

Water Environment Association of South Carolina

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Columbia SC 29210

www.scwaters.org

DISTRICT CHAIR

HANDBOOK



Revised
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TABLE OF CONTENTS

INTRODUCTION	1
DUTIES OF THE DISTRICT CHAIRS	2
Represent District at Association Executive Committee Meetings	2
Support Association Rules and Policies	2
Coordinate and Oversee District Meetings	2
Promote Membership.....	6
Publicize District Activities	7
Nominate Candidates for Awards	7
Hold Joint Meetings.....	7
Attend the Annual Joint Planning Retreat	7
ELECTION OF DISTRICT OFFICERS	8
DISTRICT FINANCES	9
ADDITIONAL DISTRICT RULES	11
CEU’s for OPERATOR LICENSE	12
APPENDIX 1: District Map	14
APPENDIX 2: Districts by County	15
APPENDIX 3: Counties by District	16
APPENDIX 4: Sample District Meeting Notice.....	17
APPENDIX 5: Associations’ Organizational Chart	18

INTRODUCTION

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

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

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

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

DUTIES OF THE DISTRICT CHAIR

1. Represent District at Association Executive Committee (EC) Meetings

District Chairs are members of the WEASC Executive Committee and are expected to attend EC meetings during the year or send a proxy in their absence (proxies may give District reports but cannot vote). At least five (5) EC meetings are held each year. The District Chair has the privilege and responsibility of voting on Association business items, and is required by Association Bylaws to be a member of the Water Environment Federation (WEF). EC meetings usually include a complimentary meal. Each member of the EC is expected to pay his or her own travel expenses to attend EC meetings. Exceptions must be approved by the Association EC. As a matter of policy, the Association will not pay travel expenses for volunteers except in extreme cases. This policy does not preclude reimbursement on the District level.

2. Support Association Rules and Policies

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

3. Coordinate and Oversee District Meetings

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

A. Obtain sponsors if desired.

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

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

Prior to contacting a sponsor, establish a range for anticipated costs based on previous District meetings. Once a sponsor has made a verbal commitment, send the sponsor a confirmation letter (you may generate the letter with the terms of the sponsor's agreement, and request that he/she return a signed copy to you for verification). Sponsors usually designate the level of sponsorship (dollar amount). You should stay within established boundaries; this may be calculated by estimating number of persons expected to attend, and the cost of the meal per person.

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

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

B. Locate Speakers

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

C. Select Meeting Location

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

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

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

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

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

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

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

D. Coordinate with Sponsor(s)

Select several potential meeting dates that do not conflict with previously scheduled events and for which the meeting establishment is available; check the Association calendar (on the website at www.scwaters.org) or the Association Office (803-358-0658). Contact your sponsor and/or speakers to coordinate the best date. Once a date has been established, reserve the location and notify Association staff to put the information on the Association calendar and website.

E. Prepare Meeting Notice

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

Information to include in meeting notice: time, location, program, if a meal is included, if the meal is sponsored or Dutch treat (when Dutch treat, indicate the approximate cost when appropriate), if reservations are required and if the meeting is open to spouses and/or non-members, or if you have invited the a special guest to attend as a guest of the Association. If your meeting is Dutch treat, you may elect to include guests and members' spouses. If your meeting has a sponsor, check with them to see if others may be included; remember, they are paying the bill. The physical address should be accurate and complete; it is desirable to use clear and concise directions instead of a map. Include a telephone number when possible. When reservations are required, specify the name, address and telephone number of the person accepting reservations. Include a deadline for responding for an accurate headcount, generally 3-5 days prior to the event.

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

F. Prepare Handouts for District Meeting (OPTIONAL)

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

A number of resources are available for obtaining handout materials:

EXAMPLES:

WEASC & SCAWWA (www.scwaters.org)

Water Environment Federation (www.wef.org)

South Carolina Department of Health and Environmental Control
(www.scdhec.gov)

U.S. Environmental Protection Agency (www.epa.gov)

G. Agenda Items

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

1. Call to order
2. Minutes of last meeting (vote required to accept)
3. Secretary's report
4. Treasurer's report
5. Update from the WEASC Executive Committee¹
6. Water Environment Federation report² (optional)
7. American Water Works Association report³ (optional)
8. Committee reports (as necessary)
9. Old Business (vote may be required)
10. New Business (vote may be required)
11. Announcements
12. Adjournment

I. Certificate of Attendance/Attendance Record

Most of the operators who attend your District meetings and training will want to receive credit for continuing education contact hours for license maintenance. A record of attendance should be maintained by the District's Secretary. It has been determined by LLR that it is the responsibility of each operator to maintain records of contact hours earned. See page 12 for additional information.

¹ To be given by District Chair or Association President, if attending meeting.

² To be given by a WEA representative, if attending meeting.

³ To be given by an AWWA representative, if attending meeting.

J. Resources for District Meetings

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

4. Promote Membership

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

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

5. Publicize District Activities

As District Chair, you have the opportunity to publicize events, activities, individuals, etc., within your District through the WEASC/SCAWWA's quarterly publication – *The Journal*, the Association calendar, and post on the website. *The Journal* is a full color printed magazine, published quarterly. It can accommodate a wide variety of charts, photos, etc. **Check the website for material submission deadlines and publication dates, or contact the Executive Director.** Mark the deadlines on your calendar to assure timely delivery of material. Send materials and questions to either *The Journal's* Editor or the Association Office.

6. Nominate Candidates for Awards

The Association has a formal awards committee which determines recipients for a number of awards and special recognition. The District Chair is responsible for soliciting nominations from District members and personally nominating candidates. A list of awards, award criteria, and previous award winners are included in the Organizational Manual and may be found on the website at www.scwaters.org.

7. Hold Joint Meetings

Other organizations or individuals offer training seminars that may be of interest to your District members. Examples are non-profit organizations such as the South Carolina Rural Water Association and the American Chemical Society, and individual companies such as equipment manufacturers. It may be possible to hold an Association District meeting in conjunction with another organization's training event. Prior to making such arrangements, contact the Executive Director to see if this is appropriate. If so, the work for organizing the meeting can be shared with the partnering organization(s) and the target audience may potentially be increased.

8. Attend the Annual Joint Planning Retreat

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

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

ELECTION OF DISTRICT OFFICERS

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

Each District shall elect officers annually and be confirmed by the Executive Committee. The officers to be elected by each District shall be a Chair, Vice Chair, Secretary, Treasurer, and such other officers as the District may deem necessary. The Treasurer elected by each District shall be deemed an Assistant Treasurer of the Association. The officers shall be elected and names submitted to the Association Secretary no later than thirty (30) days prior to the SC Environmental Conference. The District Chair must be an Active or PWO Member of the Water Environment Federation. All other officers of the District must be eligible voting members of the Association. All officers shall take office July 1st, following their election, and shall serve for one year or until their successors are elected and qualified. A member may hold office in only one District at a time.

DISTRICT FINANCES

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

Each District shall maintain financial records corresponding to the Association's fiscal year of July 1st through June 30th. The records are to be used for preparing a report for the Association Treasurer and auditor in filing IRS Form 990 and for the District's self-audit. Guidelines for the Association Treasurer's report and the self-audit are available from the Association Treasurer or Financial and Accounting Manager.

Prior to the Association's new fiscal year (July 1st) each District will establish the amount of funds needed to sustain positive cash flow for the operation of the District during the year. Any funds over and above the amount established for the District operating account is to be used to further the goals of the Association, such as contributions to the Legacy of Learning or the Operations Challenge Team. If unforeseen circumstances dictate that additional funds are needed during the year, requests for funds can be made to the Executive Committee, as committees do for non-budgeted projects or items. For the purpose of showing "management" over the accounts, as required by law for a not-for-profit organization (501(c)(3)), the amount of operating funds requested by each District (annual operating budget) will be submitted to the Executive Committee for approval and made part of the record. This submittal shall be made to the Executive Committee, as requested, during the general budget planning process.

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

Duties and responsibilities of the District Treasurer include:

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

ADDITIONAL DISTRICT RULES

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

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

CONTINUING EDUCATION UNITS (CEUs) FOR OPERATOR LICENSE RENEWAL

The South Carolina Department of Labor, Licensing, and Regulation (LLR) and the SC Environmental Certification Board (ECB) have established requirements for operator continuing education credit. In order to provide continuing education credit for District meetings and/or functions sponsored by the District the following must be accomplished:

1. Continuing education must be information that is relevant to water and/or wastewater treatment facilities. Refer to ABC's CE Course Topic Criteria.
2. The instructor or presenter must be able to provide an agenda or outline of the training content.
3. Participants must be able to interact with the instructor or presenter through discussion, telephone, or email.
4. Participants must be able to verify participation with appropriate documentation, i.e. certificate of completion containing appropriate information as outlined above and/or copy of sign-in sheet containing participant's signature.

CEU Credit WILL NOT be given for:

1. Business and marketing training
2. Membership in a professional society
3. Reading professional publications
4. Regular employment
5. Self-study
6. Personal self-improvement
7. Operating trade show displays
8. Repetitive (refresher) attendance or teaching of the same course
9. First aid, CPR, or defensive driving

CEU Provider Guidelines – providers must be able to:

1. Maintain record of attendance or completion (these records should be maintained by the District Secretary on a continual basis)
2. Be available to interact with attendees or students through discussion, telephone or email
3. Provide agenda or outline of event for LLR audit review
4. Retain records of events for a minimum of three years
5. Provide appropriate event documentation upon Board request

It is ultimately the responsibility of each individual to maintain his or her continuing education records. The Association and Districts assist in this effort, but it is up to the individual to request a copy of necessary records from the District Secretary or Association Office; they are not automatically provided.

When promoting training be mindful that not all topics are relevant to every South Carolina license. For example, if the training is two hours about trenching and shoring safety, the two hours of CEUs only apply to operators who hold a water distribution license. Use the statement below when promoting any training delivered at a District meeting.

Training Topic: Trenching & Shoring Safety

*Up to 2 CEUs are possible**

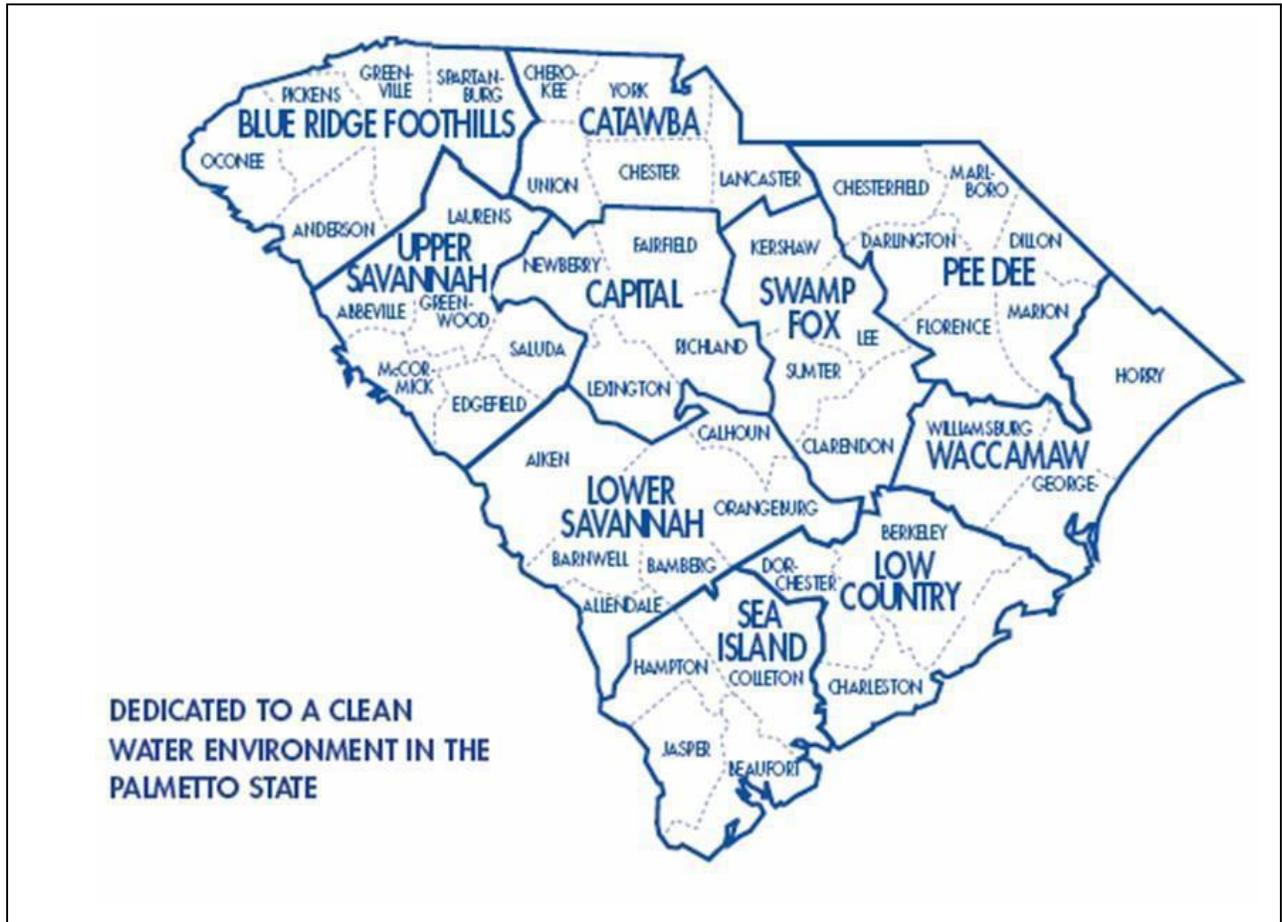
**It is the responsibility of the licensee to attend relevant training sessions that apply to their license(s). Additional information can be found on the Environmental Certification Board's website under "Continuing Education Guidelines"*

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

South Carolina Department of LLR
Environmental Certification Board
110 Centerview Dr.
Columbia, South Carolina 29210
(803) 896-4430

APPENDIX 1

District Map



APPENDIX 2

District by Counties

BLUE RIDGE

Anderson
Greenville
Oconee
Pickens
Spartanburg

CAPITAL

Fairfield
Lexington
Newberry
Richland

CATAWBA

Cherokee
Chester
Lancaster
Union
York

LOW COUNTRY

Berkeley
Charleston
Dorchester

LOWER SAVANNAH

Aiken
Allendale
Bamberg
Barnwell
Calhoun
Orangeburg

PEE DEE

Chesterfield
Darlington
Dillon
Florence
Marion
Marlboro

SEA ISLAND

Beaufort
Colleton
Hampton
Jasper

SWAMP FOX

Clarendon
Kershaw
Lee
Sumter

UPPER SAVANNAH

Abbeville
Edgefield
Greenwood
Laurens
McCormick
Saluda

WACCAMAW

Georgetown
Horry
Williamsburg

APPENDIX 3

Counties by District

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

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

APPENDIX 4

Sample District Notice

Lower Savannah District Meeting August 12, 2018 7:00 P.M.

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

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

Speaker: Mr. Charlie Northcutt

Topic: Tour of Bamberg's New Water Facility
Up to 2 CEUs are possible*

Directions to BPW:

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

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

*It is the responsibility of the licensee to attend relevant training sessions that apply to their license(s). Additional information can be found on the Environmental Certification Board's website under "Continuing Education Guidelines"

APPENDIX 5

Organizational Chart

