Joint Steering Committee

Joint Steering Manual

Last Revised
3/9/2019
Previous Revision
October 2014

Voting Members and Joint Committee Chairs for this Revision

Bill Davis, Chair
Jane Byrne, Vice Chair
Jeff Phillips, SCAWWA Vice Chair
Kevin Anderson, WEASC 1st Vice President
Olivia Flynn, WEASC 2nd Vice President, Communications Committee Chair
Billy Cothran, SCAWWA Senior Trustee
Robert Osborne, SCAWWA Chair
Elizabeth Williams, WEASC President
Jeremy Brashears, WEASC Past President
Rachel Cooper, SCAWWA Past Chair
Madeline Zimmerman, WEASC Treasurer
Angie Mettlen, AWWA Secretary
David Baize, Executive Director
Jonathan Ladd, CMC Chair
Hope Walker, Water Resources/Confluence Committee Chair
Nick Morgan, Stormwater Committee Chair
Jesse Mefford, IT Committee Chair
Ben Wallis, Young Professionals Committee Chair
Connie Banegas, Asset Management
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Appendix A South Carolina’s Water Association Organizational Chart
1.0 INTRODUCTION

HISTORY OF THE JOINT STEERING COMMITTEE

With the adoption of the following resolution by the South Carolina Section of the American Water Works Association (SCAWWA) and the South Carolina Water Pollution Control Association (WPCA - now known as the Water Environment Association of South Carolina (WEASC)), the wheels were put into motion to create the South Carolina Environmental Conference (SCEC) as we know it today. The sole purpose of the Joint Steering Committee (JSC) was only to plan the joint annual conference, now called the SCEC. At this time, neither association had paid staff – all the work was performed by volunteer members.

Whereas the South Carolina Section AWWA and the Water Environment Association of South Carolina have entered into a three-year commitment to meet jointly for their annual conference and whereas their three-year commitment renews itself automatically unless the executive committee of one of the associations decides to the contrary and whereas joint commitment shall end three years after cancellation by one of the executive committees and whereas this commitment begins with the 1991 Joint Conference, the need for a policy and procedures manual was determined. This document is an amended version of the original policy manual (now included “Joint Steering Manual”) to aid the committee chairs and members through these joint conferences. The Joint Annual Conference shall be held before summer (or higher) hotel rates become effective.

Five people were appointed from each association to start the planning process for the new joint annual conference. The two main objectives were:

- Keep everything as fair and equitable between the two groups as possible
- Create a self-perpetuating structure to plan and carryout the conference each year.

The first task at hand was to resolve the different formats of the two existing conferences and decide on a time of year (SCAWWA met in April and WEASC met in October). The name South Carolina Environmental Conference was selected as a neutral and all-encompassing name that would allow the inclusion of other groups in the future. It soon became obvious that 2 separate groups would be needed: one as a policy maker and liaison to the respective Executive Committees, and the second group to plan the nitty-gritty detail of the actual conference. The policy committee decided to call itself the Joint Steering Committee (JSC) since it was a committee made up of representatives from each association and were “steering” the events of the conference. The group involved with the conference details was named the Conference Management Committee (CMC).

Since the JSC is an appointment from the parent associations, it had no independent legal authority or finances. Any actions that need funding or legal signatures had to be taken back to the respective parent associations for approval. The CMC would submit a budget to the JSC. JSC would review and tweak the budget and then submit it to each association for final approval.
The same path had to be followed for signing hotel contracts, final approval and legal signatures came from the associations. JSC set about devising a structure to divide the planning responsibilities equally between the two groups and make sure everything within the conference was as equal as possible. For example, this included deciding how complimentary rooms and upgrades would be divided and the distribution of the profits.

JSC also worked on a manual to help guide future members of the committee. This became known as the Joint Steering Manual. It specified the positions from each association who would sit on the JSC, how the JSC Chair would be determined, defined the CMC members and responsibilities would rotate between the parent associations, and how finances and other duties would be assigned or divided between the two associations.

The first SCEC was held in 1991 in Charleston, SC, at the Charleston Place Omni Hotel and Dixie Fanning was the first Conference Coordinator. The attendance was about 500 which was larger than prior year conferences for either group. The 1992 conference was held in Myrtle Beach and the 1993 conference was held in Hilton Head. From 1994 on, multi-year contracts were signed with the Kingston Plantation and in 2010 with the Myrtle Beach Convention Center. The conference attendance was approximately 1,600 in 2018 at the Myrtle Beach Convention Center.

**FUNCTIONS OF THE JOINT STEERING COMMITTEE**

The JSC continues to function for the oversight and advancement of common interests between the two associations. The annual conference continues to be a focal point and showcase for both associations. Various Joint Committees are actively involved in advancing the mission of the associations, with oversight from the JSC. Additionally, management of the financial assets and logistics for both associations have necessitated the employment of several paid staff. Currently, the organization structure comprises of an executive director and administrative staff. An organization chart will be updated annually or as needed in Appendix A of the Joint Steering Manual.

Based on this evolution, the JSC’s primary functions now include the following:

a. Evaluation and oversight of Budgeting for Joint Committees and Business Operations.
b. Provide oversight of the Joint Committees
c. Develop and oversee operating policies
d. Special tasks as presented by the Executive Committees

**REVISIONS**

Corrections and updates to Joint Steering Manual are approved and issued as needed by the JSC. The most recent revisions are to be identified on the cover by adding the Revised Date and the manual will be available on the website. The Sr. Trustee (SCAWWA) and the 2nd VP (WEASC) will be responsible for reviewing the JSC manual by October 1st of each year and making recommendations to the JSC for consideration.
2.0 JOINT STEERING COMMITTEE

MEMBERS

The JSC shall consist of 12 members, six from SCAWWA Executive Committee and six from WEASC Executive Committee. The JSC members shall include:

<table>
<thead>
<tr>
<th>SCAWWA</th>
<th>WEASC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Chair</td>
<td>Past President</td>
</tr>
<tr>
<td>Chair</td>
<td>President</td>
</tr>
<tr>
<td>Chair-Elect</td>
<td>President Elect</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>1st Vice President</td>
</tr>
<tr>
<td>Senior Trustee</td>
<td>2nd Vice President</td>
</tr>
<tr>
<td>Treasurer/Secretary*</td>
<td>Secretary/Treasurer*</td>
</tr>
</tbody>
</table>

*The Treasurer and Secretary are non-voting members of the JSC. When the SCEC occurs in an even numbered year, the WEASC Treasurer and the SCAWWA Secretary will serve on the JSC. When the SCEC occurs in an odd numbered year, the SCAWWA Treasurer and the WEASC Secretary will serve on the JSC.

TERMS

The members of the JSC will serve for a one-year term. The JSC Committee term of service will begin on July 1st of each year.

Code of Conduct: The members of the JSC shall sign the appropriate Code of Conduct form.

The Chair of the JSC will alternate between the two associations. When the SCEC occurs in an even numbered year, the WEASC President-Elect will serve as Chair of the JSC and the SCAWWA Chair-Elect will serve as Vice-Chair of the JSC. When the SCEC occurs in an odd numbered year, the SCAWWA Chair-Elect will serve as Chair of the JSC and the WEASC President-Elect will serve as the Vice Chair of the JSC.

COMMITTEE RESPONSIBILITIES

The JSC shall act as an advisory committee to the two executive committees. The main purpose of the committee will be to discuss and make recommendations on matters of joint interest and concern between the two associations. Decisions of the JSC impacting or potentially impacting the budgets of the respective associations (SCAWWA and WEASC) require subsequent approval by the Executive Committees of the associations. The Committee shall meet as needed but not less than once a year at the Annual Joint Conference. Those activities that the JSC are responsible for include:

- Develop and make recommendations on policies regarding joint activities of the two associations.
- Ensure the Joint Steering Manual is updated as required but should be evaluated not less than once every three years.
- Ensure the development and submission of joint budget items (administrative and committees) to the
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- Oversee and provide guidance to all joint committees relative to budgets, objectives and resource needs.
- Make recommendations to executive committees on activities affecting the Associations budgets.
- Give direction to and provide oversight of the Executive Director on administrative and business operations relating to the Associations.
- Recommendations made by JSC will be presented to the Executive Committees for action via the JSC report at the Executive Committee meetings for each association.
- Ensure content and message of Journal and Website are relevant and timely.
- Provide support for activities and tasks assigned by Executive Committees
- Support the CMC to ensure the success of SCEC.

**BOARD AND ADMINISTRATIVE DUTIES**

The board will operate as an advisory board with oversight of the Joint Committees and the administration of business operations as managed by the Executive Director. All JSC members are authorized to vote, except for the Secretary and Treasurer. Quorum of the JSC is defined as a simple majority of committee voting members (6 out of 10 voting members).

The JSC chair has the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the chair can either vote and thereby change the result or can abstain. If the chair abstains, he/she announces the result of the vote with no mention of his/her own vote. The outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without his/her vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

The JSC may conduct an E-Vote when deemed necessary by the Chair. This vote must have 100% participation. There must be a motion and a second put forward for a designated time of not less than 24 hours for discussion. After this period of time is exhausted and all discussion is addressed, there will be a period of 24 hours for voting. The votes shall be tallied, and the resulting decision reported in the JSC.

Financial decisions will be budgeted for by the respective Committees for ongoing tasks and by the Executive Director for all administrative operating tasks. These budgets will be reviewed by the JSC and presented for approval to the respective Executive Committees.

**POSITION RESPONSIBILITIES**

**Joint Steering Committee Chair.** The JSC shall meet as needed to discuss matters of joint interest and concern between the two associations. The Committee shall meet no less than one time a year and additional meetings can be called by the JSC Chair, as needed. The JSC Chair shall ensure that a copy of the Joint Steering Manual is distributed to each member of the Committee each year.

**Joint Steering Committee Vice-Chair.** In the event the JSC Chair cannot attend a meeting, the Vice Chair will be responsible for conducting the meeting.
3.0 South Carolina Environmental Conference

Introduction

Over 25 years ago, the SC Section of the American Water Works Association (SCAWWA) and the Water Environment Association of SC (WEASC) collaborated to host the first South Carolina Environmental Conference (SCEC). With over 1,600 people, 200 booths, 160 technical sessions, and continuous networking opportunities the SCEC continues to be ranked as one of the largest and most highly attended water conferences on the East Coast. That is a testament to the cooperation and support of our two great associations, the South Carolina Section of the American Waterworks (SCAWWA) and Water Environment Association of South Carolina (WEASC).

SCEC Positions

The Conference Management Committee (CMC) Committee Chair positions shall be determined by the SCAWWA Vice Chair and the WEASC 1st Vice President for the conference year for which they will be Chair and President. The goal is to appoint the CMC chair and all other members of the CMC at least 25 months out from the SCEC that they will help coordinate, allowing ample time to become familiar with the conference and all the planning processes. The CMC shall consist of ten primary individuals with general responsibilities as follows:

Conference Coordinator

The Conference Coordinator shall coordinate all of the activities of the other members of the CMC and shall have the overall responsibility for the Conference. The Coordinator appointment shall be determined by the Vice Chair of SCAWWA and the 1st Vice President of the WEASC approximately twenty-five months prior to the Conference and will serve in the Vice Chair position of the Conference Management Committee leading into their year of service. The Conference Coordinator will assist the SCAWWA Vice Chair and the WEASC 1st Vice President in filling the other CMC Chair positions when necessary. The Coordinator shall be a member of both associations, where possible. The Conference Coordinator shall be responsible to the Chair and President of each association and the JSC Chair and Vice Chair. The Conference Coordinator may appoint a Conference Secretary or additional committee members, as necessary, to assist with the planning of the Conference.

The Conference Coordinator will be responsible for developing the overall conference budget with assistance of staff, Finance Chair, Arrangements Chair and the immediate past Conference Coordinator.

Conference Vice Chair

The SC-AWWA Vice Chair and the WEASC 1st Vice President will select the individual that will serve as Conference Coordinator leading into the year of their service as leaders of their respective organizations. This individual will serve as Conference Vice Chair for the year prior to assuming the role as Conference Coordinator. In this role, the Conference Vice Chair will assist the Conference Coordinator is all aspects of planning the Conference. This will allow this individual to develop the knowledge necessary to lead the Conference Management Committee and result in a smooth transition for Association staff.
Conference Arrangements Chair

The Arrangements Chair appointment shall be determined as detailed above approximately twenty-five months prior to the Conference and will serve in the Vice Chair position of the Conference Arrangements Committee leading into their year of service. The person selected will work with staff to assist the Conference Coordinator in making all detailed arrangements with the Conference hotel. The responsibilities include coordinating with the host hotel/convention center in planning for and during the conference; setting up the room block information with the host hotel; providing complimentary hotel room information to appropriate hotel staff; coordinating volunteers throughout the conference; determining menus; room set ups and AV needs throughout the conference; finalizing the Banquet Event Orders (BEOs); determining signage needs; and delivering final numbers for catering to the hotel staff. The Conference Arrangements Chair shall report directly to the Conference Coordinator.

Conference Program Chair

The Program Chair appointment shall be determined as detailed above approximately twenty-five months prior to the Conference and will serve in the Vice Chair position of the Conference Program Committee leading into their year of service. The Chair shall have the overall responsibility for populating the Program Committee; preparing the Call for Abstracts; providing the technical program for the Conference; and, will be directly responsible to the Conference Coordinator. The Program Chair will also be responsible for recruiting moderators and AV coordination for the SCEC sessions and events.

Conference Finance Chair

Under direction from the Conference Coordinator, the Finance Chair will be responsible for all Conference financial and budgetary matters. For the purpose of CMC Finance Chair appointment, the associations will alternate each year with the SCAWWA Treasurer serving in odd years and the WEASC Treasurer serving in even years. The finance chair will work with the CMC chair to create a budget which will be presented to the JSC and if approved passed on to each association board for discussion and vote of approval. The authorized signatories for the Conference checking account will be the Finance Chair and/or one member of staff. The Finance Chair will sign all checks as practical. In the event it is impractical for the Finance Chair to sign a check, the Finance Chair may authorize the appropriate staff member to sign as necessary by means of written, faxed or e-mailed approval.

Conference Exhibits Chair

The Exhibits Chair shall have the responsibility for coordinating all exhibit activity; layout of the Exhibit Hall; proposal of exhibit fees for approval; and, assisting in selecting an exposition services company, when necessary. The exhibit fees and the Exhibit Hall layout must be set for the next SCEC year prior to the current year as reservations and pre-sales begin at the SCEC for the next year. Exhibit fees will be collected and deposited by Association Staff with appropriate reporting to CMC Chairs and Treasurer. The Exhibits Chair will be directly responsible to the Conference Coordinator.

Marketing Chair

The Marketing Chair will be responsible for all marketing aspects of the conference including: coordination with graphic designer for graphic design for all print materials, including a Save the Date mailer, Conference Preview flyer and on-site Conference Program; commercials; print ads; social media sites; electronic ads; and, mobile/electronic applications to be used at the conference. The Marketing Chair and the Conference Coordinator may appoint other members to assist with marketing functions as needed.
Conference Sponsorship Chair

The Sponsorship Chair shall be responsible for soliciting funds to be used for helping fund the food & beverage and technical program expenses of the conference. Sponsorships include, but are not limited to, meal functions, technical sessions, Conference program, recreational activities, social activities, tapping contest/operations challenge, and overall Conference Level sponsorships. Sponsorship funds will be collected and deposited by Association Staff with appropriate reporting to the CMC and Treasurer.

Events Coordinator Chair

The Events Coordinator Chair will be responsible for coordinating with the Student Chapters, Young Professionals and other interested committees to plan and carry out additional activities at the SCEC such as the Fun Run, scavenger hunt, polar plunge, etc.

Competitions Chair

The Competitions Chair and Vice Chair shall be determined as detailed above approximately twenty-five months prior to the Conference. Each of these positions should represent either the SCAWWA competitions or the WEASC competitions such that there is representation of both associations for competitions. The Competitions Chair and Vice Chair will be responsible for soliciting competition teams and sponsorships; establishing competitions layout and schedule; securing judges for all competitions; and determining competition winners; and, making award presentations. The Competitions Chair and Vice Chair may determine additional committee members as needed. The Competitions Chair will be directly responsible to the Conference Coordinator.

Ad Hoc Members

Ad hoc members shall consist of the President and Chair of the respective associations presiding in the year of the Conference, the Young Professionals Chair, and the Executive Director. It is also encouraged for the 1st Vice President and the Vice Chair of each association to participate as Ad Hoc members as well in order to gain understanding of the SCEC planning process and are responsible for the selection of the Conference Vice Chair that will assume the role Conference Coordinator the following year. Members-At-Large may be appointed as deemed appropriate by the Chair/President presiding in the year of the conference. Members-At-Large have been appointed for specific functions such as developing the program and award scripts; conference photography; SCEC mobile application/website updates; YP representative; and, an SCEC advisor (someone with longstanding historical knowledge of the conference).
Complimentary Room Assignments

The number of complimentary rooms based on the hotel contract in place at the time and needs to be verified by the Conference Coordinator and the Conference Arrangements Chair during the development of the Conference budget. This is primarily based on room block occupancy.

National Guests: (all will be upgraded, compensated rooms)
- The National Representative of the lead association (5 nights)
- The National Representative of the non-lead association (5 nights)
- Keynote Speaker (if necessary – 2 nights max)

Paid Staff: (regular, compensated rooms)
- Executive Director (5 nights)
- Paid Staff (3 @ 5 nights each)

SC’s Water Associations Leaders: (all will be upgraded, compensated rooms)
- SC-AWWA Chair (5 nights)
- WEASC President (5 nights)
- Conference Coordinator (5 nights)

Additional Rooms:
- An additional 5 regular, compensated room nights may be offered at the discretion of the CMC to be used for additional volunteers or Conference dignitaries and must be within the approved Conference budget.

Additional Room Upgrades: (NOT compensated rooms) will be offered to:
- SCAWWA – International Director
- WEASC – Senior WEF Delegate

Any additional room upgrades offered will be available for the Executive officers of each Association from highest to lowest ranking. If there is an option for trading the Presidential Suite into two regular complimentary rooms, that option will be chosen to increase the number of complimentary room nights available. These complimentary rooms will be comprised of the contracted complimentary rooms based on room occupancy and contract-based upgrades. All additional complimentary rooms will be applied to the master bill and paid for out of the current room rebate the Associations receive from the hotel. This section should be revisited and updated, if necessary when a new contact is negotiated with Conference host hotel.

Fiscal Policies

Code of Conduct

The Chair of each Committee shall sign the appropriate Code of Conduct form.

Handling of Monies

Association Staff will receive and deposit all registrations, sponsorships, exhibit fees, donations and other monies generated by the conference and receive all invoices charged to the conference. Association Staff will report these figures to the CMC Chair and Treasurer. Volunteers will not receive funds or pay invoices.
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Budget

The Conference Management Committee shall prepare and present the proposed Conference Budget to the JSC by April of each year. Upon acceptance by the JSC, the Conference budget will be presented to each Association’s Executive Committee for approval by June of each year. It is recognized that because of the timing of the Conference, the initial budget will be based on the best available information from the previous year’s Conference and may need to be updated once the final profit & loss statement is available. The out-going Conference Coordinator and Finance Chair will work with those individuals assuming their positions to develop this budget to ensure that it is accurate and realistic as possible.

Distribution of Profit/Loss

The two associations shall share the profit or loss from the SCEC based upon a 50/50 split, with any odd penny being applied to SCAWWA (odd years) and WEASC (even years). This includes the total of all items of income and expense for the conference. The net profit or loss is split evenly between each Association.

Refunds

Registration or exhibit fees will be refunded minus a 20% administrative fee upon written request provided the request is made prior to the date of the refund deadline. The refund deadline will be established each year by the Exhibits and Finance Chairs and will be printed on each exhibit contract and registration form.

Guest Speakers and Complimentary Tickets

- Complimentary registration and spouse registration will be provided to the National representatives of AWWA and WEF.
- A no-function, one day complimentary registration for the day of their presentation will be provided to speakers who attend the Conference only to make a presentation. (See Speaker Policy below for details.) The Program Committee Chair is responsible for notifying the Executive Director and Association Staff which speakers qualify for the complimentary registration prior to the start of the Conference.

Speaker Policy Details

- South Carolina Environmental Conference speakers who have been selected by the SCEC Program Committee to deliver a technical presentation and whose name appears as the primary speaker in the SCEC Technical Program will be afforded a complimentary one day, no-function Conference registration.
- Speakers desiring to participate in the Conference at a level other than the complimentary no function registration are subject to the terms and fees indicated on the SCEC General Registration Form. No monetary value is applied to a speaker’s complimentary registration (i.e. it may not be used as “credit” toward another registration level). Speaker substitutions for primary speaker registrations will be allowed with prior notice to the Program Committee Chair.
- Registrations for those speakers solicited by the Conference Management Committee rather than through the call-for-papers process will be decided on a case-by-case basis by that committee.

Recreation Proceeds

Net proceeds of recreation events (golf, etc.), including sponsorship revenues and registration fees, will be disbursed appropriately at the discretion of the respective Executive Committees.
Conference Administrative Policies

- Badges
- Pre-registered SCEC attendees who report onsite at the Conference and have a lost/forgotten badge or registration packet will have their badge reprinted for a fee compensatory to the cost of the badge materials; however, drink tickets will NOT be replaced.
- Pre-registered SCEC attendees who report onsite at the Conference that they did not receive their registration packet in the mail (if, in fact, packets have been mailed prior to the Conference) will have their badge reprinted at NO CHARGE; however, drink tickets will NOT be replaced.
- Individuals participating in the Competitions associated with the Conference (i.e. Operations Challenge, Pipe Tapping, Hydrant Hysteria, Meter Madness, Top Ops) will receive a complimentary ticket for the Conference luncheon and the Operations meal function; however, they must be registered for the Conference at some level in order to attend any other functions or attend technical sessions.

Event Procedures

Opening Session Procedures

The awards portion of the Opening Session shall be limited to thirty minutes for each association. Time allotted for awards may be modified by special circumstances and by the mutual agreement of both SC Water Associations. The Association to lead off this portion of the ceremony will alternate each year with SCAWWA leading in odd years and WEASC in even years. Awardees from the Opening Session will be announced and recognized during the respective business meetings. Additional awards will be presented in the Awards Ceremony, Operations Breakfast, Young Professional Social, or other events as determined by Conference Management Committee.

(As adopted by JSC March 2009)
4.0 JOINT COMMITTEES

GENERAL COMMITTEE INFORMATION

Introduction

Each Committee Chair and members must be a member of at least one association; the SCAWWA or the WEASC. All Committee Chairs will be identified at least one year out from the beginning of their term to allow time for familiarizing themselves with the committee and responsibilities.

Fiscal Responsibilities

- **Budget**
  Each Committee shall prepare and present a proposed annual budget by March 31st to both association’s treasurers.

- **Distribution of Profit/Loss from Conferences or Other Activities**
  The profit or loss will be distributed to each association based on a 50/50 split.

Formation of New Committees

New Committees must be approved by each association and must comply with their respective policies.

Sunsetting of Existing Committees

Should a need arise for existing committee to be dissolved, the JSC shall vote and present to each association for consideration or dissolution.

Code of Conduct

The Chair of each Committee shall sign the appropriate Code of Conduct form.
WATER RESOURCES COMMITTEE (CONFLUENCE CONFERENCE)

Introduction

Whereas the South Carolina Section AWWA and the Water Environment Association of South Carolina have entered into a commitment to meet jointly for their annual conference and work together to provide better educational opportunities for all water environment professionals throughout the state, the Water Resources Committee was formed to serve as the joint vehicle of both SCAWWA and WEASC to monitor, inform and educate the membership of both associations about water resources issues affecting the State of South Carolina.

Committee Members

The Committee shall strive for equal membership between SCAWWA and WEASC. Committee membership is open to all members, but membership diversity and water resources interest and experience shall be a goal of the committee makeup. Membership diversity considerations include both geographic diversity and water supply diversity.

The Chair of this Committee shall be appointed by the Vice Chair of SCAWWA and the 1st Vice President of the WEASC at least 12 months prior to the Confluence Conference based on committee involvement. In addition, a vice-chair shall also be elected by the committee at the same time.

Responsibilities

The Committee’s purpose shall be to educate the membership of both associations about water resources issues affecting the State of South Carolina, to advise the Executive Committees of both associations concerning policy matters involving water resources management in the State, to serve as a technical resource for the Legislative Committees of both associations.

The Committee’s functions and responsibilities shall include:

- Planning and conducting, in cooperation with partners from other states, the annual Confluence Conference. Event location and hosting responsibilities are delineated in the Memorandum of Understanding between the planning partners regarding this event. The committee shall be the lead committee in addressing any modifications to the Memorandum of Understanding (MOU) with our planning partners that govern the planning and execution of the Confluence Conference.
- 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 JSC at the SCEC. A membership breakdown and any needs in membership shall also be included in this report.
- Holding Committee meetings as required, but no less than twice a year.
COMMUNICATIONS COMMITTEE

Introduction

The SCAWWA and the WEASC have entered into a commitment to meet jointly for SCEC and to work together to provide better educational opportunities for all water environment professionals throughout the state. The purpose of the Communications Committee is to monitor, inform, and educate the membership of both associations through the joint publication of the Journal.

Committee Members

The Committee Chair shall be appointed by the JSC Chair and serve as the Journal Editor. The Committee members shall include the Chair, both association Secretaries, the Executive Director, two to four JSC appointed members to serve as Journal contributors, the SCEC Conference Management Committee Chair or their designee, and the Senior Trustee from SCAWWA and the 2nd Vice President of WEASC. The Senior Trustee from SCAWWA and the 2nd Vice President of WEASC will serve as committee liaisons to assist with review of the draft Journal.

Responsibilities

The responsibilities of the committee are as follows.

Committee Members

- Solicit, review and provide recommendations to the JSC regarding media sub-contractors for the publication of the Journal
- Provide consistent and reliable publication of the Journal.
- Provide review of the draft Journal.

Committee Liaisons

- Report the Committee’s activities to the JSC and the Executive Committees of each association.

Journal Editors

- Solicit, review, and edit reports, articles and regular features for each issue of the Journal.
- Solicit technical articles for publication in Journal. Work with the Program Committee and other committees to solicit local and/or pertinent technical articles that will be of most interest to our memberships.
- Coordinate with publishing company to provide information, help with layout, proofing, editing and final review of the Journal prior to release for printing and delivery.
STORMWATER COMMITTEE

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 associations about stormwater issues affecting the State of South Carolina.

Committee Composition

The Committee Chair shall be appointed by the incoming Chair of the JSC. There shall be a vice chair, secretary, treasurer, and communications officer(s) elected by majority vote from the committee each year prior to the SCEC. Other members from either Association may join to support these individuals in carrying out their duties. The Vice Chair shall serve as vice chair for one (1) year and, ideally, will be appointed as chair by the incoming chair of the JSC. The term of all other officers will be for one (1) beginning at the start of the fiscal year, July 1st.

Responsibilities

- Conduct quarterly (4) lunch and learns on stormwater topics.
- Conduct a stormwater technical track at the SCEC.
- Submit one (1) article for the Journal.
- Collaborate with other committees to promote stormwater education and other events (e.g. Young Professionals and/or Water Resources).
- Prepare and submit an annual report to the JSC during the SCEC summarizing the Stormwater Committee’s activities.
- Actively promote and solicit applications for the Stormwater Award.
YOUNG PROFESSIONALS COMMITTEE

Introduction

The Young Professionals Committee has historically functioned as a joint committee and was formally identified as a joint committee in 2017. The purpose of the Young Professionals Committee is to encourage young professionals in the water/wastewater industry to be involved in the SCAWWA/WEASC, and to assist them in their professional development by providing a network of associates in the industry.

Committee Composition

The committee consists of a chair, a vice-chair, and members of the SCAWWA and WEASC who wish to join. The term of the chair and vice-chair will begin at the start of the fiscal year, July 1st and continue for one (1) year. The chair and vice-chair positions will rotate between appointments from the SCAWWA and WEASC. The SCAWWA will appoint a vice-chair in even years and the WEASC will provide a vice-chair in odd years.

Responsibilities

Committee Responsibilities include the following:

- Work to promote the benefits of both the SCAWWA and WEASC by increasing opportunities for participation and career development.
- Identify younger SCAWWA and WEASC members who can be encouraged to take an active leadership role in either association.
- Host Young Professionals receptions throughout the year, including the SCEC and Operators Conference.
- Provide opportunities through receptions and other events to facilitate the interaction between young professionals and more experienced members of the SCAWWA and WEASC.
- Assist in providing judges at statewide science fairs.
- Provide speakers, upon request, to attend presentations/career days at primary, secondary, and college level functions throughout the state.
- Assist as judges for the Student Poster Session at the SCEC.
- Actively promote and solicit applications for the Young Professionals Award for both SCAWWA and WEASC.
- Report all activities to the JSC.
- The chair may attend Executive Committee meetings for the SCAWWA and WEASC as needed.
- Prepare and submit an annual report to the JSC during the SCEC summarizing the YP committee’s activities.
IT COMMITTEE

Introduction

The Information Technology (IT) Committee is a Joint Committee of SCAWWA and WEASC.

Committee Composition

- Committee Chair must be a member in good standing of at least one of our associations for the duration of their term.
- Membership shall include at least one member where the chair can appoint other members as needed.
- The term shall be for at least one (1) year beginning at the start of the fiscal year, July 1st.
- The Incoming Chair of the Joint Steering Committee shall appoint the Committee Chair each year.

Committee Responsibilities

- The primary purpose of the committee is to assist the JSC and the Executive Director in renewing and reviewing the scope of services and fees for the Water Association’s website management contract.
- To review website hosting changes and fees as needed.
- Provide solutions to internet connectivity as the need arises.
- Suggest innovative changes to website services as technology improves.

Committee Chair Responsibilities

- Prepare and submit a budget to the Section Vice Chair by the date specified on the Budget Request Form.
- Report activities to the JSC and Executive Committee Liaisons.
- Attend at least one JSC and one Executive Committee meeting per year.
- Prepare and submit an annual report to the JSC during the SCEC summarizing the IT committee’s activities.
ASSET MANAGEMENT COMMITTEE (formed in 2017)

Introduction

Whereas the SCAWWA and the WEASC have entered into a commitment to meet jointly for their annual conference and work together to promote, educate, exchange, and discuss best asset management and sustainability practices.

Committee Members and Association

The Committee shall consist of twelve (12) members, six (6) appointed by SCAWWA and six (6) appointed by WEASC, with ad hoc members at the committee’s discretion. 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 association each year. The Chair of this Committee shall be elected from within the committee membership.

Committee Functions

The Asset Management Committee works with its members and partners to develop a variety of initiatives, resources, and opportunities for education, training, and networking to address asset management challenges. Members’ responsibilities and activities include:

- Assess the interest, educational needs, and challenges of SCAWWA and WEASC professionals related to Asset Management.
- Gather and share programs on topics of interest to individuals, regulatory staff and elected and/or appointed officials.
- Contribute to and solicit asset management articles and presentations.
- Exchange information between stakeholders and membership that help associations develop and progress their individual Asset Management strategies and activities.
- Prepare and submit an annual report summarizing the Committee’s Activities to the JSC at the SCEC.
5.0 POLICIES

COOPERATIVE ADVERTISING AGREEMENT POLICY

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

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

Exceptions to this policy will be presented to the JSC and/or the effected association’s Executive Committee for approval on a “special case” basis.
CONFLICT OF INTEREST POLICY

A conflict of interest is defined as an actual or perceived interest by an Executive Committees’ 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 an Executive Committees 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 Associations for which he/she functions as said Executive Committees’ member. It is in the interest of the Associations, individual staff, and Executives Committees’ 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.

Executive Committees’ 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 Associations and jeopardize its credibility. Executive Committees’ members are to maintain independence and objectivity, fairness, civility, ethics and personal integrity even through 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 Executive Committees’ members and made a matter of record, either through a statement of disclosure or when the interest becomes a matter of Executive Committee action. Any Executive Committees’ member having a conflict of interest shall excuse himself from any vote relating to such conflict; this should not prevent the Executive Committees’ member from stating his/her position in the matter, nor from answering pertinent questions from other Executive Committees’ members.

It is resolved that this policy be reviewed annually or as necessary for the information and guidance of Executive Committees’ members, and that new Executive Committees’ members be advised of the policy upon assuming their duties of office. The Executive Committees’ 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

As adopted by Joint Steering Committee, March 29, 2008
Form: JSC01 (March 2008)
**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)) associations 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 associations serve as a forum for free and open discussion of diverse opinions while in no way attempting to encourage or sanction any business practice.

The SC Water 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 SC Water 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 SC Water 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 SC Water Associations. Given the implications and repercussions of such actions, it is the intent of the JSC 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 SC Water 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...
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 a SC Water Associations position as a result of actions that violate the Association’s Code of Conduct.

7. Certain activities of the SC Water 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 SC Water 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 SC Water Associations 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)
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)) associations 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 SC Water Associations; (2) specifies that SC Water Associations will protect the person from retaliation; and (3) identifies where such information can be reported.

Reporting Encouragement
SC Water Associations encourages complaints, reports or inquiries about illegal practices or serious violations SC Water Associations 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.

Retaliation Protection
The SC Water Associations prohibit retaliation by or on behalf of SC Water Associations 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.

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 association; 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 SC Water Associations 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)
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)) associations 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 JSC and respective organizational Executive Committees, and outsiders for maintaining and documenting the storage and destruction of Association documents and records.

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.

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.

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 association (AWWA or WEF) that differs from or conflicts with the information stated here, the parent association policy shall prevail.

**Accounting and Corporate Tax Records**
- Annual Audits and Financial Statements: Permanent
- Depreciation Schedules: Permanent
- General Ledgers: Permanent
- IRS 990 Tax Returns: Permanent
- 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: Permanent
- Bank Deposit Slips: 7 years
- Bank Statements and Reconciliation: 7 years
- Electronic Fund Transfer Documents: 7 years

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

**Employee Records**
- Employment and Termination Agreements: Permanent
- Retirement and Pension Plan Documents: Permanent
- 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 Grant
- 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
### 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, SCWWA 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.

### 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.

### 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.

### 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)
YP OF THE YEAR TRAVEL AGREEMENT AND 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 association(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 association 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 in 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)
STUDENT POSTER COMPETITION WAIVER AND 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 association(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)
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 SC 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)
SOCIAL MEDIA AND 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 associations are at stake when engaging in any social media platform, and it is imperative that any and all individuals or media outlets representing the associations 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 association you represent).** Indicate your employment, volunteer status or other association with the SC Water Associations in all communications on behalf of the associations. 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. JSC, 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 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 associations, and we must keep their personal data secure and confidential. All activities are governed by the associations’ 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 associations 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 association, 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*
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.
SC WATER ASSOCIATIONS’ PROCUREMENT GUIDELINES

WEASC and SCAWWA Services Procurement Guidelines for Volunteers, Officers

For Water Environment Association of South Carolina (WEASC) and South Carolina American Water Works Association (SCAWWA) conferences, workshops, and other events, vendors are often selected to provide services. These services can include, but not be limited to, providing meals or entertainment. The vendor selection process should avoid a conflict of interest such as stated in the District Chair Handbook and the WEASC Code of Conduct. These guidelines will help Association volunteers to avoid conflicts that could potentially result in an audit exception when procuring services. Please remember: All contracts must be signed by the Executive Director.

If you are a current officer of the WEASC or SCAWWA Executive Committee, or current officer of a WEASC District, you must avoid any potential conflict of interest or a situation where you would personally benefit from being in your position while procuring services. For example, if you own a catering business and your company is selected to provide services for an event. This type of selection is expressly prohibited if any monies are provided for this service. As an officer, you cannot benefit from your position on a committee in such a way (even if you are giving the service at a reasonable and industry standard rate or reduced rate). If the service is provided at no cost to the Association (except for costs necessary to cover minimal expenses not paid directly to you), this may be allowable if approved by the Executive Committee.

If you are not an officer but are a member of any WEASC or SCAWWA Committee or WEASC District, you should also avoid any potential conflict of interest. However, if you can provide documentation that your services are at or below a reasonable industry rate, your services can be procured by the Association. For example, if you are a district committee member and own a catering company, your company may be selected to provide food at an event if there is documentation of costs being reasonable for such services if provided by another vendor. It may be helpful to have several bids to document competitive and reasonable pricing. This may simply be accomplished by calling several other vendors and keeping documentation of their pricing.
SC WATER ASSOCIATIONS’ TRAVEL REIMBURSEMENT

WEASC and SCAWWA Travel Reimbursement Guidelines for Volunteers and Officers

General Statement
The Water Environment Association of South Carolina (WEASC) and South Carolina American Water Works Association (SCAWWA) expects that volunteers and staff representing the Associations on authorized travel will conduct Association business with integrity, in compliance with applicable laws and regulations, and in a manner that excludes consideration of personal advantage. Association Travelers will be reimbursed for documented expenses that are incurred and authorized by these guidelines and within the approved budget. All Association Travelers are expected to adhere to the following principles of this policy:

• Prior to traveling, the Association Traveler should confirm travel monies are allocated in the budget for the level of office currently held, and the amount of monies allocated in the budget for travel to the specific event.
• Documented reasonable expenses for approved travel will be reimbursed by the Association, except when the travel is subsidized either in whole or in part by others.
• Association Travelers are expected to make cost-effective choices for transportation, accommodations, meals, fees, tips, and incidentals.
• Association Travelers are required to submit travel expenses for reimbursement to the Association office, along with original receipts, no later than 60 days following completion of each trip.

Reimbursable Expenses

Air Transportation
Association Travelers are expected to make travel arrangements well in advance of the travel dates to obtain the lowest reasonably available discount fare.

The highest authorized fare class is coach/economy. If a higher class is used, reimbursement will be for coach/economy class fare only.

Subsistence costs (hotel and meals) will be reimbursed for reasonable arrival and departure times before official functions begin and end.

Extending travel time to obtain discount air fares, with resulting subsistence (hotel and meals) expenses will be reimbursed, so long as the total trip expense is reduced using discounted fares. The expense reimbursement documentation must include the comparative fare differences.

Ground Transportation
Train - Coach class or the equivalent is authorized. Sleeper cars are authorized for trips requiring overnight travel.

Personal Automobile - Expenses will be reimbursed at the current rate per mile established by the U.S. GSA or an equivalent accepted guideline in other countries; this rate per mile includes gasoline, repairs, and all other operating expenses.

Rental Car – Rental cars are authorized only in circumstances where public transportation is not available or when the cost of public transportation would exceed the cost of a rental car.

Taxi/Uber/Lyft – Taxi and ride-share services may be reimbursed where such transportation is necessary.
Lodging
No per diem is specified for lodging expenses, however the traveler is expected to make cost-effective lodging choices. GSA rates may be used as general guidelines, but significant flexibility is allowed given specific travel conditions. For example, if the host hotel is over the GSA rate but other options are limited or not practical, the actual cost of the host hotel is allowable for reimbursement.

Meals
No per diem is specified for meal expenses, however the traveler is expected to make cost-effective meal choices. Alcohol reimbursement is limited up to two drinks per day.

Non-Reimbursable Expenses
Expenses will not be reimbursed for:
- Spouse/Significant Other Travel – Costs for a spouse or significant other traveling with an Association traveler shall not be eligible for reimbursement.
- Airline executive club memberships
- Cost of personal credit cards
- Fines incurred while traveling
- Duties and other customs charges for personal property
- Passport, visa

Reporting and Approving Expenses
Travel Expense Reimbursement Report Form
Upon completion of an approved trip, the Association Traveler is responsible for submitting the appropriate travel Expense Reimbursement Form within 60 days.

All expenses must be fully documented and accompanied by original receipts.

Items Not Specifically Addressed
Any incurred travel expense not specifically covered by this travel policy should be submitted with an explanation and full documentation of expenses. The request will be considered based on a common-sense approach to the intent of this policy and budgetary impact of the request.

Conditions for Association Travel and Reimbursement
By agreeing to travel for the Association, the traveler understands and agrees 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. Any travel or activity in which an Association Traveler participates as a representative of the Association involves certain risks (some of which may not be fully evident) and that injuries, death, property damage or other harm could occur to themselves or others. Any Association Traveler must accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of the Association, its trustees, affiliates, employees, officers, agents or insurers ("Released Parties"). The traveler also must 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 participation in the Activity.
6.0 PERSONNEL COMMITTEE

SCAWWA/WEASC PERSONNEL COMMITTEE

The Personnel Committee (PC) shall be comprised of the following persons:

1. SCAWWA appointee
2. WEASC appointee
3. Association Staff appointee
4. SCAWWA Chair *ex officio*
5. WEASC President *ex officio*

Qualifications, Appointment and Term

Candidates for the PC should have at least 10 years of Management and/or Human Resources experience. The experience must include managing both exempt and non-exempt employees, conducting performance reviews, setting goals, and responsibility for hiring / termination of employees. Candidates must have served in leadership roles for either SCAWWA or WEASC. Leadership is defined as a voting member of either Executive Committee, District Executive Committee or Committee Chair. For selection of the staff appointee, the candidate may substitute leadership experience in other non-profit organizations for the above leadership experience in SCAWWA or WEASC.

The SCAWWA executive committee may appoint by simple majority any qualified member of SCAWWA to serve as their PC appointee. The PC member cannot serve as an officer for SCAWWA or WEASC concurrently with their term as a PC member.

The WEASC executive committee may appoint by simple majority any qualified member of WEASC to serve as their PC appointee. The PC member cannot serve as an officer for WEASC or SCAWWA concurrently with their term as a PC member.

The Association staff may recommend to the SCAWWA and WEASC Executive Committees any qualified person to represent them on the personnel committee. Both executive committees must approve the staff candidate by simple majority vote. The staff appointee must be a member of both SCAWWA and WEASC prior to the beginning of their term. Membership fees for the staff appointee will be paid by the respective organizations.

For the first year only (year ending 2019), the newly formed PC shall determine their own chair, vice chair and secretary. The first-year chair shall serve a one-year term, the first-year vice-chair shall serve a two-year term and the secretary shall serve a three-year term. Thereafter, PC members shall serve three-year terms. The PC officer positions shall rotate each year, with the most senior PC member serving as chair, the next serving as vice-chair and the new member serving as secretary.

PC members will serve at the pleasure of the Executive Committees. Either executive committee may remove their appointee by a simple majority vote. By consent of both Executive Committees, the staff appointee member of the PC may be removed from his or her position.
Duties and Responsibilities of the PC

The PC shall meet at least twice per year, or more often as necessary to conduct the business of the Association. The three voting members of the PC are referred to herein as the PC3. All three (3) members of the PC3 must be present (or participate by e-vote to have quorum). Ex officio members should participate in discussion with the PC3 and the ED but will not participate directly in the Executive Director’s (ED) (or subordinate staff’s) performance review. The intent of ex officio members is to keep the Executive Committees informed without the need for the PC chair to routinely attend Executive Committee meetings. In the event that an ex officio member cannot attend a PC meeting, he or she may designate another member of their respective Executive Committee to attend.

The PC will be responsible for review and approval of the Annual Goals and Expectations Summary. The ED will coordinate with the SCAWWA and WEASC Executive Committees to prepare a draft Annual Goals and Expectations Summary for review by the PC. This Summary will be the basis for the ED’s annual performance goals. The Annual Goals and Expectations will be based on the annual goals of the respective organizations and should incorporate strategic plans, national mandates, core values, mission / vision statements and business needs. The plan will be drafted in April, prior to the upcoming fiscal year (beginning July 1) and submitted to the PC for approval. Once approved by the PC, the plan will be submitted to the two organizations for review and approval.

The PC will coordinate with the ED in all personnel matters and shall be directly responsible for overseeing the implementation of the ED hiring procedures as further defined in this document, conducting the ED’s annual performance evaluation and making salary adjustment recommendations to the SCAWWA and WEASC Executive Committees. The ED will hire subordinate staff based upon approved budget and policy and conduct staff performance reviews.

The PC will maintain a personnel policy manual(s) as deemed necessary to conduct the business of Associations. The first-year PC committee shall create a stand-alone personnel manual in lieu of the existing personnel committee chapter of the Joint Steering Manual within 6 months of their appointment.

The PC will not be directly responsible for performance reviews of staff other than the ED. The Executive Director should conduct the performance evaluations of subordinate staff after discussion with the PC. The ED shall report on performance evaluations of subordinate staff and make salary recommendations to the PC at the appropriate time such that all salary adjustment recommendations are made to the Executive Committees at the same time.

Chain of Command and Disciplinary Actions.

The Executive Director will report to the Joint Steering Committee or directly to the SCAWWA or WEASC Executive Committee as appropriate on all non-personnel issues. For all personnel matters, the chain of command shall be the SCAWWA Executive Committee or the WEASC Executive Committee to the PC. The PC shall communicate directly with the ED, and the ED shall communicate to subordinate staff.

The ED may place any subordinate staff member on administrative leave, with pay, for any reason and must notify the PC chair immediately of such action. The PC3 may place the ED on administrative leave, with pay, for any reason and must notify ex officio members immediately of such action. The PC3 will have the authority to implement a detailed investigation and take appropriate disciplinary actions.

Should disciplinary action or termination of a subordinate staff become necessary, the PC will be authorized to take such action by a simple majority vote of the PC3. All members of the PC should participate in discussion prior to terminate an employee. Should disciplinary action or termination of the ED become necessary, the PC will require approval of both Executive Committees.