget**
The Stormwater Committee shall prepare and present a proposed budget to the respective Executive Committees at the time of annual budget preparation for the respective organizations; each organization will support 50% of the total budget

**Distribution of Profit/Loss**
The two organizations shall share the profit or loss from any event sponsored by the Committee based on a 50/50 split.
Section 5

Policies & Forms
SOUTH CAROLINA SECTION POLICIES AND FORMS
(revised: May 2015)

From time to time, the Executive Committee may adopt a policy in order to clarify the Committee position relative to certain issues, operating procedures or other matters of importance for the Section. Such policies will be formalized in writing, and will be adopted by a majority vote of the Executive Committee.

Each policy statement shall be consecutively numbered to indicate the date adopted, and bear the signature of the Chair and Secretary

Policies

Committee Request for Funds.................................................................3
Payment of Section Expenses.............................................................4
Deposit of Income...............................................................................5
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SECTION POLICY 1
revised: January 2008

COMMITTEE REQUEST FOR FUNDS

Annually, each Committee Chair is responsible for preparing a written Budget Request for Funding. All expenses for the committee's activities for the coming year should be estimated such as postage, printing, labeling, awards, speaker expenses, room rental, audio visual equipment rental, meal functions, etc. The Budget Request must be submitted to the Chair of the Budget & Finance Committee by the date indicated on the Budget and Request Form (SCR01).

The Section Treasurer or designee will maintain the Budget Request Form (SCR01) on the Section website (www.scawwa.org). The Budget & Finance Committee will prepare the Section's proposed annual budget for presentation at the first Executive Committee meeting after the annual meeting. If the Executive Committee approves the proposed budget, the Treasurer or designee will notify each Committee Chair of the approved budget request and any modifications made by the Executive Committee as soon as possible after adoption.

Should the Committee spend all of its approved funds and need additional funds to complete the year, the Committee Chair shall submit a Request For Additional Funds (SCR03) to the Section Treasurer. The Treasurer or designee will present the request at the next Executive Committee meeting for consideration. The Executive Committee may approve or deny the request. The Treasurer or designee will notify the Committee Chair of the Executive Committee's decision.

Date Policy Adopted: ___________________________

Signatures:    Section Chair: ___________________________

                      Section Secretary: ___________________________
SECTION POLICY 2
revised: January 2008

PAYMENT OF SECTION EXPENSES

Once a Committee Chair has received notice that the Budget Request has been approved, the Committee Chair may proceed with planned activities for the year. When bills or expenses are incurred, the Committee Chair shall complete and attach a Request For Payment Form (SCR05) to the invoice, bill, or receipt and forward it immediately to the Section Treasurer or designee for payment.

Date Policy Adopted: ___________________________

Signatures:  
Section Chair: _______________________________________
Section Secretary: ___________________________________
SECTION POLICY 3
revised: January 2008

DEPOSIT OF INCOME

For Committees that generate income, funds should be forwarded to the Section Treasurer or designee as soon as possible after the event or function for deposits in Section Accounts. Complete and attach an Income Receipt Form (SCR04) for each deposit and forward it to the Treasurer or designee. Send checks by registered mail and never send cash through the mail.

Date Policy Adopted: ___________________________

Signatures:  Section Chair: ________________________________
            Section Secretary: ________________________________
SECTION POLICY 4
revised: January 2008

NATIONAL OFFICER VISIT

A. The Section Director or designee will act as facilitator to coordinate social and professional interaction with the Section, to include scheduling, transportation arrangements, lodging, sports, and entertainment as recommended by the Association.

B. The Section Director or designee shall provide the National Officer name, address, and arrival/departure information to the Conference Coordinator for Hotel VIP list.

C. The Section Director or designee shall provide the names of the National Officer and guest(s) to the Registration Chair for preparation of complimentary registration package materials.

D. The Section shall pay for registration fees of the National Officer and guest(s). The National Officer is responsible for personal expenses such as phone calls, charges made to the room, and extra nights spent at the hotel.

E. The Executive Committee may elect to present the National Officer with a local gift.

Date Policy Adopted: ___________________________

Signatures:    Section Chair: _______________________________________

                          Section Secretary : ___________________________________
SECTION POLICY 5
revised: January 2008

SECTION CHAIR DINNER

It is customary for the Section Chair to host a dinner at the annual meeting. The purpose of this function is to provide an opportunity to discuss issues with the National Officer in an informal atmosphere and for the Section Chair to reward Committee Chairs that have done an excellent job during the year.

It is the responsibility of the Section Chair, working within the established budget, to select the site, make arrangements for the meal, and choose the guest list. The Chair may send out invitations directly, or may direct the Secretary or designee to do so.

Date Policy Adopted: ___________________________

Signatures:         Section Chair: ___________________________
                        Section Secretary : ___________________________
SECTION POLICY 6
revised: January 2008

REIMBURSEMENT OF EXPENSES FOR SPEAKERS

The general objective of the Section is to minimize the amount of reimbursable costs to speakers.

Travel expenses are not paid to SC AWWA members unless there are extenuating circumstances as determined by the Section Chair.

The Section will not pay honorariums to speakers at an annual conference, seminar or workshop, unless the amount of such honorarium is provided for in the host committee budget.

Expenses to be reimbursed to a speaker by the Section must be provided for in the host committee budget and billed to the Section, c/o Treasurer or designee. All requests for reimbursement must be itemized, supported by receipts and are limited to:

1) Annual conference, workshop, or seminar speakers will be provided a complimentary registration for the day of the speaker’s presentation (only). If the speaker desires additional registration, costs of such will be paid for by the speaker.

2) Maximum amount the Section will pay:
   • Air Travel - Coach rate by common carrier
   • Auto Travel - Current IRS mileage allowance
   • Hotel - one nights lodging at no more than the conference rate
   • Meals - current IRS per diem

Date Policy Adopted: ___________________________

Signatures:  Section Chair: _______________________________________
            Section Secretary: ___________________________________
SECTION POLICY 7  
revised: May 2009

All Student Poster Awardees must sign and submit a Student Poster Competition Waiver and Agreement form SCR06.

**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 associated 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), ground transportation to and from point of arrival/departure to lodging facility (example: taxi from airport to hotel.). 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.

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 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(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.

Date Policy Adopted: ___________________________

Signatures:  
Section Chair: _______________________________________

Section Secretary: _____________________________________
SECTION POLICY 8
revised: January 2008

SCAWWA CODE OF CONDUCT

The South Carolina Section of the American Water Works Association (SCAWWA) is dedicated to protecting public health and welfare by supporting the efforts of those in the water profession to provide drinking water of superior quality and sufficient quantity. SCAWWA shall be an effective instrument of change by advancing the technology, science, education, and governmental policies that relate to drinking water and stewardship of water resources.

In furtherance of the mission of the South Carolina Section of the American Water Works Association, and as representatives of a registered 501(c)3 organization, members of the SCAWWA are expected to abide by the following Code of Conduct as adopted by the Executive Committee on November 8, 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 SCAWWA:

• 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.

All Section Officers and Committee Chairs must sign a copy of this Code of Conduct form (SCR02) before taking office. This document will be supplied to incoming officers and chairs, typically when they receive their notice for the planning retreat.

Date Policy Adopted: ___________________________

Signatures:   Section Chair: _________________________________

Section Secretary: _________________________________
SECTION POLICY 9
revised: January 2008

ELECTRONIC VOTE

It is the responsibility of the Section Chair to contact all members of the Executive Committee to request a motion and a second. Upon receipt of a motion and a second, the Section Chair shall call for discussion and specify a deadline by which any discussion must be received. The deadline cannot be less than 24 hours. The Section Chair 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 Section Chair shall announce the result of the vote and forward said result to the Secretary for recording in the minutes. Any responses relating to the electronic vote must be forwarded as “reply to all”.

Date Policy Adopted: ___________________________

Signatures:        Section Chair: ________________________________
                   Section Secretary: ________________________________
SECTION POLICY 10
revised: January 2008

ESCHEAT CHECKS (OUTSTANDING CHECKS)

Uncleared checks older than 12 months against the SCAWWA operating accounts shall be voided. The Treasurer or designee shall make at least one attempt to contact the payee before voiding the check. The Treasurer or designee shall contact the Association Office with the results of the contact.

Date Policy Adopted: ____________________________

Signatures: Section Chair: ________________________________

Section Secretary: ________________________________
SECTION POLICY 11
revised: January 2008

DISCRETIONARY SPENDING

The Section Chair shall have the discretion to authorize un-budgeted expenditures, without approval of the Executive Committee, providing no single expenditure exceeds $100.00, and cumulative expenditures do not exceed $500.00.

Date Policy Adopted: ___________________________

Signatures:  Section Chair: ________________________________

Section Secretary: ________________________________
SECTION POLICY 12
revised: June 2013

COMMITTEE MEMBERSHIP ELIGIBILITY

Employees of a utility member may serve on a committee of the Section in any role other than on the Executive Committee. Only those with a current AWWA individual membership in any category may serve on the Executive Committee.

Date Policy Adopted: ___________________________

Signatures:   Section Chair: ___________________________
              Section Secretary: ___________________________
SECTION POLICY 13 - RESERVE POLICY

Approved: January 14, 2010

The purpose of the SCAWWA Reserve Policy is to provide financial stability and cash flow to support the mission and essential functions of the SCAWWA. The principle reserve need of SCAWWA is to maintain sufficient liquid reserves to assure fulfillment of obligations to the membership and maintain essential operational functions to offset the effects of a decline in operating income.

DEFINITION OF RESERVES

Liquid reserves are defined as undesignated, unrestricted assets that are readily convertible to cash. Included are the following items:

1. Savings, checking, and money market accounts
2. Short-term investments
3. Long-term investments

POLICY

1. **Reserve Amount:** On a monthly basis the reserve ratio shall always be equal to or greater than one (1.00). The reserve ratio is calculated by dividing the sum of liquid reserves by the SCAWWA annual budget expenses. Thus the monthly sum total liquid reserve amount shall equal at least 100 percent of the annual budgeted expense amount.

2. **Reserve Allocation:** To accumulate or restore the specified reserve amount, the SCAWWA will maintain an annual goal of placing a minimum amount equal to three percent of the total budgeted income into liquid reserves until such time as the sum total liquid reserve amount is reached. This obligation shall take precedence over all other distributions of net income.

   To maintain the specified reserve amount, the SCAWWA will allocate to liquid reserves that portion of annual net income recommended by the Treasurer. This obligation shall take precedence over all other distributions of net income.

3. **Reporting:** At each Executive Committee Meeting, the SCAWWA Treasurer shall present a status report of the Section reserves as part of the financial report for the period.

   As part of the year-end financial report presented to the Executive Committee, the SCAWWA Treasurer shall include a report of the Section reserves. This report shall establish any allocation of net income necessary to maintain conformance with this Reserve Policy.

4. **Permissible Use:** Reserve funds will only be used as-needed to meet the financial obligations of the SCAWWA with regard to its daily operations when annual income is insufficient. Reserve funds should not be used for Board approved discretionary donations, or other expenses that are nonessential to operations.

5. **Approval for Use:** By majority vote of the SCAWWA Executive Committee.
SECTION POLICY 14 (JOINT)

COOPERATIVE ADVERTISING AGREEMENT POLICY

SCAWWA and WEASC limits involvement with advertising events by any means available through and within our organizations to:

1. Our own organizations’ events
2. Events associated with neighboring associations, such as NC AWWA/ WEA, GAWP, GAWWA, etc.
3. Events in which our member organizations play a prominent role in either development or implementation

Exceptions to this policy will be presented to the Joint Steering Committee and/or the effected organization’s Executive Committee for approval on a “special case” basis.
SECTION POLICY 15 (JOINT)

CONFLICT OF INTEREST POLICY

A conflict of interest is defined as an actual or perceived interest by a Board member in an action that results in or has the appearance of resulting in personal, organizational or professional gain.

A conflict of interest occurs when a Board member has a direct or fiduciary interest which includes ownership with, employment of or by, contractual relationship with, or consultative or consumer relationship with a member of the organization for which he/she functions as said Board member. It is in the interest of the organization, individual staff, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, and to minimize organizational and individual stress caused by a conflict of interest.

Board members are to avoid any conflict of interest or the appearance thereof. Even the appearance of a conflict of interest can cause embarrassment to the organization and jeopardize its credibility. Board members are to maintain independence and objectivity, fairness, civility, ethics and personal integrity even though law, regulation or custom may not require them.

Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to the Executive Director and other Board members and made a matter of record, either through a statement of disclosure or when the interest becomes a matter of Board action. Any Board member having a conflict of interest shall excuse himself from any vote relating to such conflict; this should not prevent the Board member from stating his/her position in the matter, nor from answering pertinent questions from other Board members.

It is resolved that this policy be reviewed annually or as necessary for the information and guidance of Board members, and that new Board members be advised of the policy upon assuming their duties of office. The Board’s Chairperson and Executive Director are directed to ensure that this policy is followed, to the best of their ability.

I have read and understand this policy concerning conflicts of interest and affirm the following:

Neither I nor any member of my family has had an interest in nor taken any action which would contradict this policy. Any such action or interest is fully disclosed as follows:

______________________________       ______________________
Signature of Board Member    Date

______________________________
Printed Name of Board Member

Form: JSC01(March 2008)
SECTION POLICY 16 (JOINT)

SC WATER ASSOCIATIONS ANTITRUST POLICY

Introduction and Statement of Intent

The South Carolina Section of the American Water Works Association and the Water Environment Association of South Carolina, existing as separate nonprofit (501(c) (3)) organizations while maintaining cooperative agreements and collaborative efforts, and hereafter known as the SC Water Associations for the purpose of this document, have hereby established the following Antitrust Policy, in an effort to achieve and maintain compliance with all federal and state regulations governing nonprofits.

The SC Water Associations are not organized with the intention of, and may not play any role in the competitive decisions of its members, nor in any way restrict competition among members or potential members. The organizations serve as a forum for free and open discussion of diverse opinions while in no way attempting to encourage or sanction any particular business practice.

The Associations provide a forum for exchange of ideas in a variety of settings including workshops, conferences, its annual meeting, educational programs, committee meetings, and Executive Committee meetings. The Executive Committee and staff recognize the possibility that the Associations and their activities may be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy supports the guiding principle of competition served by federal and state antitrust laws and communicates the Associations’ uncompromising policy to comply strictly and in all respects with those laws.

While recognizing the importance of the principle of competition served by the Antitrust laws, the Associations also recognize the severity of penalties potentially imposed not only on the Associations, but also on its members in the event that certain conduct is found to violate the antitrust laws. Should the Associations or their members be involved at any time in a violation of federal/state antitrust laws, such violation holds the potential for both civil and criminal penalties, including significant fines and possible imprisonment for individuals involved, and severe financial penalties to the Associations. Given the implications and repercussions of such actions, it is the intent of the Joint Steering Committee and respective Executive Committees to take all necessary and prudent measures to ensure that violations of the antitrust laws do not occur.

Policy

To ensure that the SC Water Associations and its members comply with antitrust laws, the following principles will be observed at all meetings and functions:

1. The Associations or any committee, section, chapter, or activity thereof shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices, terms, and/or conditions of contracts for services or products. Discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
2. There shall be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with, any supplier or purchaser, or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual or potential competitors, or any private or governmental entity.

3. There shall be no discussions regarding allocation or division of geographic or service markets or customers.

4. There shall be no discussions regarding restriction, limitations, prohibitions, or sanctioning of advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.

5. There shall be no discussions regarding discouraging entry into or competition in any segment of the marketplace.

6. There shall be no discussions regarding whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints relate to eligibility for holding an Association position as a result of actions that violate the Association’s Code of Conduct.

7. Certain activities of the Associations and their members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions designed to cover-up anticompetitive conduct.

8. Speakers at conferences, committees, educational meetings, or other business meetings of the Associations shall be informed that they must comply with the Associations’ antitrust policy in the preparation and the presentation of their remarks.

9. Called meetings shall follow a written agenda provided to participants and the Associations in advance, whenever possible. Minutes shall be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

During informal discussions at the site of any Association meeting, participants are expected to observe the same standards of personal conduct required of the Association in its compliance.

(As adopted by the Joint Steering Committee - March 2009)
SECTION POLICY 17 (JOINT)

SC WATER ASSOCIATIONS WHISTLEBLOWER POLICY

The South Carolina Section of the American Water Works Association and the Water Environment Association of South Carolina, existing as separate nonprofit (501(c)(3)) organizations while maintaining cooperative agreements and collaborative efforts, and hereafter known as the SC Water Associations for the purpose of this document, have hereby established the following Whistleblower Policy, in an effort to achieve and maintain compliance with all federal and state regulations governing nonprofits.

This Whistleblower Policy of the SC Water Associations:

(1) Encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of SCAWWA / WEASC; (2) specifies that SCAWWA / WEASC will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Reporting Encouragement

SCAWWA / WEASC encourages complaints, reports or inquiries about illegal practices or serious violations of SCAWWA / WEASC’s policies, including illegal or improper conduct by the Associations themselves, their leadership, or others on their behalf. Appropriate subjects to rise under this policy include financial improprieties, accounting or audit matters, ethical violations, or similar illegal or improper practices and/or policies. Other subjects on which complaint mechanisms exist should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those cases.

2. Retaliation Protection

The SC Water Associations prohibit retaliation by or on behalf of SCAWWA / WEASC against staff or volunteers for making good faith complaints, reports or inquiries under this policy, or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The SC Water Associations reserve the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries, or who otherwise abuse this policy.

3. Reporting Details

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. These should be directed to the Executive Director or President/Chair of the appropriate organization; if those persons are implicated in the complaint, report or inquiry, it should be directed to the next highest presiding officer and/or Association Specialist. The SC Water Associations will conduct a prompt, discreet, and objective review or investigation. It must be recognized that SCAWWA / WEASC may be unable to fully or accurately evaluate a vague or general complaint, report or inquiry made anonymously.

(As adopted by the Joint Steering Committee - March 2009)
SECTION POLICY 18 (JOINT)

DOCUMENT RETENTION AND DESTRUCTION POLICY

The South Carolina Section of the American Water Works Association and the Water Environment Association of South Carolina, existing as separate nonprofit (501(c) (3)) organizations while maintaining cooperative agreements and collaborative efforts, and hereafter known as the SC Water Associations for the purpose of this document, have hereby established the following Document Retention and Destruction Policy, in an effort to achieve and maintain compliance with all federal and state regulations governing nonprofits.

The Document Retention and Destruction Policy of the SC Water Associations identifies the record retention responsibilities of staff, volunteers, members of the Joint Steering Committee and respective organizational Executive Committees, and outsiders for maintaining and documenting the storage and destruction of Association documents and records.

I. Purpose

This policy provides for the systematic review, retention and destruction of documents received or created by the SC Water Associations in connection with the transaction of business. This policy covers all records and documents, regardless of physical form, contains guidelines on the length of document retention and method of records destruction. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the SC Water Associations' operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

The SC Water Associations follow the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to Secretary of State/Attorney General ........ Permanent
Articles of Incorporation ................................................. Permanent
Executive Committee Meeting Minutes .......................... Permanent
Association Policies/Resolutions ................................. Permanent
By-laws ................................................................. Permanent
Construction Documents ............................................ Permanent
Fixed Asset Records .................................................... Permanent
IRS Application for Tax-Exempt Status (Form 1023) ....... Permanent
IRS Determination Letter ............................................. Permanent
State Sales Tax Exemption Letter .................................. Permanent
Contracts (after expiration) ........................................ 7 years
Correspondence (general) ........................................... 3 years
When a policy exists within the respective Association’s parent organization (AWWA or WEF) that differs from or conflicts with the information stated here, the parent organization policy shall prevail.

**Accounting and Corporate Tax Records**
- Annual Audits and Financial Statements
- Depreciation Schedules
- General Ledgers
- IRS 990 Tax Returns
- Business Expense Records: 7 years
- IRS 1099s: 7 years
- Journal Entries: 7 years
- Invoices: 7 years
- Cash Receipts: 3 years
- Credit Card Receipts: 3 years

**Bank Records**
- Check Registers
- Bank Deposit Slips: 7 years
- Bank Statements and Reconciliation: 7 years
- Electronic Fund Transfer Documents: 7 years

**Payroll and Employment Tax Records**
- Payroll Registers
- State Unemployment Tax Records
- Earnings Records: 7 years
- Garnishment Records: 7 years
- Payroll Tax returns: 7 years
- W-2 Statements: 7 years

**Employee Records**
- Employment and Termination Agreements
- Retirement and Pension Plan Documents
- Records Relating to Promotion, Demotion or Discharge: 7 years after termination
- Accident Reports and Worker’s Compensation Records: 5 years
- Salary Schedules: 5 years
- Employment Applications: 3 years
- I-9 Forms: 3 years after termination
- Time Cards: 2 years
- Donor Records and Acknowledgement Letters: 7 years
- Applications and Contracts: 5 years after completion
Legal, Insurance and Safety Records

- Appraisals ......................................................... Permanent
- Copyright Registrations ........................................ Permanent
- Environmental Studies .......................................... Permanent
- Insurance Policies ................................................ Permanent
- Real Estate Documents .......................................... Permanent
- Stock and Bond Records ........................................ Permanent
- Trademark Registrations ........................................ Permanent
- Leases .................................................................. 6 years after expiration
- OSHA Documents .................................................. 5 years
- General Contracts .................................................... 3 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be saved to computer hard drive file folder, disk/external drive, or printed as hard copy and kept in the appropriate file. A computer file/program backup system will be employed and protected by any and every feasible means. Backup and recovery methods will be tested on a regular basis.

Recording of Committee Meetings

1. Joint Steering, SCAWWA Executive Committee and WEASC Executive Committee meetings may be recorded at the option of the respective Committee Chairs.

2. The purpose of such recordings is to provide information for the Committee Secretaries for the development of meeting minutes.

3. The recording(s) shall be retained through completion of the development of draft minutes in writing.

4. The Committee Chair and Committee Secretary only shall have access to the meeting recording.

5. The Committee Secretary or Chair shall destroy the recording up approval of final minutes in writing.

V. Emergency Planning

Records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the SC Water Associations operating in an emergency will be duplicated or backed up at least every week and maintained in a secure location. In some cases, this is managed through electronic file storage via an external server.
VI. Document Destruction

The SC Water Associations’ Executive Director is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Continued Compliance

Failure on the part of employees to follow this policy may result in possible civil and criminal sanctions against the SC Water Associations and its employees and possible disciplinary action against responsible individuals. The Associations’ chief financial officers and finance committee chairs will periodically review these procedures with legal counsel or appropriate third party to ensure that they are in compliance with existing regulations.

(As adopted by the Joint Steering Committee - March 2009)
SECTION POLICY 19 (JOINT)

YP OF THE YEAR TRAVEL AGREEMENT & WAIVER POLICY

As a recipient of the YP of the Year 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 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.) 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.

3. 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 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(s), 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 ______________________________________Date ________________________

Printed Name ______________________________________

As adopted by Joint Steering Committee, March 21, 2009
Form: JSC03(May 2009)
SECTION POLICY 20 (JOINT)

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.) Lodging will be reimbursed for duration of appropriate conference days only; i.e. those in which the student is participating, plus reasonable arrival and departure dates. 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 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(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: ________________________________

(Adopted November 2007; revised Aug 2009)
SECTION POLICY 21 (JOINT)

INFORMATION SECURITY POLICY

This policy was created to

- Ensure compliance with applicable statutes, regulations and mandates regarding the management of information resources
- Establish prudent and acceptable practices regarding the use of information resources
- Educate individuals who may use information resources with respect to their responsibilities associated with such use

The SC Water Associations Information Security Policy applies equally to any and all individuals granted access privileges to any Water Associations Information Resources.

Electronic Files

Electronic files created, sent, received or stored on Information Resources owned, leased, administered or otherwise under the custody and control of the SC Water Associations are the property of the SC Water Associations and shall be managed accordingly. This includes membership and registration databases, governance manuals and policies, financial data, and organizational operating files.

SC Water Association Membership Database information/membership lists are not shared with any internal or external parties, other than as necessary to process specific mailings; third party mailing houses are instructed to maintain the confidentiality of such lists at the time of use and to purge the list(s) from their information resources immediately following usage. Attendee lists for specific events are distributed upon request only to attendees of that event following the event.

Acceptable Use

Users must not share their SC Water Associations account passwords, Personal Identification Numbers (PIN), or other similar access information with unauthorized parties.

Users must not purposely engage in activity that may harass, threaten or abuse others, degrade the performance of Information Resources, deprive an authorized user access to a SC Water Associations’ resource or circumvent computer security measures.

SC Water Associations Information Resources must not be used for personal benefit.

Users must not intentionally access, create, store or transmit material deemed to be offensive, indecent or obscene by the SC Water Associations.

Access to SC Water Associations Information Resources from a home-based computer must adhere to all the same policies that apply to use from within the SC Water Associations facilities. Employees must not allow family members or other non-employees to access SC Water Association computer systems.

All commercial software used on SC Water Associations computer systems must be supported by a
software license agreement. Personnel must abide by all license agreements and must not illegally copy licensed software.

Computer files are backed up and stored at least daily via an external backup server; retrieval is accessible through the Internet and local backup equipment.

**Email Communication**

Contents of any and all emails received by the SC Water Associations Office/staff will be kept confidential and managed professionally and appropriately. Forwarded messages will be screened for appropriate content prior to distribution; only information pertinent to the topic of discussion will be included in forwarded messages and sent to specific, appropriate parties.

Emails with questionable subject lines or from an unknown source will be previewed prior to opening and handled appropriately.

Windows Outlook security and additional anti-virus programs will be maintained and updated as appropriate to ensure complete protection.

**Internet Acceptable Use**

The SC Water Associations provides Internet access to staff to assist them in carrying out their duties for the Associations. Such access should only be undertaken by using the Associations’ content scanning software, firewall, and router.

Information garnered from the Internet should be verified as valid, accurate, complete and current before using or disseminating.

Users must respect legal protections of data and software provided by copyright and licensing.

**Credit Card Information**

In order to preserve the integrity and maintain the confidentiality of credit card information, SC Water Associations’ volunteers will not receive or process credit card information. Onsite registrations handled by volunteers will utilize a specific form that does not include accommodation for credit card information; registrants will be directed to contact the Association Office to provide the necessary information.

Credit card records are maintained in paper form only and in a secure location (no electronic records of credit card transactions are maintained); access to such information is provided to SC Water Associations’ staff only. Any such records transferred temporarily from the SC Water Associations’ office facilities will be controlled at all times by staff or have pertinent credit card information removed. Association forms including payment information will contain a directive regarding e-mailing of such forms containing credit card information; i.e. it should not occur.

Credit card information received via fax is transmitted by telephone line; fax machine is kept in a secure location and monitored by appropriate parties (staff) during business hours; access during non-
working hours is available only to authorized individuals. Received documents are removed from the machine in a timely manner by authorized persons only.

Receipts for credit card transactions are provided TO THE CARDHOLDER upon request. Receipts do not contain card number information, regardless of delivery method of receipt (fax, email or hard copy mailing.)

Dissemination of cardholder data/files to appropriate parties will be managed via secured courier or other accurately trackable method, in hard copy only.

Approval of the SC Water Associations’ Executive Director must be obtained prior to moving any and all media containing cardholder data from a secured area.

Media containing cardholder data must be destroyed when it is no longer needed for business, accounting or legal reasons. Hardcopy materials will be shredded, incinerated or pulped to ensure that cardholder data cannot be reconstructed. Prior approval of data destruction must be provided by the SC Water Associations’ Executive Director and oversight of the destruction process supplied by staff members with approved access.

Violation of this policy may result in disciplinary action, including loss of SC Water Associations Information Resources access privileges, termination of employees and/or dismissal of volunteers, and appropriate civil and criminal prosecution.

(adopted October 2011)
SECTION POLICY 22 (JOINT)

SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

The SC Section of the American Water Works Association (SCAWWA) and the Water Environment Association of SC (WEASC), hereafter referred to as the SC Water Associations, recognize the increasing role of online communication tools such as blogs, social networking, websites, etc. as vehicles for interaction among members, external stakeholders and the public media. The SC Water Associations support open, transparent, ethical, accurate communications, and this policy is designed to provide guidelines to ensure that those standards are upheld in all use of social media.

The credibility and integrity of the organizations are at stake when engaging in any social media platform, and it is imperative that any and all individuals or media outlets representing the organizations reflect the mission(s), vision(s) and objectives of the SC Water Associations, as well as their 501(c)3 status.*

The following guidelines are intended to provide direction for media activities:

1. Identify Yourself (and the organization you represent). Indicate your employment, volunteer status or other association with the SC Water Associations in all communications on behalf of the organizations. This information may be transmitted as a signature accompanying messages, but no matter what the media type, be sure to tag your communications. Anonymity online is virtually impossible; sites can and do routinely track sources of use input, and your trail will lead back to you and the Associations. The logos of the Associations are not to be displayed in any manner on individual personal sites, and should be used on Association-sponsored sites only with prior knowledge and approval of the appropriate governing body, i.e. Joint Steering Committee, SCAWWA Executive Committee or WEASC Executive Committee.

2. Provide Accurate and Timely Information. Even unknowingly, false, misleading or incomplete information may be easily disseminated through social media. Communications should be based on current, accurate, complete and relevant data. Whenever possible, include links to relevant content at the source or otherwise corroborate information. Anecdotes and individual opinions should be clearly identified as such.

3. Maintain Ethical Conduct. SC Water Associations’ employees and volunteers will not conduct electronic communication activities that are illegal, unethical or contrary to policies outlined in the Joint Steering Committee Manual, SCAWWA Handbook or WEASC Organizational Manual, including the Code of Conduct. Adequate separation and distinction must be maintained between Association media sites and individual personal sites so that no confusion or implication of a relationship where none exists is portrayed. (Specifically see Conflict of Interest Policy.)

4. Secure Member and Customer Data. Our members and customers place their trust in us as individuals and organizations, and we must keep their personal data secure and confidential. All activities are governed by the organizations’ privacy policy and PCI compliance guidelines.

5. Protect Confidential and Proprietary Business/Organizational Information. Provide specific names
only when necessary and with permission of the individuals. Report aggregate and summary data when possible and do not disclose specific details without permission from the appropriate party(ies). Maintain compliance with appropriate laws regarding disclosure of confidential information and all pertinent organizational policies.

Permission to record (via audio and/or video) presenters/speakers at any event with which the SC Water Associations are involved or affiliated must be obtained through the Association Office by the party wishing to record at least 7 days prior to the event. Upon receiving such request, the Office will obtain the necessary permission from the appropriate speakers utilizing the proper form (see attached example.) Forms will be maintained in the event file by the Association Office. Parties recording without permission may be subject to legal action.

In general, confidential information is any data- oral, written or stored in any other medium- that is not generally available to the public. Examples of confidential information include but are not limited to:

- Customer, Member and Employee Data, including names, addresses and any other personally identifiable information
- Customer and Member Financial Information (credit cards). This is covered under our PCI and Document Retention and Destruction Policy; please refer to them for specific guidelines

SC Water Associations’ employees or volunteers who participate in blogging or other online communications are accountable for the information they share. Individuals violating this policy are subject to discipline, up to and including termination of employment and/or organizational membership. Civil and/or criminal penalties may also apply.

Social Media Removal and Deletion

The SC Water Associations’ social media forums were created for the purpose of allowing our members and other interested parties to network and engage in discussions on topics relevant to the water industry, including conferences and events. The forums were not created to allow other organizations or companies to freely advertise products for commercial gain (see SC Water Associations’ Anti-Trust Policy.) Frequent off-topic posts by the same individual or organization, or posts that blatantly promote a product or service for commercial gain outside the guidelines of the SC Water Associations will be deleted at the discretion of the platform administrators.

*This policy does not replace or supersede any other established policy of the SC Water Associations
SECTION POLICY 23 (JOINT)

SC WATER ASSOCIATIONS' ADMINISTRATIVE POLICIES

Equipment Use

If projectors/equipment borrowed from the Association Office is/are returned with damaged or missing parts, cost of repair or replacement of such parts will be charged to the Committee responsible for the most recent use of the equipment.

Payments Received without Supporting Documentation

Any and all payments received by the Association Office lacking proper supporting documentation (individual's name, event, etc.) will be returned to sender following reasonable, unsuccessful attempts to discover appropriate application of such payment.

Event Planning

Any and all catering services engaged by the Associations for an event must have a valid SC business license and provide proof of liability insurance.

All financially binding contracts must be signed by the Executive Director.

Event Registration

No refunds will be given for event registrations within one week of the event. Attendee substitutions for that event will be permitted with proper notification.

All refunds are subject to a 20% admin fee.

Individuals with outstanding invoices more than 90 days overdue require full payment in advance for any event. Registrations received less than 72 hours in advance of event will be processed onsite. No-shows are liable for all fees.
SECTION POLICY 24 (JOINT)

ENVIRONMENT FREE FROM HARASSMENT/DISCRIMINATION

Approved August 8, 2014

It shall be the policy of the Associations to provide a working environment free from harassing conduct, which can be construed to be intimidating, hostile, or offensive, or reasonably interferes with a person's work performance, or conduct that adversely affects a person's employment opportunities. Examples of such conduct may include slurs, negative stereotyping, remarks, written or visual material, email or any other internet site including social networking mediums, or threatening, intimidating, or hostile acts. In addition, this policy prohibits discrimination in any form, which includes sexual harassment. Sexual harassment can include displays of sexually explicit pictures or images, demands or requests for sexual favors, sexually oriented banter, jokes or commentary and compliments of a sexual or suggestive nature.

Concerns about violations of this policy shall be directed in writing to the employee's immediate supervisor, the Personnel Committee Chair, or any Elected Officer of either Association. Upon receipt of such information, the supervisor/Personnel Committee Chair/Elected Officer must initiate an internal investigation of the allegations. The Associations prohibit any form of retaliation against an employee for bringing a good faith complaint under this policy or for assisting in a complaint investigation. Further definition of this and other such prohibitions are outlined in Section Policy 17 (Joint), "SC WATER ASSOCIATIONS WHISTLEBLOWER POLICY".

All investigations conducted in concert with the application of this policy shall be documented in writing. If the result of the investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including termination of the employment of the offender. All information related to the complaint, investigation and resulting actions are considered private and confidential personnel matters. All records shall be maintained in accordance with Section Policy 18 (Joint), "DOCUMENT RETENTION AND DESTRUCTION".
### FORMS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SCR01</td>
<td>Committee Budget Request Form</td>
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<tr>
<td>SCR02</td>
<td>Code of Conduct Form</td>
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<tr>
<td>SCR03</td>
<td>Committee Request for Additional Budget Funds</td>
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<tr>
<td>SCR04</td>
<td>Income Receipt Form</td>
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<td>SCR05</td>
<td>Request for Payment Form</td>
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<td>SCR06</td>
<td>Student Poster Waiver</td>
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<td>SCR07</td>
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<td>SCR08</td>
<td>WUC Subscription Form</td>
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<td>SCR09</td>
<td>Water Distribution Award Nomination Form</td>
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<td>SCR10</td>
<td>Operator’s Meritorious Service Award Nomination Form</td>
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<td>SCR11</td>
<td>Hunsucker System Protection Award Nomination Form</td>
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<tr>
<td>SCR12</td>
<td>Young Professionals Award Nomination Form</td>
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<tr>
<td>SCR13</td>
<td>Operator Pin Order Form</td>
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<td>SCR14</td>
<td>Scholarship Application Form</td>
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<td>Section Chair Appointments</td>
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<td>Section Vice Chair Appointments</td>
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<td>SCR17</td>
<td>Committee Structure Summary</td>
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<tr>
<td>JSC01</td>
<td>Conflict of Interest Form</td>
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<tr>
<td>JSC03</td>
<td>YP Agreement &amp; Travel Waiver</td>
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</tbody>
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South Carolina

Water For People

Subsection of
South Carolina American Water Works Association

Governing and Operational Guidelines

Revision:
April 2, 2003
June 30, 2003

By:
South Carolina Water For People Committee
1. **Mission**

1.1. *South Carolina Water For People (SC WFP) is a nonprofit organization working under the approval of the SC Section of the American Water Works Association (AWWA) as a standing committee, and as a subsection of the National Water For People (WFP) organization. SC WFP provides financial and technical assistance to communities in developing countries to improve their quality of life by supporting sustainable drinking water, sanitation, and hygiene projects.*

1. **Involvement**

1.1. *SC WFP is comprised of individuals from all walks of life who are concerned with the welfare of people throughout the world and wish to utilize their talents and skills to their common good. Resources are contributed to advance this mission from throughout the South Carolina water and environmental community including, but not limited to the SC AWWA Section, SC Water Environment Association, water and wastewater utilities, consulting and manufacturing firms, foundations, individuals, professional and civic groups, schools, and other nonprofit organizations.*

2. **SC WFP Strategic Goals**

2.1. Support sustainable projects that utilize local expertise and integrate water, sanitation and hygiene activities.

2.2. Obtain necessary financial resources.

2.3. Develop a strong communications network to educate and seek support from donors, volunteers and related organizations.

2.4. Continually evaluate and upgrade the quality of SC Water For People’s work.

3. **SC-WFP Guiding Principles**

3.1. *Help People Help Themselves* – SC Water For People’s interest is exclusively in helping people in developing countries help themselves. SC Water For People strongly believes that project beneficiaries, men and women, must be actively involved in all aspects of a project -- planning, design, implementation, cost-sharing and operation/maintenance -- to nurture local autonomy, initiative, management and ownership.
3.2. **Focus on Water in Developing Countries** – SC Water For People focuses on drinking water projects and sanitation projects in developing countries, and related water resources, sanitation and hygiene education.

3.3. **Work through Developing Country Partner Organizations** – SC Water For People builds partnerships with governmental and non-governmental water, sanitation and health organizations in developing countries to implement projects.

3.4. **Support Sustainable Projects** – SC Water For People promotes cost-effective technologies that utilize locally available materials that can be sustained within the resources of the benefiting communities. Water For People desires developing country partner organizations to have the capacity to work effectively and independently without Water For People’s support.

3.5. **Achieve Cost-Effectiveness** – SC Water For People recognizes the need to demonstrate cost-effectiveness and value in all its work.

3.6. **Promote Communication** – SC Water For People aims to listen to the needs of its donors, volunteers and project beneficiaries, to explain the needs of people in developing countries and to share the value of Water For People’s solutions and experience.

3.7. **Value People** – SC Water For People seeks to develop people’s potential and believes that each volunteer, donor, staff member, partner organization and project beneficiary can contribute to and enhance the work of the organization.

3.8. **Replicate Success** – SC Water For People helps strengthen in-country partner organizations so that they can replicate their Water For People-supported work in other places with similar needs.

3.9. **Concentrate on Capacity Building** – SC Water For People concentrates on capacity building activities that improve health, longevity, productivity and living standards.

4. **Membership**

4.1. **Rational:**

4.1.1. So that the SC WFP can fulfill its mission and bring success to its projects the SC WFP will take aggressive measures to recruit and retain qualified members from all professional areas of the state and particularly those within the water and wastewater industry of South Carolina.
4.1.2. SC WFP openly invites all that share a similar mission as SC WFP to actively participate fully and completely in all areas and functions of the organization.

4.1.3. The SCAWWA Committee Chair will appoint two (2) members to the SC WFP Committee each year. These appointments may or may not serve on the SC WFP Board of Directors.

4.1.4. SC WFP membership will not hinge on membership in any other related organization.

4.1.5. The SC WFP is an organization that recognizes the creativity that differences in cultures brings to an organization. The SC WFP affirms its commitment to reflecting society’s diversity in its Board of Directors, Districts, active members, programs, etc.

5. **SC WFP Organizational Structure**

5.1. **Direction and Leadership**

5.1.1. Direction for the SC WFP Section is to be provided through the guidelines of the SCAWWA and the National WFP organization. Leadership for the SC WFP Section is to be provided through the SC WFP Chairperson (Chair), Vice-Chair, Secretary, Treasurer and other active SC WFP members.

5.2. **SC WFP Section Board of Directors**

5.2.1. The SC WFP Section Board of Directors is composed of the SC WFP Chair, Chair-elect, Past Chair (if an active member), Secretary and Treasurer (if established), and all District Directors (as established).

5.3. **SC WFP Regional Districts**

5.3.1. Rational:

5.3.1.1. So that the business of the SC WFP might be conducted in a more efficient and effective manner the SC WFP and its membership will be divided into regional organizations with a District Director(if established) and established committees that reflect the makeup of the state SC WFP organization. The SC WFP Districts are bound by the bylaws of the SC WFP and serve at the discretion of the SC WFP Board of Directors.

5.3.2. Districts (if established):

5.3.2.1. SC WFP Low Country District represents the Metro Charleston and Tri-county area (and outlying counties until future district development occurs).
5.3.2.2. SC WFP Midlands District represents the Metro Columbia and surrounding areas of the Midlands (and outlying counties until future district development occurs).

5.3.2.3. SC WFP Piedmont District represents the Metro Greenville and Spartanburg areas (and outlying counties until future district development occurs).

5.3.3. Qualifications for establishing a new SC WFP District:

5.3.3.1. Serves a defined SC Contiguous Geographical Area.

5.3.3.2. Demonstrates the capability to independently operate, conduct regular meetings, pursue fundraising efforts, sponsor projects, etc. to a successful completion.

5.4. **SC WFP Elected and Appointed Committee Positions and Responsibilities:**

5.4.1. SC WFP Section Chairperson (Chair)

5.4.1.1. The SC WFP Chair must have been an active member of the SC WFP committee.

5.4.1.2. The SC WFP committee shall elect its own Chair from one of the active members on the SC WFP committee. The vote shall by simple majority of the active SC WFP committee members. Should a nomination and election/appointment not ensue from the SC WFP committee, the SC AWWA Section Chair may make an appointment to the SC WFP Chair position.

5.4.1.3. The SC WFP Chair will serve as a voting member of the SC WFP Board for one year after the completion of their year of service as SC WFP Chair-elect. The SC WFP Chair is responsible and accountable for the successful operation of the SC WFP. The SC WFP Chair is responsible for all official communication between the SC WFP and the SCAWWA, the AWWA, and the National WFP. The SC WFP Chair is responsible and accountable for authorizing all transactions, accounting for all funds, authorizing all expenditures that exceed authorized budgets for the SC WFP or any of its districts. The SC WFP Chair is responsible for conducting an annual audit of all programs and funds of the SC WFP and publishing an annual report of SC WFP activities. The SC WFP Chair will have the responsibility of voting to break a tie of the Board.

5.4.2. SC WFP Past Chairperson

5.4.2.1. The SC WFP Past Chair will serve a one-year term after successfully completing their term as SC WFP Chair.

5.4.2.2. The SC WFP Past Chair will serve as a voting member of the SC WFP Board for one year after completion of their year of service as the SC WFP Chair. The SC WFP Past Chair is responsible for providing insight and advice on the operation of SC WFP. The SC
WFP Past Chair is responsible for evaluation of the overall program of the SC WFP. The SC WFP Past Chair is responsible for recommendations for the continuation of the three-year SC WFP Strategic Plan. The SC WFP Past Chair may serve in any capacity as appointed by the SC WFP Chair except as the SC WFP Chair. The SC WFP Past Chair is responsible for coordination of and the executive summary of the SC WFP annual report. The SC WFP Past Chair may not be re-elected to another term as SC WFP Chair-Elect until the passage of one (1) year following their term as SC WFP Past Chair.

5.4.3. SC WFP Chair-elect

5.4.3.1. To be a candidate for the position of SC WFP Chair-elect an individual must be an active member of AWWA and an active member in the SC WFP.
5.4.3.2. The SC WFP Chair-elect is expected to serve a three-year term on the SC WFP Board as Chair-elect, Chair and as Past Chair. The SC WFP Chair-elect is elected to a three-year term by the active membership of the SC WFP to serve a one-year term as SC WFP Chair-elect, a one-year team as SC WFP Chair, and a one-year term as SC WFP Past Chair.

5.4.3.3. The SC WFP Chair-elect will serve as a voting member of the SC WFP Board. The SC WFP Chair-elect has the responsibility to direct the ongoing activities of the programs of the SC WFP. The SC WFP Chair-elect is responsible for developing and presenting for approval the SC WFP Operational Plan for next fiscal year. The SC WFP Chair-elect will preside over meetings in the absence of the SC WFP Chair and will assume the duties of the Chair at anytime when the Chair cannot perform those duties.

5.4.4. SC WFP District Director (if established)

5.4.4.1. A District Director is elected to a one-year term by the active membership of their respective district and may serve consecutive terms as necessary.

5.4.4.2. Each District Director is a voting member of the SC WFP Board. A District Director is responsible for directing the activities of their district and reporting the outcome to the SC WFP Board at least quarterly.

5.4.5. SC WFP Section Secretary and Treasurer (if established)

5.4.5.1. Provides financial reporting for SC WFP activities and fund-raising, reconciles district funds quarterly, reports financial position to the SC WFP Board quarterly and provides an annual statement of SC WFP financial position to the SC WFP Board, SCAWWA and National WFP (as necessary).
6. **SC WFP Operational Guidelines**

6.1. **Fiscal Year:**

6.1.1. The SC WFP fiscal year begins each year on the 1st day of July and ends on the last day of June.

6.2. **Section/Districts:**

6.2.1. The S.C. state organization is referred to as the “Section”. Districts within the state Section may co-exist based upon participation.

6.3. **Planning:**

6.3.1. The SC WFP Chair is responsible for organizing and implementing a three-year strategic plan for the operation of the SC WFP sufficient to carry out its mission and meet its goals.

6.3.2. The SC WFP Chair is responsible for organizing and implementing a one-year operational plan that supports the SC WFP Strategic Plan for the operation of the district sufficient to carry out its function and meet its commitments.

6.4. **Meetings**

6.4.1. The SC WFP Chair will schedule a committee meeting at least once each quarter during the fiscal year. Monthly meetings are strongly encouraged to maintain momentum, continuity and communications of the Committee. The SC WFP Chair or designee will publish meeting dates and agendas in advance to the active membership of the SC WFP. A record of all meetings will be forwarded to the membership within thirty days of the meeting date.

6.4.2. **SC WFP District Meetings (if applicable):**

6.4.2.1. The District Director will schedule a meeting of the District Membership at least once per quarter during the fiscal year. A record will be kept of all official District meetings and a copy will be forwarded to the membership and the SC WFP Board within thirty days of the meeting date.

6.5. **Fundraising:**

6.5.1. All fundraising activities of the SC WFP will be accomplished and accounted for under all applicable regulations that apply to non-profit charitable organizations by the
Federal IRS, the National WFP, and the state of South Carolina. This is accomplished through SC AWWA and Water For People, National.

6.5.2. All funds will be raised by the SC WFP Committee membership, including Districts.

6.5.3. Fundraising may involve golf tournaments, softball tournaments, raffles, solicitation of charitable gifts, bake sales, water-related event promotions, or any other initiative the WFP Committee views as viable.

6.5.4. Raffle items, refreshments, supplies, incidentals, etc. that are required for successful fundraising events may be purchased with approval by a majority of the active Committee members. Purchases must follow appropriate SCAWWA accounting procedures.

6.6. **Financial Accounting and Reporting:**

6.6.1. All financial transactions will be done and reported in accordance with Generally Accepted Accounting Principles (GAAP), National WFP requirements for sub-sections and State and Federal requirements for non-profit organizations.

6.6.2. All funds raised must be forwarded to the proper SC AWWA Committee member responsible for accounting, accounts payable, etc. The proper form must be completed and accompany forwarded funds.

6.6.3. Funds required up-front to accomplish fundraising events will be requested through the SCAWWA Section via the appropriate documentation.

6.6.4. The SC AWWA Section will perform a financial audit of the SC WFP and all of its sub-divisions. The SC WFP Chair will present the results of the audit to the SC WFP Committee membership.

6.7. **Operational Reporting:**

6.7.1. The SC WFP Chair will coordinate the reporting of SC WFP activities to the SCAWWA and National WFP at lease quarterly, or as requested otherwise.

6.7.2. The Section Treasurer or Director will report all financial activities of the SC WFP to the SC WFP Committee monthly, or at least quarterly.

6.7.3. Each District Director will report its activities to the SC WFP Committee at least quarterly.
6.8. Elections and Appointments:

6.8.1. The SC WFP will hold elections and appointments before the 15th of March each year for all positions.

6.8.2. Any active member can recommend any active member who qualifies to an elected or appointed position.

6.8.3. Candidates for elected positions are to be forwarded to the SC WFP Committee no later than February 1st of the current fiscal year.

6.8.4. Appointments and elections may occur during the fiscal year as directed by the SC WFP Chair.

6.8.5. The SC WFP Chair will assure that elections are held on time and with reasonable assurance that all active members are informed of the candidates, that all members are familiar with the election process and that all active members are given the opportunity to vote. The SC WFP Chair will assure that the appropriate appointments are made on time.

6.8.6. In the event of a tie for any elected position a run off election will be held before the beginning of the next fiscal year.

6.8.7. Elected officials of the SC WFP will take office on the first day of the fiscal year.

6.8.8. A vacancy of any elected or appointed position with the SC WFP will be appointed for the remainder of that term by the SC WFP Chair with an approving majority vote of the Committee.

6.9. Ad-Hoc Committees:

6.9.1. The SC WFP Chair will appoint the members, set the terms, and oversee the activities of all ad-hoc committees necessary to successfully complete the mission of the SC WFP.

6.9.2. The District Director will appoint the members, set the terms, and oversee the activities of all ad hoc committees necessary to successfully complete the function of a SC WFP District.

6.10. Compensation

6.10.1. No elected or appointed official or member of SC WFP shall be compensated in any manner for involvement in the activities of the SC WFP.
6.10.2. Officials and members may be reimbursed for expenses that are approved by the SC WFP Board of Directors.

6.11. **Review and Revisions of the Bylaws of the SC WFP**

6.11.1. Unless otherwise specified, all bylaws, rules, and guidelines of the SCAWWA and National WFP organizations are adopted as the standard for the SC WFP.

6.11.2. The herein Governing and Operational Guidelines of the SC WFP should be reviewed each year by the Board for accuracy and appropriateness to the mission of the SC WFP.

6.11.3. The herein Governing and Operational Guidelines are to be submitted to the active membership of the SC WFP every three years for possible revision.

6.11.4. Any proposed change to the herein Governing and Operational Guidelines of the SC WFP must be approved by a majority of the SC WFP Committee at a regularly scheduled meeting where such action is listed as an action item on an agenda that has been distributed to the statewide membership before the date set for the meeting. Further the active membership must be given an opportunity voice their opinion on the proposed changes and cast a majority vote on the changes. The SCAWWA, and possibly the National WFP, must approve any changes to the herein Governing and Operational Guidelines of the SC WFP in writing.
Section 7

Water Utility Council
WATER UTILITY COUNCIL
(revised: January 2013)

I. Organization

A. Membership

1. The Water Utility Council shall be composed of a Chair and Vice Chair (both of whom must be members in good standing with AWWA and subscribers in good standing with the WUC) and other members as follows:

   a. The Section Chair-elect (whom must be a member in good standing with AWWA and a subscriber in good standing with the WUC) as liaison to the Section Executive Committee.

   b. Six (6) members, all of whom must be members in good standing with AWWA and subscribers in good standing with the WUC and each of whom must be a member of management (senior management preferred) in a water utility in South Carolina, who shall be known as the Utility Members of the Council. No more than one individual from any one utility should serve on the Council concurrently.

   c. Up to three (3) additional AWWA members, (all of whom must be members in good standing with AWWA and subscribers in good standing with the WUC) may be appointed by the WUC Chair for one year terms. A young professional shall be one of the three appointments.

   d. Any South Carolina Section member, (whom must be a member in good standing with AWWA and a subscriber in good standing with the WUC) serving on the national AWWA Water Utility Council.

   e. Up to three (3) additional AWWA members, all of whom must be members in good standing with AWWA and subscribers in good standing with the WUC and each of whom must be a member of management (senior management preferred) may be appointed by the Section Chair for one year terms.

   f. One (1) representative from the Department of Health and Environmental Control appointed by the WUC Chair.

   g. One (1) management (senior management preferred) representative from the Water Environment Association of South Carolina appointed by the WEASC President.

   h. One (1) management (senior management preferred) representative from the South Carolina Rural Water Association’s membership appointed by the SC Rural Water Board of Directors.

   i. One (1) representative from the South Carolina Department of Natural Resources appointed by the WUC Chair.

B. Terms of Council Members

1. The terms of the Utility Members of the Council shall be three years. Council members should
not serve more than two consecutive terms.

2. To the extent possible, the terms of no more than two (2) Utility Members shall be completed each year.

3. Any vacancy which may occur among the Utility Members of the Council shall be filled through appointment by the Section Chair for the remainder of the vacating Utility Member’s term.

C. Selection of Utility Members

The Section Chair shall appoint the WUC Chair from one of the Utility Members of the Council. The Section Chair-elect shall appoint the WUC Vice Chair from one of the Utility Members of the Council. Initial Utility Member appointments shall be made by the Section Chair for staggered terms. The incoming Section Vice-Chair shall appoint two (2) Utility Members to the Council each succeeding year.

II. Responsibilities

The Council shall develop action plans to initiate, evaluate, respond and comment on legislative, regulatory and other matters which directly affect water utilities. The Council shall also bring to the attention of other Section committees those matters which fall within their areas of interest.

III. Procedures

A. Administration and Operation

1. Water Utility Council affairs shall be managed and supervised by its Chair who is authorized to appoint various committees for specific action items. Association members in good standing who are not utility members may be appointed to committees by the Council Chair to assist the committee with its assigned tasks.

2. The Committee Chair must sign a SCAWWA Code of Conduct form (#SCR02) and return the signed document to the Executive Director before beginning his or her term as Chair.

3. Meetings
   a. The Council shall convene at meetings called by the Council Chair as often as deemed necessary.
   b. Representatives of Association Utility Members are welcome to attend any Council meetings.
   c. Each Council member shall have one vote. A majority of the voting membership of the Council shall constitute a quorum.

4. Reports

   The Council Chair shall report Council activities to the Section Executive Committee as each of its meetings, submitting a copy of the report to the Executive Director at least 30 days prior to each Executive Committee Meeting so that it can be forwarded to the Executive Committee for advance reviews. This report shall include a summary of Council activities and any proposals for new programs or changes in existing programs.