



Joint Steering Committee

Joint Policies & Procedures

for the

*Water Environment Association of
South Carolina*

And

*South Carolina Section
American Water Works Association*



Table of Contents

1.0 INTRODUCTION	4
2.0 JOINT STEERING COMMITTEE	4
2.1 MEMBERS	4
3.0 SCEC	5
3.1 CONFERENCE MANAGEMENT COMMITTEE	5
3.2 COMPLIMENTARY ROOM ASSIGNMENTS	8
3.3 FISCAL POLICIES	8
3.4 EVENT PROCEDURES	10
4.0 JOINT COMMITTEES	9
4.1 EMERGENCY PREPAREDNESS COMMITTEE	10
4.2 WATER RESOURCES COMMITTEE	11
4.3 COMMUNICATIONS COMMITTEE	12
4.4 STORMWATER COMMITTEE	14
5.0 POLICIES	15
5.1 COOPERATIVE ADVERTISING AGREEMENT POLICY	15
5.2 CONFLICT OF INTEREST POLICY	16
5.3 SC WATER ASSOCIATIONS ANTITRUST POLICY	17
5.4 SC WATER ASSOCIATIONS WHISTLEBLOWER POLICY	19
5.5 DOCUMENT RETENTION AND DESTRUCTION POLICY	20
5.6 YP OF THE YEAR AND STUDENT POSTER WINNER TRAVEL AGREEMENT & WAIVER POLICY	24
5.7 STUDENT POSTER COMPETITION WAIVER & AGREEMENT	25
5.8 INFORMATION SECURITY POLICY	26
5.9 SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY	29
5.10 WATER ASSOCIATIONS' ADMINISTRATIVE POLICIES	31
5.11 RECEIPT OF PERSONNEL MANUAL & EMPLOYMENT-AT WILL STATEMENT	32
6.0 PERSONNEL MANUAL	33
6.1 SCAWWA/WEA PERSONNEL COMMITTEE	33
6.2 CATEGORIES OF EMPLOYMENT	33

6.3 EQUAL EMPLOYMENT OPPORTUNITY	34
6.4 RECORDING TIME WORKED	34
6.5 PAYDAY	34
6.6 OVERTIME	34
6.7 TRAVEL TIME/MEETINGS & CONVENTIONS	35
6.8 EMPLOYEE BENEFITS	35
6.9 HEALTH/LIFE/LONG TERM DISABILITY INSURANCE.....	35
6.10 PAID LEAVE	35
6.11 HOLIDAYS	36
6.12 DEFERRED COMPENSATION	36
6.13 PROFESSIONAL DUES	36
6.14 EXPENSE REIMBURSEMENT	36
6.15 WORKERS' COMPENSATION.....	37
6.16 PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS.....	37
6.17 CHANGES IN PERSONAL DATA.....	38
6.18 RESIGNATIONS	38
6.19 ASSOCIATION EQUIPMENT	38
6.20 ATTENDANCE AND PUNCTUALITY	38
6.21 OUTSIDE EMPLOYMENT	38
6.22 STAFF EDUCATION REIMBURSEMENT POLICY	39
6.23 RECEIPT OF PERSONNEL MANUAL AND EMPLOYMENT-AT-WILL STATEMENT	40
6.24 SC WATER ASSOCIATIONS STAFF SECURITY POLICY.....	40
7.0 JOB DESCRIPTIONS	41
7.1 EXECUTIVE DIRECTOR	41
7.2 ASSOCIATION MANAGER.....	44
7.3 ASSOCIATION SPECIALIST	46
8.0 STAFF SUCCESSION PLAN.....	47
9.0 APPENDIX - Appointment Schedule for SCEC	51

1.0 INTRODUCTION

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 organizations 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 to aid the committee chairs and members through these joint conferences. The Joint Annual Conference (known as the South Carolina Environmental Conference) shall be held before summer (or higher) hotel rates become effective.

2.0 JOINT STEERING COMMITTEE

2.1 MEMBERS

The Joint Steering Committee (JSC) shall consist of the following officers: SCAWWA Chair, Chair-Elect, Vice Chair, Senior Trustee and Past Chair; WEASC President, President Elect, 1st Vice President, 2nd Vice President and Past President. In addition, the Treasurer and Secretary from each organization will serve on the JSC, alternating years. When the term of the office begins (and SCEC occurs) in an even numbered year, the WEASC Treasurer and the SCAWWA Secretary will serve on the JSC. When the term of office begins (and SCEC occurs) in an odd numbered year, the SCAWWA Treasurer and the WEASC Secretary will serve on the JSC.

The Chair of the JSC will alternate between the two organizations. When the term of the office begins (and 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 term of the office begins (and 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.

The Vice-Chair of the JSC will serve as the Chair of the Personnel Committee.

Joint Steering Committee terms of service will begin at the conclusion of the SCEC.

2.2 RESPONSIBILITIES

The Joint Steering Committee shall meet as needed to discuss matters of joint interest and concern between the two organizations. The Committee shall meet no less than once Meetings may be called by the Committee Chair.

2.2.1 It is the responsibility of the JSC to set policies in regard to joint activities of the two organizations, and to update the Policy and Procedures Manual as required. The JSC Chair shall ensure that a copy of the Policy and Procedures Manual is distributed to each member of the Committee each year.

2.2.2 It is the responsibility of the Committee to submit conference budgets to the respective Executive Committees for approval.

2.2.4 It is the responsibility of the Committee to annually evaluate the performance of the Executive Director and make staff recommendations to the respective Executive Committees.

2.2.5 In order to assess the Executive Director/staff's performance, it will also be the Executive Director's responsibility to prepare and/or update a short (1 or 2 page) Annual Goals and Expectations for the Joint Efforts of the WEASC and SCAWWA to be accomplished for the upcoming year. This plan will be drafted in January prior to the upcoming fiscal year and submitted to Joint Steering Committee for approval. Once approved by the Joint Steering Committee, the plan will be submitted to the two organizations for review and approval. 2.2.6 It is the responsibility of the Committee to propose SCEC and other joint conference sites for approval by the respective Executive Committees. The task of researching SCEC sites shall be the responsibility of the two officers presiding over the Conference in the year following the end of the present contract.

2.2.7 It is the responsibility of the Committee to meet as needed to discuss matters of joint interest and concern pertaining to the Distribution/Collection School.

2.2.8 All Joint Steering Committee members are authorized to vote, with the exception of the Secretary and the Treasurer.

2.2.9 Quorum of the Joint Steering Committee is defined as a simple majority of committee voting members. 2.2.10 Decisions of the Joint Steering Committee impacting or potentially impacting the budgets of the respective organizations (SCAWWA and WEASC) require subsequent approval by the Executive Committees of the organizations. Non-financial decisions made by JSC will be presented to the Executive Committees as a matter of information only via the Joint Steering Committee report at the Executive Committee meetings and be entered into the SCAWWA and WEASC Executive Committee meeting minutes.

3.0 SCEC

3.1 CONFERENCE MANAGEMENT COMMITTEE

The Conference Management Committee (CMC) Committee Chair positions shall alternate each year between a member of SC-AWWA (odd year conferences) and WEASC (even year conferences). See the chart in section 3.1.9 for more detail. The CMC shall consist of eight individuals with general responsibilities as follows:

3.1.1 Conference Coordinator

The Conference Coordinator shall coordinate all of the activities of the other members of the Committee and shall have the overall responsibility for the Conference. The Coordinator appointment shall be determined by the Vice Chair of SC-AWWA 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 Coordinator shall be a member of both organizations, where possible. The Conference Coordinator shall be responsible to the Chair or President of the organization having the lead responsibility for the SCEC (SC-AWWA odd year conferences, WEASC even year conferences). The Conference Coordinator may appoint a Conference Secretary from within the Conference Management Committee.

3.1.2 Conference Arrangements Chair

The Arrangements Chair appointment shall be determined by the lead organization 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 of the detailed arrangements with the Conference hotel. Responsibilities include working with staff in assisting the Conference Coordinator in making arrangements for all social activities for the Conference. The Conference Arrangements Chair shall report directly to the Conference Coordinator.

3.1.3 Conference Program Chair

The Program Chair appointment shall be determined by the lead organization (SC-AWWA odd years, WEASC even years) 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 providing the technical program for the Conference and will be directly responsible to the Conference Coordinator.

3.1.4 Conference Finance Chair

Under direction from the Conference Coordinator, the Finance Chair (Treasurer of appropriate organization) will be responsible for all Conference financial and budgetary matters. 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.

The Finance Chair, with assistance from the Conference Coordinator and Arrangements Chair, shall be responsible for developing the proposed Conference budget.

3.1.5 Conference Exhibits Chair

The Exhibits Chair appointment shall be determined by the non-lead organization approximately twenty-five months prior to the Conference. The Exhibits Chair shall have the responsibility for coordinating all exhibit activity and proposal of exhibit fees for approval. 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.

3.1.7 Sponsorship Chair

The Sponsorship Chair appointment shall be determined by the non-lead organization approximately twenty-five months prior to the Conference. 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 CMC and Treasurer.

3.1.8 **Ad Hoc Members** shall consist of the President and Chair of the respective organizations presiding in the year of the Conference, and the Executive Director. Members-At-Large may be appointed as deemed appropriate by the Chair/President presiding in the year of the conference.

3.1.9 The following committees will be the operating branch of the Conference Management Committee. They are: Conference Arrangements, Conference Program, Exhibits, & Sponsorship. The Chairs will be responsible for recruiting members representative of both organizations:

Committee Lead Chart - Even/odd years refers to the Conference year in which the appropriate Committee Chair's service culminates:

Position	SC-AWWA	WEASC
Lead Organization	Odd Years	Even Years
JSC Chair	Even Years	Odd Years
Conference Coordinator	Odd Years	Even Years
Local Arrangements	Odd Years	Even Years
Program	Odd Years	Even Years
Finance	Even Years	Odd Years
Exhibit	Even Years	Odd Years
Sponsorship	Even Years	Odd Years

3.1.10 Appointment Chart

Year	Appointment Made By:	Appointments Completed by:	Hotel Contract:
3/2008	SCAWWA Vice Chair – Jim Hawkins WEASC 1st Vice President (Lead) – Danny Holliday	Spring 2006	Kingston Plantation March 27-April 2, 2008
3/2009	SCAWWA Vice Chair (Lead) – Clint Shealy WEASC 1st Vice President – Curt Dillard	Spring 2007	Kingston Plantation March 19-25, 2009
3/2010	SCAWWA Vice Chair – Gary Visser WEASC 1st Vice President (Lead) – Janet Cann	Spring 2008	Myrtle Beach Convention Ctr March 13-17, 2010
3/2011	SCAWWA Vice Chair (Lead) – Frank Eskridge WEASC 1st Vice President – Walter Lagarenne	Spring 2009	Myrtle Beach Convention Ctr March 12-16, 2011
3/2012	SCAWWA Vice Chair – Shannon Lizewski WEASC 1st Vice President (Lead) – Jo Ellen Trueblood	Spring 2010	Myrtle Beach Convention Ctr March 10-14, 2012
3/2013	SCAWWA Vice Chair (Lead) – Paul Hargette WEASC 1st Vice President – Christie Greene	Spring 2011	Myrtle Beach Convention Ctr March 10-12, 2013
3/2014	SCAWWA Vice Chair –Sue Schneider WEASC 1st Vice President(Lead)-Jay Nicholson	Spring 2012	Myrtle Beach Convention Ctr March 2014
3/2015	SCAWWA Vice Chair – (Lead) Curt Dillard WEASC 1st Vice President - Bill Orne	Spring 2013	Myrtle Beach Convention Ctr March 2015
3/2016	SCAWWA Vice Chair- Angie Mettlen WEASC 1 st Vice President(Lead) Fred Castles	Spring 2014	Myrtle Beach Convention Ctr March 2016
3/2017	SCAWWA Vice Chair – (Lead) Davis Niesse WEASC 1 st Vice President- TBD	Spring 2015	Myrtle Beach Convention Ctr March 2017

3.2 COMPLIMENTARY ROOM ASSIGNMENTS

3.2.1 **National Guests:** Complimentary (free) upgraded rooms provided by the Conference hotel will be assigned as follows:

- The National Representative of the lead organization;
- The National Representative of the non-lead organization;
- Conference Coordinator
- Keynote Speaker (if necessary)

3.2.2 **Paid Staff:** Complimentary (at no cost) regular rooms at the Conference hotel will be assigned as follows:

- Executive Director
- Paid Staff

3.2.3 **Organization Leaders:** Room Upgrades (at no additional cost) will be assigned by the following priority within each group:

- SC-AWWA: Chair, Chair-Elect, International Director, Secretary, Treasurer, Vice Chair
- WEASC: President, President-elect, Senior Delegate, Secretary, Treasurer, 1st Vice President

If Available:

- Conference Arrangements Chair, Conference Program Chair, and Conference Exhibit Chair
- All other rooms will be credited against the master account of the Conference hotel.

3.3 FISCAL POLICIES

3.3.1 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 Chairs and Treasurer. Volunteers will not receive funds or pay invoices.

3.3.2 Budget

The Conference Management Committee shall prepare and present the proposed Conference Budget to the Joint Steering Committee. Upon acceptance by the Joint Steering Committee, the Conference budget will be presented to each organization's Executive Committee for approval.

3.3.3 Distribution of Profit/Loss

The two organizations shall share the profit or loss from the SCEC based upon a 50/50 split.

3.3.3.1 Total all items of income and expense for the Conference.

3.3.3.2 Deduct all items of income and expense which are attributable to one organization only, and charge them to that organization (Tapping Contest, Meter Madness, Operations Challenge, and Executive Committee expenses shall be conference expenses). The sum of the remaining items represents the net profit or loss.

3.3.4 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.

3.3.5 Guest Speakers and Complimentary Tickets

- Complimentary registration and spouse registration will be provided to the representatives of AWWA and WEF.
- A no-function, one day (NF1) complimentary registration will be provided to speakers who attend the Conference only to make a presentation. (See Speaker Policy for details.) The Program Committee Chair is responsible for notifying the Executive Director and Association Specialist of which speakers qualify for the complimentary registration prior to the start of the Conference.

South Carolina Environmental Conference Speaker Policy

- 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 (NF1) Conference registration for the day of the Conference upon which they are scheduled to deliver their presentation.
- Speakers desiring to participate in the Conference at a level other than the complimentary NF1 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 NF1 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.

3.3.6 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.

3.3.7 Conference Administrative Policies

- Badges
 - Pre-registered SCEC attendees who report onsite at the Conference a lost/forgotten badge or registration packet will have their badge reprinted @ \$5 charge; 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; drink tickets will NOT be replaced.
 - Individuals participating in Operations Challenge, Pipe Tapping or Meter Madness competition must be registered for the Conference at some level in order to attend any functions *other than the competitions*.

3.4 EVENT PROCEDURES

3.4.1 Opening Session Procedures

The awards portion of the Opening Session shall be limited to thirty minutes for each organization. Time allotted for awards may be modified by special circumstances and by the mutual agreement of both Association Officers. The organization to lead off this portion of the ceremony will alternate each year according to Conference lead. Award presentations will be limited to: 4 for WEASC and 4 for SC-AWWA To be determined by the lead officer of each organization. Awardees from the opening session will be announced and recognized during the respective honors luncheons

(As adopted by JSC March 2009)

4.0 JOINT COMMITTEES

4.1 EMERGENCY PREPAREDNESS COMMITTEE

4.1.1 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 Emergency Preparedness Committees of each Association were merged to form a joint committee of both SCAWWA and WEASC to monitor, inform and educate the membership of both organizations about emergency preparedness issues affecting the State of South Carolina.

4.1.2 Committee Members

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

4.1.3 Responsibilities

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

4.1.4 Fiscal Responsibilities

4.1.4.1 Budget

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

4.1.4.2 Distribution of Profit/Loss

The two organizations shall share the profit or loss from any workshop(s) sponsored by the Committee based on a 50/50 split.

(As adopted by JSC March 2009)

4.2 WATER RESOURCES COMMITTEE

4.2.1 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 organizations about water resources issues affecting the State of South Carolina.

4.2.2 Committee Members

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

4.2.3 Responsibilities

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

The Committee's functions and responsibilities shall include:

- Planning and conducting, in cooperation with the Georgia Association of Water Professionals and the North Carolina AWWA/WEA an annual Confluence Conference. Event location and hosting responsibilities are delineated in the Memorandum of Understanding between the three states regarding this event.
- Developing, with the Program Committee of the SCEC a regular Technical Session focusing on current water resources management issues in South Carolina.
- Preparing and submitting a Committee Annual Report to the Joint Steering Committee at the SCEC.
- Holding Committee meetings as required, but no less than once per year.

4.2.4 Fiscal Responsibilities

4.2.4.1 Budget

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

4.2.4.2 Distribution of Profit/Loss

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

Water Resources Committee Chair Appointment Chart

Year	Officer Appointing Committee Chair from within Committee membership	Appointee
2012	WEASC-Christie Green	Robert Osborne
2013	AWWA- Sue Schneider	Ken Tuck
2014	WEASC- Bill Orne	
2015	SCAWWA- Angie Mettlen	
2016	WEASC - TBD	

(As adopted by JSC March 2009)

4.3 COMMUNICATIONS COMMITTEE

4.3.1 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 Publications Committees of each Association were merged to form a joint Communications Committee to monitor, inform and educate the membership of both organizations through the joint publication of the Journal and other media outlets.

4.3.2 Committee Members

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

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

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

WEASC on even years.

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

4.3.3 Responsibilities

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

Oversight Work Group:

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

Content and Editing Work Group:

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

Media Work Group:

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

4.3.4 Fiscal Responsibilities

4.3.4.1 Budget

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

4.3.4.2 Distribution of Profit/Loss

The two organizations shall share the profit or loss from any Committee activities based on a 50/50 split.

4.4 STORMWATER COMMITTEE

4.4.1 Introduction

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

4.4.2 Committee Composition

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

4.4.3 Responsibilities

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

4.4.4 Fiscal Responsibilities

4.4.4.1 Budget

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

4.4.4.2 Distribution of Profit/Loss

The two organizations shall share the profit or loss from any event sponsored by the Committee based on a 50/50 split.

5.0 POLICIES

5.1 COOPERATIVE ADVERTISING AGREEMENT POLICY

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

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

Exceptions to this policy will be presented to the Joint Steering Committee and/or the effected organization's Executive Committee for approval on a "special case" basis.

5.2 CONFLICT OF INTEREST POLICY

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

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

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

It is resolved that this policy be reviewed annually or as necessary for the information and guidance of Board members, and that new Board members be advised of the policy upon assuming their duties of office. The Chair/President 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 Officer

Date

Printed Name of Officer

As adopted by Joint Steering Committee, March 29, 2008, Revised 3/9/13

Form: JSC01(March 2013)

5.3 SC WATER ASSOCIATIONS ANTITRUST POLICY

Introduction and Statement of Intent

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

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

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

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

Policy

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

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

3. There shall be no discussions regarding allocation or division of geographic or service markets or customers.
4. There shall be no discussions regarding restriction, limitations, prohibitions, or sanctioning of advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.
5. There shall be no discussions regarding discouraging entry into or competition in any segment of the marketplace.
6. There shall be no discussions regarding whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints relate to eligibility for holding an Association position as a result of actions that violate the Association's Code of Conduct.
7. Certain activities of the Associations and their members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions designed to cover-up anticompetitive conduct.
8. Speakers at conferences, committees, educational meetings, or other business meetings of the Associations shall be informed that they must comply with the Associations' antitrust policy in the preparation and the presentation of their remarks.
9. Called meetings shall follow a written agenda provided to participants and the Associations in advance, whenever possible. Minutes shall be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

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

(As adopted by the Joint Steering Committee - March 2009)

5.4 SC WATER ASSOCIATIONS WHISTLEBLOWER POLICY

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

This Whistleblower Policy of the SC Water Associations:

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

1. Reporting Encouragement

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

2. Retaliation Protection

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

3. Reporting Details

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

(As adopted by the Joint Steering Committee - March 2009)

5.5 DOCUMENT RETENTION AND DESTRUCTION POLICY

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

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

I. Purpose

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

II. Document Retention

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

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Executive Committee Meeting Minutes	Permanent
Association Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

5.5 DOCUMENT RETENTION AND DESTRUCTION POLICY

When a policy exists within the respective Association's parent organization (AWWA or WEF) that differs from or conflicts with the information stated here, the parent organization policy shall prevail.

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	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 yearsGrant
Applications and Contracts	5 years after completion

5.5 DOCUMENT RETENTION AND DESTRUCTION POLICY

Legal, Insurance and Safety Records

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

IV. Electronic Documents and Records

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

Recording of Committee Meetings

1. Joint Steering, SCAWWA Executive Committee and WEASC Executive Committee meetings may be recorded at the option of the respective Committee Chairs.
2. The purpose of such recordings is to provide information for the Committee Secretaries for the development of meeting minutes.
3. The recording(s) shall be retained through completion of the development of draft minutes in writing.
4. The Committee Chair and Committee Secretary only shall have access to the meeting recording.
5. The Committee Secretary or Chair shall destroy the recording up approval of final minutes in writing.

V. Emergency Planning

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

VI. Document Destruction

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

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

VII. Continued Compliance

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

(As adopted by the Joint Steering Committee - March 2009)

5.6 YP OF THE YEAR TRAVEL AGREEMENT & WAIVER POLICY

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

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



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

Signature _____ Date _____

Printed Name _____

As adopted by Joint Steering Committee, March 21, 2009

Form: JSC03(May 2009)

5.7 STUDENT POSTER COMPETITION WAIVER & AGREEMENT

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

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



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

Signature: _____

Print Name: _____

Date: _____

(Adopted November 2007; revised Aug 2009)

5.8 INFORMATION SECURITY POLICY

This policy was created to

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

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

Electronic Files

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

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

Acceptable Use

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

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

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

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

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

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

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

Email Communication

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

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

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

Internet Acceptable Use

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

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

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

Credit Card Information

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

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

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

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

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

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

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

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

(adopted October 2011)

5.9 Social Media & Electronic Communications Policy

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

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

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

- 1. Identify Yourself (and the organization you represent).** Indicate your employment, volunteer status or other association with the SC Water Associations in all communications on behalf of the organizations. This information may be transmitted as a signature accompanying messages, but no matter what the media type, be sure to tag your communications. Anonymity online is virtually impossible; sites can and do routinely track sources of use input, and your trail will lead back to you and the Associations. The logos of the Associations are not to be displayed in any manner on individual personal sites, and should be used on Association-sponsored sites only with prior knowledge and approval of the appropriate governing body, i.e. Joint Steering Committee, SCAWWA Executive Committee or WEASC Executive Committee.
- 2. Provide Accurate and Timely Information.** Even unknowingly, false, misleading or incomplete information may be easily disseminated through social media. Communications should be based on current, accurate, complete and relevant data. Whenever possible, include links to relevant content at the source or otherwise corroborate information. Anecdotes and individual opinions should be clearly identified as such.
- 3. Maintain Ethical Conduct.** SC Water Associations' employees and volunteers will not conduct electronic communication activities that are illegal, unethical or contrary to policies outlined in the Joint Steering Committee Manual, SCAWWA Handbook or WEASC Organizational Manual, including the Code of Conduct. Adequate separation and distinction must be maintained between Association media sites and individual personal sites so that no confusion or implication of a relationship where none exists is portrayed. (Specifically see Conflict of Interest Policy.)
- 4. Secure Member and Customer Data.** Our members and customers place their trust in us as individuals and organizations, and we must keep their personal data secure and confidential. All activities are governed by the organizations' privacy policy and PCI compliance guidelines.
- 5. Protect Confidential and Proprietary Business/Organizational Information.** Provide specific names only when necessary and with permission of the individuals. Report

aggregate and summary data when possible and do not disclose specific details without permission from the appropriate party(ies). Maintain compliance with appropriate laws regarding disclosure of confidential information and all pertinent organizational policies.

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

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

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

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

Social Media Removal and Deletion

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

*This policy does not replace or supersede any other established policy of the SC Water Associations

5.10 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.

5.11 RECEIPT OF PERSONNEL MANUAL & EMPLOYMENT-AT WILL STATEMENT

I have this day received a copy of the SC AWWA/WEA Personnel Manual, and understand that I am responsible for reading the personnel policies and practices described within.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this manual may be added to, deleted or changed by the Associations at any time. I understand that neither this manual nor any other written or verbal communication by a management representative is intended to, in any way, create a contract of employment for any specified period of time, and that this personnel manual is for information purposes only. I also understand that the Associations abide by employment-at-will, which permits the Associations or the employee to terminate the employment relationship at any time, for any reason, with or without notice. The Associations will not modify the policy of employment-at-will in any case.

If I have questions regarding the content or interpretation of this abbreviated employee handbook, I will bring them to the attention of my supervisor.



NAME _____

DATE _____

EMPLOYEE SIGNATURE _____

Form: JSC02 (December 2008)

6.0 PERSONNEL MANUAL

This manual is a general guide for employees and is not legal or binding and does not serve as a contract for employment. The Associations reserve the right to change or modify policies, procedures and rules at any time without notice.

6.1 SCAWWA/WEA PERSONNEL COMMITTEE

The chain of command shall be the Joint Steering Committee to the Joint Steering Committee Vice-Chair to the Executive Director to other staff. It should be made clear that daily/weekly/monthly contacts will be between the Joint Steering Committee Vice-Chair and the Executive Director.

The Joint Steering Committee will establish a Personnel Committee consisting of the Joint Steering Committee Chair, the Joint Steering Committee Vice-Chair, the SCAWWA Vice Chair and the WEASC 1st Vice President. The Joint Steering Committee Vice Chair will serve as chairperson of the Personnel Committee. When the Joint Steering Committee meets, the Joint Steering Committee will consider any appropriate personnel issues based upon recommendations from the Personnel Committee and input from the Executive Director.

The Personnel Committee shall be responsible for conducting the Executive Director's performance evaluations and making salary adjustment recommendations to the Joint Steering Committee. The Executive Director should conduct the performance evaluations of the subordinate staff and make salary recommendations to the Personnel Committee who in turn will make appropriate recommendations to the Joint Steering Committee after considering the recommendations of the Executive Director and other pertinent issues.

The Executive Director will prepare a draft Annual Goals and Expectations Summary for the Joint Efforts of the WEASC and SCAWWA, which will be the basis for the staff's annual performance goals. The Annual Goals and Expectations will be a short (1 or 2 page) summary of the annual goals of the respective organizations to be accomplished for the upcoming year. The plan will be drafted in January prior to the upcoming fiscal year and submitted to the Joint Steering Committee for approval. Once approved by the Joint Steering Committee, the plan will be submitted to the two organizations for review and approval.

The Personnel Committee will deal with all personnel matters. Issues such as hiring or firing and other appropriate issues including disciplinary action of all staff will be referred to the Joint Steering Committee for final action. When hiring and firing are considered, the Personnel Committee shall make recommendations to the Joint Steering Committee. If hiring is recommended, the recommendation shall include a written description of the position and responsibilities and proposed salary and benefits. The Joint Steering Committee shall prepare motions for approval of such actions and submit to the Executive Committees for approval. The actions of interviewing, hiring and firing shall be performed by the Executive Director in consultation with the Personnel Committee.

6.2 CATEGORIES OF EMPLOYMENT

6.2.1 INTRODUCTORY PERIOD

All employees are in an introductory period during their first six months of employment. During this period of time, the employee will be able to determine if this new job is suitable for them, and the Personnel Committee and/or the Executive Director will have an opportunity to evaluate their work performance as appropriate. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

6.2.2 FULL- TIME EMPLOYEES

Regularly work 32- 40 hours each week and are eligible for fringe benefits package in accordance with their position and length of employment.

6.2.3 NON-EXEMPT EMPLOYEES

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week.

6.2.4 EXEMPT EMPLOYEES

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are those who perform administrative, professional, supervisory or managerial responsibilities or those who are considered outside sales personnel. Exempt employees are not entitled to overtime pay. The Executive Director is an Exempt Employee

6.2.5 PART-TIME EMPLOYEES

Regularly work less than 32 hours per week and are not eligible for fringe benefits

6.3 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Associations to provide equal employment opportunities without regard to race, color, religion, sex or national origin. This policy relates to all phases of employment in all titles including but not limited to recruitment, employment, upgrading, placement, demotion, transfer, layoff, recall, termination, rates of pay, and other compensation and benefits, training, use of facilities, and participation in Association-sponsored employee activities.

6.4 RECORDING TIME WORKED

All employees must record their hours on time sheets and give them to the Executive Director for approval by Noon on every other Friday (the Executive Director's time sheet shall be approved by the Chair of the Personnel Committee). Every employee is required to accurately record all time worked.

The workweek is defined as Monday, 12:01 AM through Sunday at 12:00 PM. The normal office hours during the workweek shall be from 8:00 AM to 4:30 PM with one half hour for lunch.

6.5 PAYDAY

There will be 26 pay periods per year (every two weeks). Employees will be paid biweekly for the period which ended on the previous Sunday.

Please review your paycheck for errors. If a mistake is discovered, it should be reported to the Executive Director immediately.

6.6 OVERTIME

Non-exempt employees shall be paid overtime for all hours over 40 per week in accordance with the Fair Labor Standards Act. All overtime must be approved in advance by the Executive Director.

Compensatory leave, hour for hour, can be earned by the Executive Director for all hours worked over forty-five (45) per week. Accumulated compensation time may not exceed forty (40) hours. Compensatory time will not be reimbursed upon separation.

Any on-duty time spent by an exempt employee on Saturday, Sunday or Holidays at the direction of the Chair or Joint Steering Committee or as necessary to provide support for Associations' activities shall be compensated on an hour per hour basis.

Part time personnel hours shall be established at no more than 24 hours per week on a regular basis, and no more than 32 hours per week during SCEC "blackout" period, defined as the calendar period beginning 4 weeks prior to the first day of the conference and ending 3 weeks following the last day of the conference. Hours may be increased outside the prescribed blackout period on a case-by-case basis as necessary, upon request by the Executive Director to the Personnel Committee and subsequent approval by the appropriate bodies.

6.7 TRAVEL TIME / MEETINGS & CONVENTIONS

Ordinary home-to-work travel does not constitute compensable time. Employee's daily commute to and from the office is not compensable time. By contrast, all time spent traveling once an employee starts the work day is compensable. In addition, if an employee must travel to another city and return on the same day, the employee will be paid for all time spent traveling to and from the location and working on the one-day assignment, although time spent traveling from home to the point of departure may be excluded. With regard to overnight, out-of-town travel, only the time spent traveling that overlaps with the employee's normal working hours constitutes compensable time, to a maximum of 8 hours. This applies even if the travel takes place on a Saturday or Sunday when an employee is not normally working.

During an Association meeting or convention, non-exempt employees will be compensated for all hours worked (including all hours spent at functions the employee is required to attend), when such hours fall outside of the employee's normal working hours. An employee's attendance at an Association function such as a dinner is not counted as hours worked if the meeting is held outside of normal working hours and attendance is purely voluntary. "Free" time spent by the employee in his or her hotel is also not considered compensable time. Compensatory time may be allowed in lieu of pay on an hour-per-hour basis.

6.8 EMPLOYEE BENEFITS

This manual refers to general benefits. Refer to the actual plan documents and summary plan descriptions for specific questions regarding the benefit plan. Those documents are controlling.

The Associations reserve the right to modify benefits at any time.

Compensation in addition to salaries may include health insurance, life insurance, disability insurance, deferred compensation for retirement and paid time off.

The Executive Director shall receive an allowance for cell phone use for business purposes.

6.9 HEALTH / LIFE / LONG TERM DISABILITY INSURANCE

The Association will provide each full time employee with Health Insurance, Life Insurance, and Long Term Disability Insurance. Benefit levels will be evaluated each year at time of renewal with the provider. An employee is eligible for these benefits after 60 days of full time employment.

6.10 PAID LEAVE

Paid leave will accrue at a rate equal to the annual rate divided by 26 and accrued at each pay period. The Association(s) shall provide employees paid time off based on years of eligible service. At the end of each calendar year a maximum of 80 hours may be carried forward to the next calendar year.

No more than twenty (20) days will be paid upon resignation or termination. The leave may be used for vacation, sick, or personal, in minimum amounts of two (2) hours. A day is defined as eight (8) hours.

Once employees enter an eligible employment classification, they accrue general leave according to the following schedule, based on length of employment with the Associations:

<u>Years of Eligible Service</u>	<u>Leave Hrs. Biweekly</u>	<u>Leave Hrs Annually</u>
Upon initial eligibility	4.62	120
After 5 years	5.54	144
After 10 years	6.15	160
After 15 years	6.67	176
After 20 years	7.69	200

Length of eligible service is calculated on the basis of a “benefit year”, the 12-month period that begins when the employee starts to earn leave time.

6.11 HOLIDAYS

Paid holidays offered to all full-time staff shall include:

- New Year’s Day
- Martin Luther King’s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas (two days)

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If one falls on Sunday, it is normally observed on the following Monday.

6.12 DEFERRED COMPENSATION

Deferred Compensation shall be provided in the amount of seven and one-half percent (7.5%) of the annual salary for the full time employees. This benefit is in addition to salary.

6.13 PROFESSIONAL DUES

The Association shall pay the dues for membership on behalf of the Executive Director for both AWWA and WEF, and no more than two other professional organizations which are related to the duties of the Executive Director.

The Association shall pay the membership in both AWWA and WEF for full time office staff.

The Executive Director must request, in writing and through the annual budget process, initial approval from the Joint Steering Committee for payment of all dues other than AWWA and WEF.

6.14 EXPENSE REIMBURSEMENT

Travel expenses, which include lodging, meals, travel and appropriate miscellaneous expenses such as telephone, copying, etc., will be reimbursed by the appropriate organization for all staff. Expenses incurred for joint events will be reimbursed equally by each organization. Mileage will be paid at the rate currently established by the IRS. The Association Manager or Executive Director will periodically

research and update this rate as necessary. Reimbursement will be based upon a completed expense report approved by the Executive Director for all staff and by the Personnel Committee Chair for the Executive Director. Reimbursement is to be made to the employee for costs directly incurred for travel relating to Association business such as parking, taxis, airfare, hotels, meals & mileage. However, personal costs incurred such as child care, pet care, utilities, etc. while away are solely the responsibility of the individual employee and not considered reimbursable expenses.

6.15 WORKERS' COMPENSATION

Workers' Compensation insurance will be provided.

6.16 PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS

The Personnel Committee shall conduct an annual performance review of the Executive Director on or around the date of the January meeting of the Joint Steering Committee. An informal mid-year performance review shall occur on or around August 1st of each year. Salary adjustments (cost-of-living and/or merit) will be considered in conjunction with the annual review (January) and must be approved by the Joint Steering Committee and each Executive Committee.

An annual bonus may be considered at the end of the calendar year as recommended to Joint Steering Committee by the Personnel Committee. Final approval must be granted by the respective Executive Committees prior to disbursement. (Disbursement generally takes place on or around February 1st.)

The Executive Director shall conduct an annual performance review of the office staff on or around the date of the January meeting of the Joint Steering Committee, including recommendations for merit salary adjustments. A mid-year update shall occur on or around July 1st of each year.

A brief summary of the key dates pertaining to performance reviews and salary adjustments are as follows:

Task and by Whom	Due
1. Annual performance review of staff by the Executive Director	Prior to the Executive Director's annual review
2. Annual performance review of the Executive Director by the Personnel Committee	Prior to January meeting of JSC
3. Summary and recommendation by the Personnel Committee to the JSC as to the Executive Director's annual review and all salary adjustments	At January Joint Steering Committee Meeting
4. Consideration and recommendation by JSC to the Executive Committee for Executive Director and staff bonuses	May
5. Executive Committee approvals of salary increases	No later than March at SCEC
6. Salary adjustments effective	July 1
7. Disbursement of staff bonus	July 1

6.17 CHANGES IN PERSONAL DATA

To aid employees in matters of personal emergency, the Associations need up-to-date information. Any changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Executive Director so that personnel files may be updated.

6.18 RESIGNATIONS

At least two weeks' advance notice should be given for resignation; more if feasible.

All Association property, including this manual, must be returned to the Personnel Committee Chair or Executive Director upon termination.

Employees should notify the Associations of address changes during the calendar year in which termination occurs so tax information can be sent to the proper address.

6.19 ASSOCIATION EQUIPMENT

Proper care is expected when using the Associations' property and equipment. No property may be removed from the office without the prior authorization of the Executive Director. If damage to or loss of any property or equipment occurs, it must be reported to the appropriate person in the chain of command immediately.

6.20 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for success with any organization.

Employees are expected to notify the office by phone at the start of a normal workday (within one hour) should an unexpected absence occur.

Paid leave must be scheduled in advance and approved by the Chair of the Personnel Committee or Executive Director as appropriate.

Employees absent for three days without notifying the appropriate supervisor will be considered to have abandoned their position and will be removed from the payroll and terminated.

6.21 OUTSIDE EMPLOYMENT

Employees who accept regular part-time or full-time employment with SC AWWA and WEASC (hereafter referred to as SC Water Associations) are expected to consider this as their primary employment and to fulfill the requirements of their position in a fully competent and satisfactory manner. Employees should not engage in any outside activity or employment which interferes with the performance of assigned duties at SC Water Associations.

Outside employment which constitutes a conflict of interest is expressly prohibited. This includes working for other similar trade associations or performing duties whereby the employee is competing with SC Water Associations. It also includes working for suppliers of materials, equipment, or services purchased or used by SC Water Associations.

If an employee wishes to engage in outside employment, the employee must request and receive written approval by the Personnel Committee. Permission may be granted provided there is no conflict of interest and provided such outside work does not interfere with the employee's assignments to SC Water Associations.

No work other than SC Water Associations business may be performed on the Association's/Section's premises either during or outside of regular working hours. This includes activities such as those related

to real estate, cosmetic or home product sales.

Office facilities, telephones, copy machines, computer systems and programs, supplies, and equipment of any kind are to be used only for work related to the SC Water Associations.

Failure to observe this policy may result in disciplinary action or termination of employment.

6.22 STAFF EDUCATION REIMBURSEMENT POLICY

6.22.1 Necessary Training

6.22.1.a Should training/education be required to allow SC Water Associations staff to properly perform their job duties, the SC Water Associations will pay the cost of tuition, as well as necessary travel expenses for the training as recommended by the Personnel Committee to Joint Steering Committee. In addition, when the training is available only during working hours, the employee will be paid their normal hourly rate for time spent in class.

6.22.1.b When the Personnel Committee and Joint Steering Committee of the SC Water Associations believes that training/ education will enhance and/or improve staff's job performance in their current position, the Water Associations will compensate for such education, as previously outlined in item #1.

6.22.1.c Education expenses will be shared equally by both organizations. . The individual organizations' annual operating budgets should reflect ample funding for this purpose.

6.22.2 When SC Water Associations' staff wishes to personally improve their skills or education for career enhancement and such education is not required for their current position, cost of the training/education will be supplied by the employee, and no compensation will be provided by the Water Associations for time spent in class. To encourage employee development, the Executive Director may accommodate work schedules to allow for education/training attendance when possible.

6.22.3 Educational assistance may be extended to staff for training/education programs described in item 6.22.1 under the following conditions:

6.22.3.a The course must be at an accredited institution or organization.

6.22.3.b It must be directly related to the employee's current job, or enhance the employee's potential for advancement within the SC Water Associations to a position for which the employee has a reasonable expectation of achieving.

6.22.3.c Staff must request educational assistance from the Personnel Committee in writing, submitted in advance of reimbursement requests. The Personnel Committee will submit a recommendation to the Joint Steering Committee which, upon approval, will provide written agreement of the total reimbursement available for the request for that calendar year.

6.22.3.d Reimbursement is limited to tuition expenses only. Books, materials and travel are not eligible for reimbursement.

6.22.3.e Reimbursement is limited to earned credit hours. Proof of satisfactory completion must be submitted to the Personnel Committee prior to disbursement of funds.

6.22.3.f The payment of educational assistance by the SC Water Associations for earned credit hours does not require or commit the Associations to make additional payments toward staff tuition beyond the calendar year.

6.22.4 Training opportunities should be offered in a consistent, equitable manner.

(Approved 1/10/13)

6.23 RECEIPT OF PERSONNEL MANUAL AND EMPLOYMENT-AT-WILL STATEMENT

See Policy Number 5.11 (Form JSC02) in the previous section.

6.24 SC WATER ASSOCIATIONS STAFF SECURITY POLICY

The following policy and practices will be adhered to at all times during operation of the main Associations' Office:

- All doors other than the main entrance shall remain locked at all times unless persons are entering and/or exiting for a meeting or special purpose.
- Staff members shall be made aware of other staff members' arrivals and departures from the office and general work schedule.
- All efforts shall be made to avoid occupancy of office by a single staff member for excessive periods of time.
- In the event that only one individual staff member is present at the office, all entrance doors will remain locked and windows secured. Persons requesting admittance will be admitted by permission of staff person. Staff has the right to refuse entrance to any persons they deem unsuitable or threatening, including delivery personnel, at any time.
- Staff members shall maintain control of their key to the premises at all times, and will be required to return such key to the Executive Director upon termination or resignation. Decision to change building locks shall be at the Executive Director's discretion and the Associations' expense.

Approved 1/10/13

7.0 JOB DESCRIPTIONS

7.1 EXECUTIVE DIRECTOR

7.1.1 Primary Function

Serves as the Executive Director of the South Carolina American Water Works Association and Water Environment Association of South Carolina (hereafter known as the SC Water Associations) under the general supervision of the Joint Steering Committee of the two associations. Directs all administrative and operational activities and programs in support of the SC Water Associations' mission.

7.1.2 Responsibilities and Authority

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

17. Coordinates the printing of Association(s) brochures and mailings.
18. Provides for the registration of attendees for the Associations' events.
19. Manages the Professional Development Hour and Continuing Education Contact Hour Tracking Program.
20. Develops and maintains an effective communications program with the membership, Executive Committee(s), Joint Steering Committee, and Committee Chairs.
21. Publishes the Associations' newsletters with input from the committee chairs.
22. Maintains and regularly updates the Associations' websites.
23. Maintains the membership database and updates as information becomes available from AWWA and WEF. Assists Membership Committees.
24. Assists in the preparation and delivery of the Committee Chair & Executive Committee(s) Planning Retreats.
25. Following approvals of the Joint Steering Committee and Executive Committees hires and fires all personnel.
26. Establishes and maintains a sound organized structure for the staff. Prepares annual written performance goals for the Executive Director and all staff members. Conducts regular performance reviews of all staff members and operates within an established performance management and compensation system. The basis for the performance goals will be the Annual Business Plan Summary which will be prepared by the Personnel Committee.
27. Coordinates representation before the SC Legislature and its elected representatives as needed and appropriate.
28. As requested by the Joint Steering Committee, represents the association in dealing with government agencies and coordinating forums for exchange of information between the association and the regulatory agencies.
29. Provides pertinent information to the Executive Committee(s) and Joint Steering Committee and appropriated committees from the national associations.
30. Develops, recommends, and implements policies as directed by the Joint Steering Committee. Develops materials for a policies and procedures manual.

7.1.3 Relationships

1. Serves as a staff liaison to all SC Water Associations committees.
2. Maintains and develops relationships with other organizations that will enhance the mission of the SC Water Associations.
3. Is evaluated by the Personnel Committee of the Joint Steering Committee.

7.1.4 Education and Experience

Graduation from a four-year college with a major in management, business administration, Water or Wastewater-related technical degree or related curriculum with at least five years of management experience, including supervisory responsibilities or an equivalent combination of

education and experience.

7.1.5 Special Requirements

1. Possession of a valid South Carolina driver's license, or the ability to acquire one.
2. Experience in water and/or wastewater profession.
3. Certifications in the water and/or wastewater field desirable.
4. Bondable.
5. Willingness and ability to travel as required, including furnishing your own reliable vehicle.

7.2 ASSOCIATION MANAGER

7.2.1 Primary Function

Serves as the Association Manager of the South Carolina American Water Works Association and Water Environment Association (hereafter known as the SC Water Associations) under the direct supervision of the Executive Director. Assist in all administrative and operational activities and programs in support of the SC Water Associations' mission.

7.2.2 Responsibilities and Authority

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

19. Relays correspondence to the appropriate person(s)

7.2.3 Relationships

1. This position is position supervised directly by the Executive Director.
2. Performance Appraisals are conducted by the Executive Director.

7.2.4 Education and Experience

1. Graduation from a four-year college with a major in Communications, English, Business Administration, or Education.
2. Experience in MS Word, MS Excel, MS Access, Quick Books, and desktop publishing.

7.2.5 Special Requirements

1. Possession of a valid South Carolina driver's license, or the ability to acquire one.
2. Bondable.
3. Willingness and ability to travel as required, including furnishing your own reliable vehicle.
4. Residing in or willing to relocate within reasonable travel distance of the Association.

7.3 ASSOCIATION SPECIALIST

7.3.1 Primary Function

Serves as an administrative support of the SCAWWA and WEASC (hereafter known as the SC Water Associations) under the direct supervision of the Executive Director. Assists in administrative and operational activities and programs in support of the SC Water Associations' missions.

7.3.2 Responsibilities and Authority

1. Conducts business for SC Water Associations in compliance with the Associations' Constitution and Bylaws and federal and state nonprofit corporate status.
2. Assists in the processing of workshop / Schools / Conference registrations
3. Manages the VCC program including processing of invoices, exam registrations and exam results
4. Manages WEASC and SCAWWA membership processing and maintenance
5. Assists with workshop/School/Conference and Committee meeting preparation
6. Assists with SCEC preparation and onsite registration and conference support
7. Assists with Association mailings
8. Processes mail in coordination with the Association Manager and Executive Director
9. Assists individuals/members with Association(s) information
10. Maintains SCAWWA and WEASC committee lists
11. Assists with maintenance of Associations' websites
12. Manages Water Utility Council subscriptions/payments
13. Answers phone
14. Responds to email as necessary
15. Other duties as assigned by Executive Director

7.3.3 Relationships

1. This position is supervised directly by the Executive Director
2. Performance Appraisals are conducted by the Executive Director
3. Financial Adjustments are recommended by the Executive Director and approved by the Personnel Committee & the Joint Steering Committee

7.3.4 Education & Experience

High school diploma or equivalent. Minimum of three years' office, administrative, and/or customer service experience. Proficient in basic office equipment and systems operation.

7.3.5 Special Requirements

Possession of a valid SC driver's license or the ability to acquire one within a reasonable period of time.

8.0 SC Water Associations' STAFF SUCCESSION PLAN GUIDELINES

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

8.2 OVERVIEW

The purpose of this document is to provide guidelines in the event there is a need to consider succession of the Executive Director of the SC Water Associations (SCAWWA / WEASC). It is intended to provide the SC Water Associations' leadership with relevant information needed to continue operations during a period of absence of the Executive Director, whether sudden and unexpected, or planned. The guidelines provided herein are designed to protect member interests, assure management continuity, and maintain the confidence of members, volunteers, staff, and the public.

8.2.1 Succession may occur as the result of the Executive Director's

1. Short-term absence,
2. Long-term absence (with cooperation of current Executive Director)
3. Retirement/resignation
4. Removal

This Plan attempts to address all of the above situations, and the guidelines presented herein should be followed as closely as practical.

8.3 COMMUNICATION/NOTIFICATION

8.3.1 Internal Communications

- ***Staff.*** Association staff should be notified by the Personnel Committee Chair within 24 hours of the sudden departure of the Executive Director. In the event of a planned departure, the Executive Director shall be given the opportunity to notify staff personally. A major change in staff leadership can be difficult for personnel and it is recommended that the Personnel Committee Chair communicate with staff throughout the transition period. The more transparent the transition process, the better.

The Personnel Committee Chair will consult with the Personnel Committee to preliminarily determine if any personnel related issues are triggered based on the nature of the departure (e.g., insurance, Family and Medical Leave Act, and/or possible litigation).

- ***Leadership.*** In the event of a sudden absence of the Executive Director – either voluntary or forced - the Personnel Committee Chair should convene a conference call of the Committee within 72 hours. The Personnel Committee should be informed of the reason for the departure, the length of the absence (if temporary), and any steps already taken. During the conference call, the Personnel Committee should determine whether the appointment of an Interim Executive Director is advisable. (See Selection of the Interim Executive Director outlined below). The Personnel Committee Chair shall then bring forth a recommendation to the Joint Steering Committee regarding the decisions of the Personnel Committee. The Joint Steering Committee Chair shall then notify the respective organizations' Executive Committees within 5 business days as to the circumstances surrounding the departure (as appropriate) and the steps to be taken. Notice may be via email, with approval by the respective lead officers.
- ***Membership Notification:*** The respective lead officers will notify the membership within two weeks of any departure (with the exception of a temporary/short-term departure). Specifics of the notification will vary significantly depending upon the circumstances of the departure. The initial notification should be coordinated with staff and sent via electronic announcement, with subsequent notification to be included in the association publication, the

JOURNAL. Initial announcement will be approved by the Personnel Committee Chair and signed by Joint Steering Committee Chair before distribution.

8.3.2 External Communications

- Legal/Financial. The Joint Steering Committee Chair should immediately and jointly direct the Association Manager to notify legal counsel (if such exists) and all financial contacts.
- Media. During the initial contact between the Personnel Committee Chair and the Joint Steering Committee, it should be determined whether or not publicly accessed media needs to be notified. Media shall be notified only if it is decided that such notice is appropriate given the circumstances. Any press release must be approved by the Joint Steering Committee.
- Key Related Organizations. Following notification of the Leadership as outlined above, the Joint Steering Committee Chair should notify the points of contact with key related organizations, including parent organizations, other professional and environmental organizations, etc. within 5 business days as to the circumstances surrounding the departure (as appropriate). The notification letter or e-mail will be approved by the Personnel Committee Chair and signed by the Joint Steering Committee Chair before distribution.

8.4 FINANCIAL OVERSIGHT OF THE ORGANIZATION

As previously stated (External Communications, Legal/Financial), in the event of a permanent departure of the Executive Director – either voluntary or involuntary - all entities that the SC Water Associations have financial interest in, or obligation towards, shall be notified by the Joint Steering Committee Chair at the direction of the Joint Steering Committee and Association Manager. The notification should specify the effective date upon which the Executive Director is no longer an employee of the Associations and a request that his/her name should be removed from all accounts. The following organizations should be notified:

- All firms in which investment accounts are held
- Bank(s)
- Auditing Firm
- Insurance Broker
- Parent Organizations

8.4.1 Permanent Departure. The departing Executive Director's name will be removed from the list of authorized signers immediately upon notice of his/her departure. In the absence of any Interim or Permanent Executive Director, the Treasurer of the respective organization and the Association Manager shall become the authorized signatories. The same actions should be taken on behalf of the Districts and any other subsidiaries or Sections which maintain separate accounts.

Under current internal procedures, the Executive Director opens and reviews bank statements when they arrive each month to assure that no irregularities have occurred. Upon the Executive Director's departure, the Treasurer and Association Manager should perform the monthly statement review until an interim or permanent appointment to the Executive Director position is made. In addition, the previous 3 months of bank statement information and/or cancelled checks should also be reviewed to ensure that no irregularities have occurred. If anything unusual is detected, the Treasurer and Association Manager should report this to the Joint Steering Committee and an appropriate financial review should be performed.

In the event the departure occurs within close proximity to the annual audit, it is recommended that the Treasurer direct the Association Manager to contact the audit firm and arrange for a conference call or meeting to discuss the audit's status and review any issues as appropriate.

8.4.2 Temporary Absence. The respective Association Treasurers can sign checks, as prepared by the Association Manager. Upon return, the Executive Director shall review all checks issued in his/her absence.

- 8.4.3 Budget impact. The Treasurer and Association Manager shall determine any potential impacts on the current year's budget as a result of the Executive Director's departure. Any variance shall be reported to the Joint Steering Committee within one month and then to the respective Executive Committees at their next regularly scheduled meeting.

8.5 LEGAL REVIEW

The Personnel Committee Chair shall immediately review the departing Executive Director's employment contract, if in existence, to determine any provisions triggered by the departure itself, or any actions surrounding the departure. Should there be potential questions regarding the contract or employment law related concerns, legal counsel shall be employed. The Personnel Committee Chair shall inform the Joint Steering Committee of findings. Any resolution to actions required shall be the responsibility of the Joint Steering Committee, and the Chair shall inform the respective Executive Committees of any resolutions.

- 8.5.1 Contractual obligations/unsigned contracts/pending liabilities. In the absence of any Interim or Permanent Executive Director, the Joint Steering Committee Chair shall contact the Association Manager and other staff to inquire about outstanding contracts between SC Water Associations and other parties that need addressing, as well as the status of any other pending liabilities and/or obligations. In the event concerns are identified, the Joint Steering Chair shall inform the Committee of any necessary actions with respect to contracts, liabilities, or obligations. The Joint Steering Committee is responsible for determining resolutions and the Chair shall inform the respective Executive Committees of the resolutions.

8.6 SELECTION OF THE INTERIM EXECUTIVE DIRECTOR

- The JSC Chair will seek a vote from the Committee to determine an action on appointment of an interim Executive Director. The Committee may appoint a senior staff member or select an external candidate as Interim Executive Director (see Joint Steering Manual for position description). If an Interim Executive Director is selected, the person selected to serve in this role should be notified immediately. The JSC Chair will notify the respective Executive Committees of the Joint Steering Committee's decision on interim management.
- In addition, either by electronic vote or at its first meeting following the Executive Director's departure, the Joint Steering Committee should pass a resolution authorizing the Interim Executive Director to have his/her name added to the list of authorized signatories.
- The Joint Steering Committee may consider a short term contract with the departing Executive Director to assist with the transition in the event of a planned departure scenario.

8.7 NEW EXECUTIVE DIRECTOR SELECTION

- 8.7.1 Search Process. If the situation is such that the Executive Director is to be replaced, following coordination with the Joint Steering Committee, the JSC Chair should direct the Personnel Committee to initiate the search for a new Executive Director, including candidate screening and proposal to the JSC.

Recusal from the Personnel Committee: Any member of the Personnel Committee who wishes to be considered for the position of Executive Director must so state prior to the beginning of the selection process, and will automatically be recused from the process. Any member of the Personnel Committee who participates in the selection process after the initial meeting of the committee will be ineligible for consideration.

The Personnel Committee shall identify the following in conducting its search:

- The strategic needs of the organization
- Candidate requirements (based on the results of JSC's consideration)
- Position description.

8.7.2 Considerations: There are a number of factors to be considered in selecting a new Executive Director. The following qualifications should be taken into consideration:

- Expertise in the Water Profession
- Reputation/Name Recognition/Connections
- Knowledge/understanding of Water Policy Issues
- Knowledge/understanding of Federal/State legislative and regulatory processes
- Association Management Experience
- Business Management Experience
- Personnel Management Experience
- Volunteer Experience
- Ability to interact effectively and get along with others

8.7.3 Notification/Advertisement of Position: The selection process should be expected to take a minimum of three months, and may take longer. The Personnel Committee should consider involving senior staff by meeting with them prior to the search initiation to learn of any priority issues, and gain a better understanding of the specific needs of the position. Position should be advertised at the direction of the Joint Steering Committee, initially utilizing means at the immediate disposal of the Associations and disbursed to the general membership of the organizations as a first priority.

8.7.4 Selection: The Personnel Committee shall review all resumes submitted in response to the notice, and refine the list of applicants to a short-list of a minimum of three candidates. Those candidates should then be interviewed, and the list narrowed until a tentative selection can be made by simple majority vote. The Personnel Committee should determine what compensation would be required to hire the top candidate, and if reasonable, should then present its recommendation (including proposed compensation package) to the Joint Steering Committee for approval. Once an agreement is reached with the selected candidate, the Joint Steering Committee Chair shall notify the respective Executive Committees for final approval.

It is imperative that this process be kept confidential. All files related to the search shall be maintained in the Association Office under the monitor and security of the Association Manager.

8.8 Annual Review: This Succession Plan should be reviewed annually by the Joint Steering Committee and updated or amended as appropriate, preferably during the annual Joint Planning Retreat.

9.0 APPENDIX - JOINT STEERING CHAIR CHART

<u>YEAR OF SERVICE</u>	<u>JOINT STEERING COMMITTEE CHAIR</u>
2007-2008	Clint Shealy
2008-2009	Janet Cann
2009-2010	Frank Eskridge
2010-2011	Jo Ellen Trueblood
2011-2012	Paul Hargette
2012-2013	Jay Nicholson
2013-2014	Curt Dillard
2014-2015	Fred Castles
2015-2016	David Niese

COMMITTEE APPOINTMENTS FOR 2010 JOINT CONFERENCE WEASC = EVEN YEARS □ SCAWWA = ODD YEARS		
	POSITION	Name
Due from Janet Cann	Conference Coordinator	Erica Huggins
	Conference Arrangements Chair	Bill Orne
	Conference Program Chair	Phil Parkins
Due from Gary Visser	Conference Exhibits Chair	John Peake
	Conference Spouse & Rec Chair	
	Conference Sponsorship Chair	Chris Taylerson

COMMITTEE APPOINTMENTS FOR 2011 JOINT CONFERENCE WEASC = EVEN YEARS □ SCAWWA = ODD YEARS		
	POSITION	Name
Due from Frank Eskridge	Conference Coordinator	Murray Dodd
	Conference Arrangements Chair	David Niese
	Conference Program Chair	Russell Huggins
Due from Walter Lagarenne	Conference Exhibits Chair	Scott Abrams
	Conference Spouse & Rec Chair	
	Conference Sponsorship Chair	

COMMITTEE APPOINTMENTS FOR 2012 JOINT CONFERENCE WEASC = EVEN YEARS □ SCAWWA = ODD YEARS		
	POSITION	Name
Due from Jo Ellen Trueblood	Conference Coordinator	Jeff Wells
	Conference Arrangements Chair	Rachel Crosby
	Conference Program Chair	David Niesse
Due from Shannon Lizewski	Conference Exhibits Chair	Shad Stringfellow
	Conference Spouse & Rec Chair	NA
	Conference Sponsorship Chair	Angie Mettlen

COMMITTEE APPOINTMENTS FOR 2013 JOINT CONFERENCE WEASC = EVEN YEARS ● SCAWWA = ODD YEARS		
	POSITION	Name
Due from Paul Hargette	Conference Coordinator	Angie Mettlen
	Conference Arrangements Chair	Scott Abrams
	Conference Program Chair	Morgan Young
Due from Christie Coleman	Conference Exhibits Chair	Eric King
	Conference Spouse & Rec Chair	NA
	Conference Sponsorship Chair	

COMMITTEE APPOINTMENTS FOR 2014 JOINT CONFERENCE WEASC = EVEN YEARS ● SCAWWA = ODD YEARS		
	POSITION	Name
Due from Jay Nicholson	Conference Coordinator	David Niesse
	Conference Arrangements Chair	
	Conference Program Chair	Tracey Lewis
Due from Sue Schneider	Conference Exhibits Chair	
	Conference Spouse & Rec Chair	NA
	Conference Sponsorship Chair	

COMMITTEE APPOINTMENTS FOR 2015 JOINT CONFERENCE WEASC = EVEN YEARS ● SCAWWA = ODD YEARS		
	POSITION	Name
Due from Curt Dillard	Conference Coordinator	
	Conference Arrangements Chair	
	Conference Program Chair	Pam Moss
Due from Bill Orne	Conference Exhibits Chair	
	Conference Spouse & Rec Chair	NA
	Conference Sponsorship Chair	

COMMITTEE APPOINTMENTS FOR 2016 JOINT CONFERENCE WEASC = EVEN YEARS • SCAWWA = ODD YEARS		
	POSITION	Name
Due from Fred Castles	Conference Coordinator	
	Conference Arrangements Chair	
	Conference Program Chair	
Due from Angie Mettlen	Conference Exhibits Chair	
	Conference Spouse & Rec Chair	NA
	Conference Sponsorship Chair	