

Texas Section AWWA GOVERNING DOCUMENTS

AUTHORITY AND PURPOSE

The American Water Works Association (AWWA) is a perpetual non-profit association of persons and organizations with a common interest in the water works industry, incorporated in Illinois. Its members in Texas are assigned to 'The Texas Section' an incorporated non-profit association, formed as a part of AWWA. It is autonomous but must operate in accordance with the Bylaws and Official Documents of AWWA.

Bylaws of any organization are usually brief, covering only essentials not subject to frequent change: name, headquarters, objectives, meeting times and places; criteria for membership, terms and duties of officers, elections; finances and the handling thereof; essential committees; amending Bylaws; and who is empowered to formulate and change rules for successful operations. To protect all members from drastic changes in its basic structure by the actions of a few members, Bylaws changes normally requires advance notice to all members of the subject, time and place of action, and require a majority vote of members present. This is true of the Texas Section Bylaws.

The purpose of these Governing Documents is to furnish rules necessary for the operations of the Section, Divisions, Committees and Chapters in conformity to this Section's Bylaws, which authorize the Board of Trustees to create and amend the rules needed to govern the operations of the Section, provided that they do not conflict with the Section Bylaws or AWWA Official Documents. Thus the Section can quickly respond to changing conditions and/or the needs of its members.

In these Governing Documents , wherever the word "officials" is used it refers to all persons elected or appointed to offices or positions within the Section, including: the Chair, Chair-Elect, Vice Chair, Secretary-Treasurer/Executive Director, Past Chair, the AWWA National Directors, Trustees, the Exhibitors' Representative, Division and Committee officers, and persons appointed as liaison to other organizations. Personal pronouns used in these Governing Documents referring either to the masculine or feminine gender shall be considered interchangeable where applicable, and as the context requires or permits.

Some lengthy official titles are cumbersome and sometimes have been shortened for easier usage in these Governing Documents. However, when there may be confusion as to the role and responsibility of a particular officer, the full use is written out, such as "Section Chair or Division Chair. When a title is capitalized, it refers to a specific official or segment of the Section while lower case is generic. The full title must be used in all official communications.

As far as possible, items in these Governing Documents of a similar nature or referring to the same general subject are grouped together, and certain information may be repeated within other areas when necessary for complete understanding.

SECTION OFFICIALS

The Section and its Divisions, Committees and Chapters are principally composed of members employed by public and private utilities, engineers, consultants, and governmental agencies that work and reside in various geographical areas within Texas. They have expertise in one or more of the general fields such as operations, management, water quality, etc. Because of these factors, it is essential that the elective and appointive personnel of the Section be chosen in such a manner that all of these areas and interests are fairly represented at all times. This includes the practice of alternating, whenever possible, between utility and non-utility members (i.e. utility,

professional, contractor, or manufacturing organizations.) in all areas in selecting leadership roles at the Section Officer, Trustee, Division, Committee and Chapters levels.

The Section Bylaws and these Governing Documents, as periodically revised and adopted, state who are the Section Officers and Trustees; their duties and qualifications, define Divisions, Committees and Chapters and authorize the formation of other committees.

All elected and appointed officials of the Section, Divisions, Committees and Chapters shall be members in good standing or designated representatives of utility, professional, contractor, or manufacturing organizations members in good standing of the AWWA entitled to vote and hold office, and shall reside in the geographical area of the Section.

Those persons selected for nomination or appointment must have recent experience in the Section's activities commensurate with the position to which they are nominated, as well as a proven record of service to the Section. They must be aware of the time commitment required.

Any Board member who is unable to attend a scheduled meeting must notify the Chair or the Section Executive Director. Three unexcused absences will result in a Board member being replaced.

To ensure equal and balanced representation throughout the Texas Section AWWA, it is the policy of the Texas Section AWWA that we are committed to providing an environment that is free from discrimination in employment and volunteer opportunities because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.

Board of Trustees

The Section shall have a **Board of Trustees** consisting of a Chair, Chair-Elect, Vice-Chair, Director, Executive Director/Secretary-Treasurer, one Trustee and one Deputy Trustee from each of the Regions listed in the Texas Section Governing Documents, Past Chair, Chair of the General Policy Advisory Committee, Chair of the Membership Committee, Chair of the Manufacturers Associates Committee, and Chair of the Water Utility Council.

The Officers of the Section shall be as follows:

Chair, Chair-Elect, Vice-Chair, Director(s), Past Chair, Executive Director/Secretary-Treasurer

Executive Committee

The Chair, Chair-elect, Vice Chair, Past Chair and Director(s) (*the Officers*) Chair of the Water Utility Council, and the Executive Director/ Secretary Treasurer (non-voting) shall serve as the Executive Committee of the Board.

Nominees for the Chair, Chair-Elect, Vice-Chair, and Director positions shall have been active members of the Association for at least five years.

TIME COMMITMENT OF SECTION OFFICIALS

Active participation in the work of the Texas Section AWWA will require certain officers and Division/Committee Chairs to either be away from their employment or have 'in-house' work. This commitment will also include

random telephone communications, occasional note writing, letter signing and similar duties associated with the position.

In addition to the "days away", Section work requires some officials to devote undisturbed time on the job to fully carry out their duties. While the Executive Director can accomplish some of this work, the limited staff of the Texas Section mandates that volunteers manage as much of their Section workload as possible.

Any Board member who is unable to attend a scheduled meeting must notify the Chair or the Section Executive Director. Three unexcused absences will result in a Board member being replaced.

Duties of Section Officials

GENERAL DUTIES

Governing board members shall acquaint themselves with the AWWA Official Documents, the Bylaws of the Texas Section and these Governing Documents. These documents and periodic updates are available on the Section website.

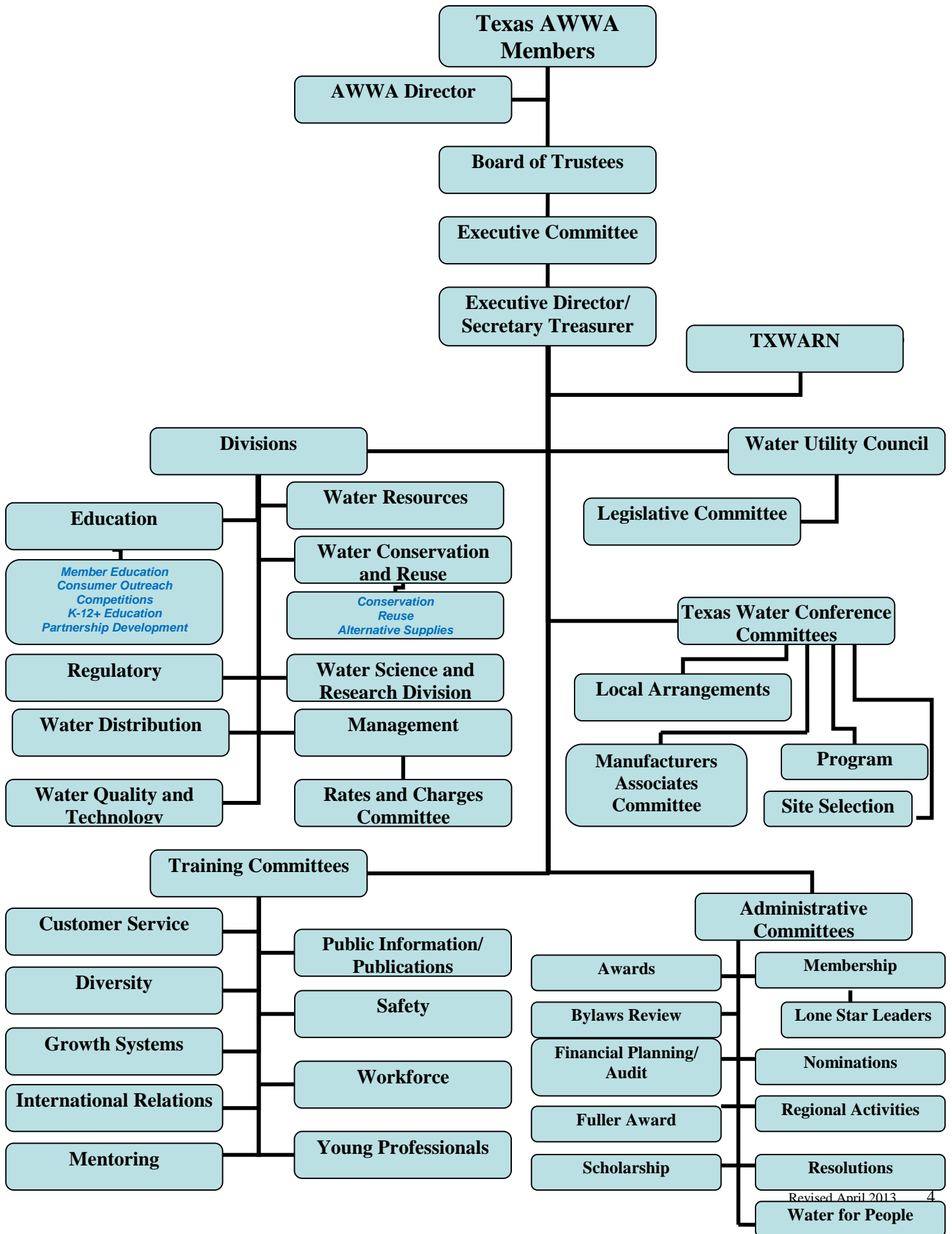
All other officials shall become acquainted with those documents necessary in carrying out the duties that they have volunteered for as directed by the official to whom they report.

Members of the Board of Trustees shall meet at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting, generally scheduled in the early fall of each year.

Executive Committee Meetings shall be scheduled as needed to conduct Section business in a timely and efficient manner between Board meetings.

All officials shall make reports and budget requests in accordance with these documents as found under "Reports", "Financial Policy", and "Budget Policy".

All officers shall transfer their files, after removing unnecessary papers, to their successors within fifteen days of leaving office. The Conference Chairs and Local Arrangement Committee shall forward all files for the previous year, on an annual basis within ninety days of the close of the conference or as may be directed in the **Joint Conference Policy Manual**.



SECTION CHAIR

The Section Chair's duties and responsibilities shall begin with the close of the Annual Conference and shall end with the close of the succeeding Annual Conference.

The **Section Chair** shall:

1. Supervise and coordinate all of the affairs of the Section. He or his designated representative (normally the Chair-elect) shall represent the Section and be its spokesperson on matter of principal, policy and Section purpose.
2. Acquaint himself with the Bylaws and Governing Documents of the American Water Works Association and the Bylaws and Governing Documents and Policies of the Texas Section AWWA.
3. Call at least two meetings of the Board of Trustees of the Section.
4. Preside at all business meeting of the Section, the governing Board and the Executive Committee, and at the general session of the Annual Conference.
5. Report to the members at the Board meetings, reviewing the activities of the Section during the past year.
6. Make timely appointments, including any new committees as needed.
7. Review the activities of the Section staff.
8. Consult from time to time with the Division and Committee Chairs to review the existing membership and to insure that the divisions/Committees are functioning adequately.
9. Send copies of all correspondence to the Chair-elect, Vice-Chair and the Executive Director/Secretary Treasurer.
10. Write a letter of invitation to the membership for the Annual Conference for inclusion in the meeting announcements.
11. Invite the AWWA official representative to the Annual Conference, provide for their participation in the program; consult with the Section's AWWA Director on plans for hosting the visiting AWWA official representative. The invitation letter shall include information of specific events and activities and weather considerations, plus specific dates of arrival and departure.

The Section Chair will work closely with the Section Director to insure all arrangements are made for the travel and attendance of the AWWA representative at the Section Annual Conference.

Preside at dinners and other social functions at the Annual Conference and manage other protocol functions. After conferences or meetings, send appropriate letters of appreciation to local dignitaries and other honored guests.

12. Attend the annual meeting of the American Water Works Association without expense to the Section, unless otherwise approved by the Board.

13. In general, shall perform all duties incidental to the office of Chair.

PAST CHAIR

The Past Chair's term of office begins with close of his term as Section Chair and ends with the close of the succeeding Annual Conference.

The **Past Chair** shall:

1. Assist as necessary in the transition to the new Chair, providing all necessary and relevant information of Section Activities, and consult with the new Chair concerning Division/Committee Chairs and members.
2. Be responsible for coordinating the activities of the George Warren Fuller Award Committee.
3. Serve as the Chair of the Nominating Committee.
4. Shall assist other members of the Executive Committee as necessary and act in any other officer position when so required by the Board of Directors.

CHAIR-ELECT

The **Chair-Elect** shall:

1. Acquaint himself with the Chair's duties as soon as possible in order to perform the duties of the Chair in the latter's absence.
2. Develop plans for the following year's activities to provide continuity of the Section activities upon becoming Chair.
3. Act as the Chair of the Conference Oversight Committee representing the Section when needed on the Local Arrangements Committee.
4. Serve as Chair of the Bylaws Committee, responsible for advancing necessary changes in the Bylaws, Governing Documents or General Operating Polices of the Section
5. Serve as Chair of the Strategic Planning Committee.
6. Supervise and Coordinate the activities of the Manufacturers Associates Committee and serve as a member of the Joint Site Section Committee.

THE VICE-CHAIR

The **Vice-Chair** shall:

1. Familiarize himself with and perform the duties of the Chair-Elect in the latter's absence, and such other duties as may be assigned to him by the chair or Chair-Elect.
2. Serve as Co- Chair of the Program Committee, solicit for abstracts, develop themes, and prepare the program for the Joint Annual Conference.

3. Work with WEAT counterpart on Conference Program including the coordination of the online abstract system operations, management and post conference evaluation. The subcontractor would assist in this effort.

EXECUTIVE DIRECTOR/ SECRETARY-TREASURER

The Executive Director shall serve as the Secretary/Treasurer. The Executive Director's duties, including those of Secretary/Treasurer, include:

1. Under the direct supervision of the Section Chair and acting for the Board, insure that the policies and directives established by the Board are followed.
2. Serving as a non-voting member of the Executive Committee and, therefore, the Board.
3. Serving as the Fiscal Officer of the Section and shall in general perform all duties incident to the Office of the Secretary/Treasurer. In addition, the Executive Director will be responsible for all Section financial records and bookkeeping procedures. The Executive Director as Secretary/Treasurer shall, whenever so required by the governing Board, render, or cause to be rendered, a detailed account analysis.
4. Promptly depositing all Section funds in its name in depositories wherein such funds are insured by a branch of the United States Government, and shall pay from funds of the Section the legitimate debts incurred by the Section its Officers, Divisions or Committees provided that such debts are in accordance with the approved budget of the Section.
5. Maintain the financial records of the Section in accordance with professional business practices and current 501 (c) (3) non-profit requirements.
6. Preparing and submitting a preliminary budget in a timely manner for approval at the fall meeting to the Financial Planning Committee.
7. Prepare a report on the current financial condition of the Section for presentation at each regular Board meeting. Prepare and present a summary financial report to Section members at the annual business meeting.
8. Preparing or cause to be prepared and sign all necessary financial reports and submit them to the appropriate agencies.
9. Directing all purchasing done by the Section and execute all contracts of the Section.
10. Hiring, directing, evaluating and supervising Section employees and/or contractors.
11. Establish and insure that the most efficient and effective official policies, procedures and use of materials and equipment are utilized in carrying out the responsibilities of the Section office.
12. Maintaining other records as necessary.
13. Work closely with the Local Arrangements Committee to ensure that arrangements and contracts negotiated are adequate for all conference activities and events, as established by the Executive Committee.

14. Serving on the Joint Conference Site Selection Committee. The Board, prior to execution of contracts, must approve all sites.
15. Monitor expenditures of the Conference Local Arrangements Committee.
16. Monitoring proposed legislation and regulations, provide information to Section leadership and the Water Utility Council, and coordinate analysis, representation and necessary response of Section.
17. Representing or coordinating representation before regulatory agencies in Texas and coordination of information and representation before other water organizations in Texas.
18. Recommend items for short term and long range planning to promote the professionalism and growth of the Section.
19. Attend all Section meetings and conferences and the AWWA Convention. Make arrangements for, send out necessary notices, attend and reports to all business meetings of the Section, its Executive Committee and the Board, record the proceedings thereof and distribute copies of the minutes to the necessary officials. Carry out other actives and programs as approved by the Board of the Executive Committee.
20. Review and execute contracts as designated by the Board. Insure that the Board has established the policy (or guidelines) for such contracts and report as requested on the status of such contracts. The Executive Director will insure that all contracts are in compliance with AWWA Official Documents, the Section Bylaws and Governing Documents, and Policies and Procedures.
21. Maintain copies of the latest amended Section Bylaws, Governing Documents and Policies and Procedures, the most recent AWWA Official Documents, contracts to which the Section is a signatory, and the minutes for the Board, and, when requested, advise Section officials concerning such documents. The Governing Documents may be updated for clarity by the Executive Director provided the intent is not changed. Policies may be changed by the Executive Director with approval of the Executive Committee.
22. Review all mailings of Section Divisions/Committees to insure conformity to Section Policies.
23. Explaining Section Policies and Practices to the Divisions and Committees. Act as a clearinghouse for Division and Committee problems and when necessary channel them to the appropriate officers and the Board.
24. Become acquainted with the purpose and qualifications or eligibility requirements of all awards and citations with special attention to the: Life Member Awards, Gold Water Drop Awards, Past Chair Awards and Plaque, and George Warren Fuller Award, and assumes a leadership role in insuring the awards program is sufficiently carried out each year.
25. Complete and transmit the official report to AWWA immediately following the close of each conference.
26. Maintain a list of all past Officers, Award winners and Chairs of Division and Committees.
27. Report as necessary at the Annual Meeting on activities since the last meeting.
28. Maintain a healthy relationship with AWWA Headquarters and maintain sufficient communications between relevant AWWA staff and the Section.

29. Maintain the Section Calendar of Events, meetings, etc. and act as a clearinghouse for Section events and coordination of AWWA events to maximize Section participation and avoid conflicts.
30. Performing any other duties contained in the Job Description of the Executive Director.

Director

Duties and Responsibilities

The Director is the Section's representative on the AWWA Board of Directors. The Director is also a voting member of the Section's Board of Trustees. As a voting member of both bodies, the Director shall act to coordinate and unify the actions of both.

He shall attend all meeting of the AWWA Board of Directors taking action in accordance with the instructions received from the Section Board of Trustees, or when no instructions prevail, taking such actions as in his considered opinion, are in the best interest of the water utility profession, the public it serves, and particularly the Texas Section's area of jurisdiction.

He shall attend meetings of the Section Board of Trustees and the Section's Business Meetings to report on pertinent actions of the AWWA Board of Directors and other matters of interest, which are under consideration.

Term of Office

Director-Elect

In preparation for assuming the duties of Director, the Section shall elect its future Director, to be known as the Director-Elect, at the Section's Annual Conference in the year prior to the date when he would rise to position of Director.

Any candidate for the Director position must have served through the Texas Section Chairs.

The Director-Elect shall not be entitled to a voting position on the Section Board of Trustees while Director-Elect, unless he is serving in another position with voting powers on the Board at the time of his election to Director-Elect. Additionally, the Director-Elect will not have a position on the AWWA Board of Directors until he assumes the position of Director.

Director

The Directors three year term office shall begin with the last day of the Section Annual Conference following his election by the Section to the position of Director, and shall be completed at the close of the AWWA Annual Conference Banquet three years later.

Trustees/Deputy Trustees

Purpose:

Trustees and Deputy Trustees serve as voting members on the Board of Directors of the Section and represent the Section membership. One Trustee and one Deputy Trustee shall represent each Region.

ASSIGNMENTS FOR TRUSTEES

Responsibilities:

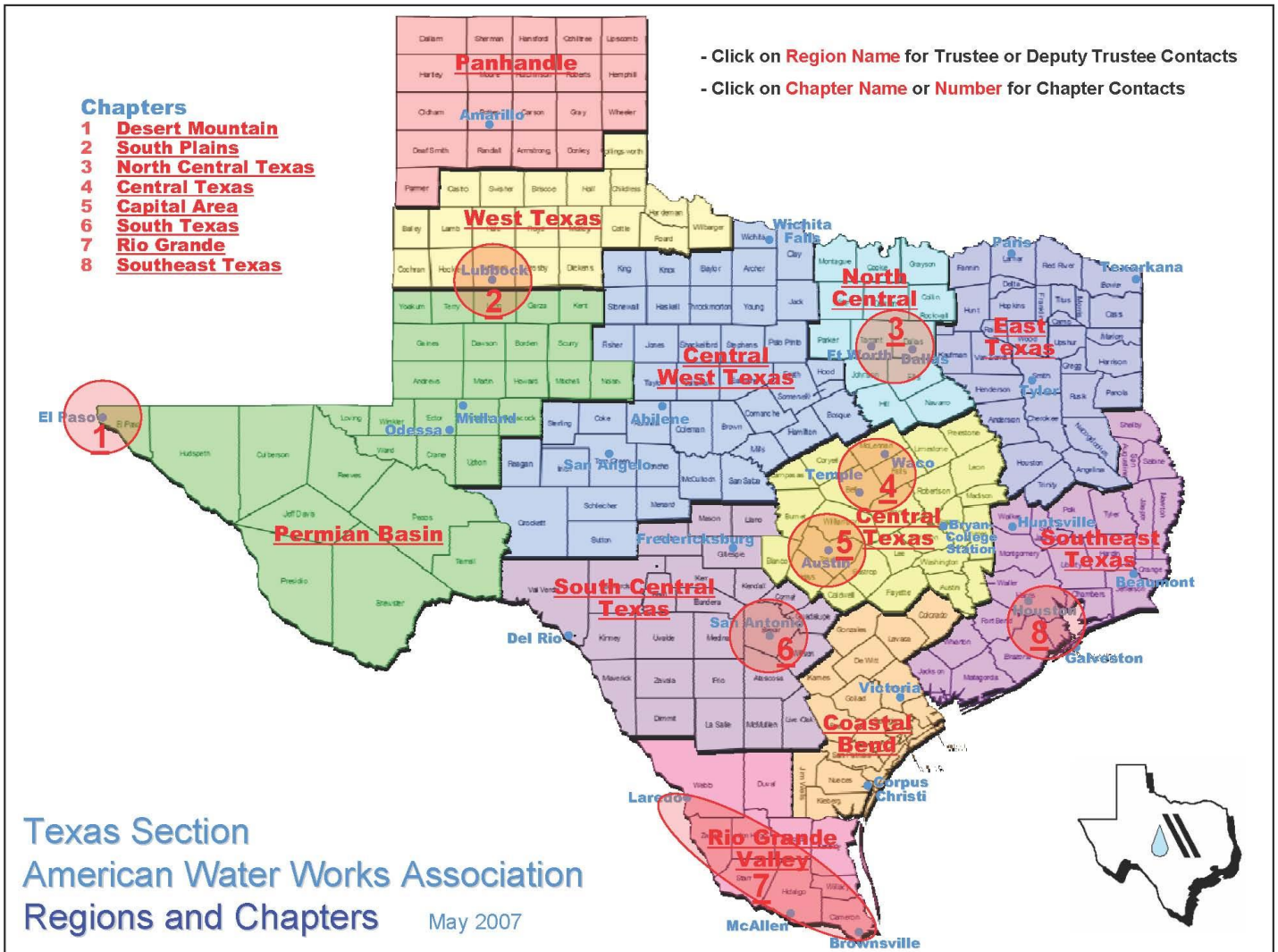
1. A Trustee/Deputy Trustee shall represent the members by their thoughtful consideration of agenda items and issues in advance of any meetings, and take such action as will promote the best interests of the membership, the water utility profession and the publics they serve.
2. A Trustee/Deputy Trustee attends all Board meetings, reporting to the Board on any activities assigned to his position, or handled since the last meeting.
3. In areas that include Chapters, the Trustees are to become actively involved in Chapter activities and serve as the liaison between the Chapter and the Section Board providing periodic updates at needed regarding Chapter activities, needs, issues, etc., and working closely with the Officers, Regional Activities Committee and the Executive Director, are charged with furthering the support and success of Chapters.
4. Chapter officers and member should be given full consideration to being nominated for Trustee positions when available. In areas with more than one Chapter, recommendations for Trustees and Deputy Trustees will be alternated, or if more than two Chapters, rotated between the Chapters.
5. In areas where Chapters do not exist, Trustees are charged with the tasks to promote the creation of Chapters including joint meetings with other organizations. Working closely with the Officers, Regional Activities Committee and the Executive Director, Trustees are to provide plans and initiatives to further the goal of Chapter creation.
6. A Trustee/Deputy Trustee shall study the meeting agenda before each meeting and, as a member of the Board, participate in establishing the policies of the Section, and oversee the execution of all Section activities, in accordance with the AWWA Governing Documents, the Section Bylaws and these Governing Documents. .
7. A Trustee/Deputy Trustee is an active member of the Membership Committee, carrying out the activities of the Committee in their respective geographical area.

A Trustee/Deputy Trustee shall promote membership in the Association and the Section and maintain liaison with other water utility groups and associations in his area.

Whenever possible, the Trustee/Deputy Trustee should attend meetings of other organizations in his area to promote communication.

8. The Chair shall assign Trustees/Deputy Trustees as liaison to Divisions and Committees to insure greater communication between the Board and other segments of the Section organization.

9. The Chair may appoint, from among Trustees/Deputy Trustees, liaison persons to the active local water associations in our Section's geographical area. Such liaison persons will establish regular information exchanges, offer Section aid of various kinds to the local groups, encourage membership and participation in AWWA, and offer Section aid in creation of new local associations.
10. A Deputy Trustee shall attend all board meetings, but only have voting power as proxy for the Trustee from his region in the event of that Trustee's absence from the meeting.



COUNCILS, DIVISIONS AND COMMITTEES

Appointments

All Council, Division and Committee chairs and committee member appointments must conform to these criteria:

1. The best-qualified, experienced members with a record of continued interest in the water supply industry and AWWA in particular should be selected.
2. Council, Division and Committees shall represent members from all classifications and geographic areas of the Section; committee appointments should not place undue burden on any one utility or member.
3. All qualified members should be able to participate.

Water Utility Council

The purpose of the Water Utility Council (WUC) shall be to develop action programs to initiate, to evaluate, respond and comment, within the framework of Section and Association policies on legislative, regulatory and other matters which directly affect water utilities and to encourage provision of better water service to the consuming public. The WUC shall also bring to the attention of other councils and committees within the Section and the association, those policies, procedures and matters that may fall within their areas of interest. In particular, the Texas Section Water Utility Council shall cooperate with the AWWA Water Utility Council in responding to and implementing the programs of the latter.

Legislative Committee

The Legislative Committee is a subcommittee of the Water Utility Council and will seek input and direction from the WUC on legislative matters. The Legislative Committee's role is to advance legislative issues that the Section supports, including when necessary, meeting with legislators, proposing legislation, tracking legislation, testifying before legislative committees or any other activities within the scope of the Section's legislative interests. In addition, the committee shall cooperate with the AWWA Water Utility Council in responding to and implementing the programs of the latter.

Legislative Procedures

TAWWA is an important and active participant in the legislative and regulatory arenas by taking a position on laws or rules where it is in the best interest of the entire membership to do so, or to initiate an action where needed. With an organization as diverse in membership as TAWWA, this can present a formidable task. The goal in completing this task is to involve as many of the committees and groups as possible to reach the best consensus for taking a position on laws and rules. At the same time, it must be realized that consensus may not be possible, which is an acceptable outcome. The following guidelines are offered to aid in achieving this goal without making the process overly burdensome:

- Proposed legislation or position on a legislative issue can originate from a Division, Committee or Chapter and should have been discussed within that group. This does not preclude an individual member from doing the same.
- Legislative issues are forwarded to the Legislative Committee for consideration and appropriate action.
- The Legislative Committee must seek the input and direction of the Water Utility Council on legislative matters.

- Positions on regulatory issues are forwarded to the Water Utility Council for consideration and appropriate action.
- The Water Utility Council will develop the appropriate action on legislative and regulatory matters for final review and consideration by the Executive Committee to determine TAWWA's official position.
- In the interest of speaking with one voice, after the review the process has been completed and the Section has determined its' position on legislation, then only designated members of the Section are authorized to speak for the Section regarding legislative affairs.

The WUC also supports TXWARN.

WUC Membership

The Council should be comprised of 11 members, each of whom shall be a representative of the utility members of the Section; including one member who shall be an officer or Trustee of the Section, plus the Executive Director.

Terms of Office

1. The term of office of the utility members shall be three years on a staggered basis and each member shall be eligible to succeed himself for one additional term of three years.
2. The term of office of the Section Officer/Trustee member shall be one year and, as long as he remains a Section officer or trustee, he shall be eligible to succeed himself for unlimited number of terms of one-year each.
3. The terms of newly appointed members and officers shall begin at the conclusion of the Sections annual meeting
4. The officers of the Council shall be a Chair and Vice-chair. The Section Chair shall appoint the Water Utility Council Chair. The Vice-Chair shall be elected from the membership of the WUC. The election shall be held annually at the same time as elections are held for Section officers.
5. The term of office of the Council Chair shall be one year and he shall be eligible to succeed himself without limit at the discretion of the Section Chair. The chair of the WUC shall represent the Council on the Section Board and with any other organization where the WUC's membership is included.
6. The term of office of the WUC Vice-Chair shall be one year and he shall be eligible to succeed himself without limit. The Vice-Chair shall not automatically succeed to the Chair.
7. In the event a WUC Chair is unable to complete his term, the Vice-Chair shall act as Chair until the Section Chair appoints a successor. Vacancies occurring in other offices shall be filled by appointment of the Section Chair for the unexpired term, and all such appointees shall be eligible for reelection to a full term.

Voting

Each member of the WUC will have one vote. A majority of the WUC membership will constitute a quorum. Members may vote on issues by FAX or telephone polling when deemed necessary by the WUC Chair.

Meetings

The WUC shall hold at least one meeting per year at the Section Annual Conference. Other meetings can be held as deemed necessary by the Chair and can be conducted by electronic means.

Committees

The WUC Chair may appoint standing and ad hoc committees as deemed necessary. Section members who are not members of the WUC are eligible to serve on WUC committee

Special Funds

In addition to Section budgeted funds, the WUC may, upon approval of the Executive Committee, solicit funds from utility members when necessary to respond to legislative or regulatory issues. Any funds collected will be sent to the Section offices and administered by the Executive Director.

Reporting

Upon the request of the Board of Trustees or the Executive Director, the WUC Chair shall provide a report to the Board on WUC activities. These reports will be presented at least once a year at the Section Annual Meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

DIVISIONS

Section 1. Organization

The Board shall establish and supervise the management of the following Divisions to promote the efforts of the Section necessary for the fulfillment of the objectives of the Texas Section, and to assist the Water Utility Council to develop and provide support for federal, state and local public policies that advance water conservation and reuse

- a. Education Division**
- b. Management Division**
- c. Regulatory Division**
- d. Water Distribution Division**
- e. Water Quality and Technology Division**
- f. Water Resources Division**
- g. Water Conservation and Reuse**
- h. Water Science & Research Division**

Each Division shall be responsible to the Section Chair and the Board of Trustees and shall conduct its business in accordance with the Bylaws, Governing Documents and Policies of the Texas Section AWWA.

The Executive Director, acting for the Section Chair and/or the Executive Committee, shall guide, monitor and coordinate the activities of each Division including budget preparation, plans for new or expanded programs, seminars, and reporting of current Division activities and long range planning at both the Annual meeting held just prior to the Annual Conference and at the Mid-Year Board meeting.

Reporting

Each Division shall, through the Division Chair or their designee, report to the Board in a written form and timely fashion established by the Executive Director, at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

Section 2. Divisions and Their Objectives

2.1 – Objectives

- a. **Education Division** - to promote and encourage training, upgrading and certification of water plant operators, managers, and other utility personnel; and to promote and encourage water education. The Division is responsible for evaluating training needs and recommending specific programs. It assists in the identification of, prioritization of, and delivery mechanisms for drinking water educational issues and needs. It guides and supports the delivery and measurement of specific educational programs. It facilitates the joint support of Science Fair Programs with the Water Environment Association of Texas (WEAT).

The Chair of this Division is appointed by the Section Chair. The Division Chair shall recruit members to this Division. The Division shall work with other Divisions to identify issues and promote training as needed.

The Education Division is divided into 5 Committees, each with their own Chair appointed by the Division Chair in consultation with the Section Chair or their designee, and volunteer groups as noted below:

1. Member Education
2. Partnership Development
3. K-12+ Education
4. Competitions (Education related)
5. Consumer Outreach

In addition, the Division works with liaisons from Workforce and Public Information Committees.

- b. **Management Division** - To advance and disseminate knowledge and information tending to improve water utility practices with regard to financing, management, commercial and accounting procedures, and other related matters.

The Rates and Charges Committee is subcommittee of the Management Division.

Rates and Charges

The Rates and Charges Committee will prepare and present information regarding water rates and other financial issues of interest to the Section membership and water utilities in

general. The Committee will strive to inform and educate on rate issues, utility financial management and capital funding matters in the water industry.

The Management Division also works the Water Utility Council to support TXWARN.

Areas of Responsibility include:

1. Workforce Strategies
2. Health, Safety & Environment
3. Competitive Practices
4. Finance, Accounting & Management Controls
5. Rates & Charges
6. Management Development
7. Security
 - a. Security Information Transfer
 - b. Security Best Practices
 - c. Security Training and Education
 - d. Security Liaison and Outreach
 - e. Security Emergency Preparedness

- c. **Regulatory Division** - To advance and disseminate knowledge regarding federal, state and local regulations as they impact design, construction and operation of water utilities and the products used in the water supply industry. Additionally, the Division provides an effective connection in which the drinking water regulatory agency can communicate with the regulated community in order to play a key role in achieving better water for the health and welfare of all people.

This position is generally chaired by the head of the Public Drinking Water Section of the TCEQ or their designee.

The Division is to develop communications links, assist in training and a program block regarding regulatory issues for the Annual Conference that is relative and timely to the regulated community as a whole.

- d. **Water Distribution Division** - To advance and disseminate knowledge and information tending to improve practices in the development of pumping, transmission and distribution systems, customer services and metering of the public water supply, as well as the design, construction, maintenance and operation of these related facilities in the area of the water utilities industry.

Areas of responsibility include:

1. Water Main Rehabilitation
2. Cross Connection Control
3. Customer Metering Practices
4. Distribution Operations & Maintenance
5. Corrosion
6. Energy Management
7. Fire Protection
8. Water Loss Control
9. Operator Involvement
 - a. Top Ops Contest
 - b. Tapping Contest

c. Meter Madness
10. Treatment Plant Operations & Maintenance

When necessary and appropriate, the Distribution Division is to coordinate training and education with other Divisions and Committees.

- e. **Water Quality and Technology Division** - To advance and disseminate knowledge related to achieving the highest quality water for all municipal purposes by: 1) investigating the physical, chemical, biological, and microbiological contaminants that affect the quality of water and its suitability for use; 2) developing monitoring systems and laboratory measurement methods of water quality, from the source to the consumer's tap; 3) promoting use of new technology and evaluating alternative methods of water treatment to find those that are most effective and economical to use.

Areas of Responsibility include:

1. Coagulation & Filtration
2. Distribution System Water Quality
3. Disinfection Systems
4. Emerging Water Quality Issues
5. Membrane Processes
6. Organic Contaminants Control
7. Organisms In Water
8. Taste & Odor
9. Water Quality Laboratory
10. Water Treatment Plant Residuals Mgmt.
11. Inorganics

Water Resources Division - To advance technical and institutional practices; influence public policy; and advocate the sustainable development, protection, and management of water resources for public water supply. The Water Resources Division should work closely with the Water Quality and Technology Division and the Water Conservation and Reuse Division on common issues.

Areas of Responsibility include:

- a. Groundwater
- b. Water Desalting
- c. Water Reuse
- d. Water Resources Planning & Management
- e. Water Allocation & Regulations
- f. Source Water Protection

- f. **Water Conservation and Reuse Division** - To advance and disseminate knowledge and information of the practices and benefits of water conservation and reuse. To encourage the development of integrated water resource plans that include an appropriate mix of water conservation, reuse, and supply side conservation options. To identify and stimulate research that will advance water conservation and reuse as viable water resource management options.

The Water Conservation and Reuse Division shall coordinate all legislative activities through the Water Utility Council Legislative Committee. The Chair of the Water Conservation and Reuse Division or

designee shall serve on the Section Legislative Committee, a subcommittee of the Water Utility Council.

Areas of Responsibility include:

1. Communication, Education & Legislation
2. Planning, Evaluation & Research
3. Water Efficiency Programs & Technology

The Division is divided into three Committees, each with a separate Chair that are coordinated by the Division Chair. Chairs of the Committees are appointed by the Division Chair in consultation with the Section Chair.

The three Committees will be Conservation; Reuse; and Alternative Water Supplies. Each committee may have members with specific interests related to a committee, and/or broad interests in Conservation.

The Committees may appoint a Vice-Chair for purposes of working with the Committee Chair or the Division Chair or Committee members in the absence of the Committee Chair.

g. Water Science & Research Division - To identify and communicate research needs related to water supply and treatment; to encourage basic and applied research by water utilities, educational institutions, consultants, manufacturers, government agencies, and other appropriate entities; and to disseminate research results of interest to those in the field of water supply and treatment.

Areas of Responsibility include:

1. Particulate Contaminants Research
2. Inorganic Contaminants Research
3. Organic Contaminants Research
4. Microbiological Contaminants Research
5. Residuals Management Research
6. Distribution Research

2.2 Membership In Divisions

Any member of the Texas Section in good standing may be a member of and participate in the activities of such Divisions as he may designate, in a manner as set out in the Bylaws.

2.3 Terms of Appointment

The terms of the Chair and other officers of the Divisions shall be for approximately two years. Generally, no appointed member of the Divisions, including the Chair, shall serve more than three consecutive terms, or six years total. Filling the unexpired term of a previous member does not limit a person to his or her own period of three terms. The Board may consider extensions of terms of office if deemed necessary.

The term of each Division Officer shall commence and the term of his predecessor shall end at the last scheduled session of the last day of the Annual Conference. In the event that no Annual Conference is to be held, the Board shall fix the conclusion and commencement of such terms. The Chair of the Division shall fill any vacancy.

2.4 - Officers of the Divisions and Their Appointments

The officers of a Division shall consist of a Division Chair and Vice-Chair. The Section Chair shall appoint the Chair of each Division.

Section 3 - Duties and Responsibilities

3.01 - Responsibilities

The Division Officers shall plan and implement at least one technical program in its field to be presented during the Annual Conference.

The Division shall review, consider and administer matters referred to it by the Board and when appropriate, shall offer recommendations to the Board.

The Division Officers, through the Division Chair may recommend to the Board subjects for study and investigation by other Divisions and Committees of the Board.

The Division Officers may undertake studies and investigations related to its field of responsibility and appoint the necessary working committees.

The Division shall supervise the planning, functioning, and coordination of the activities of its working committees, which shall report at least annually to the Division.

The respective Divisions shall recommend to the Board the action it should take on the Division's findings at regularly scheduled Board meetings.

The Divisions shall discharge their working committees which may have completed their assignments, or which are unable to complete their assignments.

The Division Officers shall have general supervision over all of the affairs of the Division. They shall represent the Division in all matters, except to the extent that it specifically delegates this representative function to others. The Division Officers shall attend Division meetings and, in addition to its regular duties, shall be responsible for arranging the Divisions technical programs to be presented during the Annual Conference.

3.02 - Meetings

The Division shall meet at least twice a year including once during the Annual Conference of the Association. The Chair, who shall notify the members of the time and place of the meeting, shall call these meetings.

3.03 - Quorum for Meetings

The Chair, or Vice-Chair, shall lead Division meetings. If the Chair is unable to attend the meeting and three voting members are in attendance, they shall constitute a quorum for the transaction of Division business. In the event of a tie vote, the vote of the Chair, or in the Chair's absence, that of the Vice-Chair shall prevail.

3.04 - Annual Conference and other meetings

The Division shall hold at least one technical session during the Annual Conference of the Association. Additional separate sessions of the Division, joint sessions with other Divisions or Committees, general sessions on subjects of interest to the Division, or a business meeting may be scheduled.

3.05 - Decisions by Vote

Actions at a Division meeting shall be decided by majority vote of the members present.

3.06 - Scope of Division Authority

No action shall be taken at a meeting of the Division that may be deemed to express an attitude or action of the Association. However, resolutions or recommendations expressing such attitudes or actions may be forwarded for consideration by the Board and sent through the Executive Director for consideration.

3.07 - Duties of the Division Chair

The Division Chair shall supervise and coordinate all the activities of the Division and preside, whenever possible, at the business meetings of the Division and at least one technical session of the Division during the Annual Conference. The Chair of the Division shall be a member of the Program Committee and shall cooperate with the Chair of that committee in the final preparation of the Division's technical program for the Texas Water Conference.

The Division Chair shall exercise general supervision over the preparation of the Division's Technical Program and report to the Board of the status of their work during regularly scheduled Board meetings.

3.08 - Duties of Division Vice-Chair

The Division Vice-Chair shall perform the duties of the Chair in the latter's absence.

COMMITTEES

Section 1. Organization and Reporting

The Board has established and will supervise the management of the following Committees to promote the efforts of the Section necessary for the fulfillment of the objective of the Texas Section.

Each Committee shall be responsible to the Section Chair and the Board of Trustees and shall conduct its business in accordance with the Bylaws, Governing Documents and Policies of the Texas Section AWWA.

The Executive Director, acting for the Section Chair and/or the Executive Committee, shall guide, monitor and coordinate the activities of each Committee including budget preparation, plans for new or expanded programs, seminars, and reporting of current Committee activities and long range planning at both the Annual meeting held just prior to the Annual Conference and at the Mid-Year Board meeting.

The Board will create new Committees only when the function, or task, cannot reasonably be assigned to an existing committee. All committee objectives shall be broad enough to allow for future assignments of additional related functions without interfering with existing committee "charges". New committees are established on an ad hoc basis for one year to allow for evaluation of the need before being elevated to full committee status if deemed appropriate by the Board of Trustees.

The Board establishes programs and activities that are beneficial to the water profession and which the Section members desire. While required to retain control and guidance over these activities, the Board will try to allow as much freedom to the various committees as possible to attain the Section's objectives.

In order to limit the number of committees activities reporting directly to the Board of Trustees, committees shall, when practical, will be directed to report to a Section Officer, a Trustee, a Division, or the Executive Director as shown on the Section Organization Chart. The Section Chair shall determine to whom the committee shall report in order to provide the most effective liaison between the committee and the Board.

Ad Hoc Committees shall be established to handle specific situations or tasks. Ad hoc committees are established by the Board of Trustees who will assign the specific charge of the committee, the extent of investigation required, the manner in which the solution is to be presented and when the report is due. After such a report, the Ad Hoc Committees are generally disbanded unless given new direction or permanent status by the Board of Trustees. The Ad Hoc committee will report to the Section Chair or his designee.

Every Committee shall have a Chair and a Vice-Chair. The Section Chair shall appoint the Chair; the Committee shall select its Vice-Chair. Any liaison with other Committees or Divisions shall be between the Chairs.

The Executive Committee shall have the power to limit or expand the size of any committee, subject to review by the Board of Trustees.

All committee members must be members of AWWA, though from time to time, non-AWWA members may be present in an advisory role or in the case of joint committees operating for similar goals related to other Section joint operations.

Reporting

Each committee shall, through the Committee Chair or their designee, report to the Board in a required written form and timely fashion established by the Executive Director, at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

Committee Classes

There are three committee classes.

The first are standing **Administrative Committees** charged with certain functions. These committees are required to fulfill their specific responsibilities as described below or directed by the Officers or the Board. They are not expected to provide training to members.

The second group of committees, **Training Committees**, are to fulfill their responsibilities as described including providing training in their area of expertise, similar to Divisions. See Training Committees below.

The third groups of committees, **Texas Water Conference Committees**, serve functions related to the Section Annual Conference, Texas Water, held jointly with the Water Environment Association of Texas (WEAT).

Administrative Committees

1. Awards

The Awards Committee shall consist of a Chairman appointed by the Section Chair. The Committee will be responsible for the coordinating, purchasing and awarding of various Section awards presented at the Section Annual Conference. This includes working with other Divisions and Committees to insure awards of these Divisions and Committees are integrated into the awards ceremonies with all pertinent information. In addition, the Committee should insure award recipients are notified of when awards will be given, arrangements made for their attendance at the award ceremony, and their names published in the Section newsletter following the close of the Section Annual meeting.

2. Bylaws Review

The Bylaws Review Committee of the Section shall consist of the Chair-Elect of the Section, the Immediate Past-Chair of the Section, the immediate Past Director of the Section and one member-at-large appointed by the Section Chair. The Section Chair-Elect shall be the Chair of the Bylaws Review Committee. The Bylaws Review Committee shall be responsible for maintaining the bylaws of the Texas Section and making any recommended changes as required.

Bylaws changes are unique and unusual and must be approved by the AWWA board before they become effective. As the Section has adopted a simplified version of Bylaws, changes to the Bylaws would be rare.

However, should they become necessary, the current Bylaws outline the following procedures for change:

12.1 Amendments to these bylaws may be proposed by either a majority affirmative vote of the Board of Trustees, or by written petition signed by thirty eligible voting members of the Section. All such proposals shall be submitted to the Executive Director, who will bring the proposal to the attention of the Board.

12.2 These bylaws may be amended at any annual business meeting of the Section by a majority vote of eligible voting members present at the meeting, provided however, that all members shall have written notice at least 30 calendar days in advance in which to consider the proposed amendment(s) prior to voting.

12.3 The notice shall inform members of the intent to vote on the amendment(s) and inform members how to obtain copies of the amendment(s).

12.4 At the discretion of the Board, the bylaws may also be amended by a mailed ballot, with an affirmative vote of a simple majority of the ballots returned by eligible voting members. All eligible voting members shall be provided a copy of the proposed amendment(s) with the mailed ballot, and shall be given at least 30 calendar days to return the ballot.

12.5 If the amendment(s) are approved by the Section membership, the Executive Director shall submit the amendment(s) to the Executive Director of the Association, for approval by the Association's Board of Directors.

12.6 Such amendment(s) shall be effective only after receiving notice from the AWWA Executive Director that the amendment(s) have been approved by the AWWA Board of Directors.

3. Executive Committee

There shall be an Executive Committee of the Section composed of the Section Chair, Section Chair-Elect and Vice-Chair of the Section, plus the current Past Section Chair. The Section Chair shall be Chair of the Executive Committee, which shall be empowered to act for and on behalf of the Section in all matters affecting the Section.

4. Financial Planning/ Audit

The Financial Planning Committee shall consist of the following Section officers: the immediate Past Chair, the Chair, the Chair Elect, the Vice-Chair and the Executive Director. The immediate Past Chair shall chair the committee. It shall be the duty of this committee to review the Annual Budget prepared and submitted by the Executive Director.

The budget will be prepared for the upcoming calendar year and will conform wherever possible to the goals of the Strategic Plan as revised and the Section financial policies.

The draft budget shall be submitted to the committee within a reasonable time to allow review, comments and development of a final draft before the Annual fall meeting. The committee shall make its recommendation of the final budget to the Board of Trustees at the meeting.

The Financial Planning Committee will also serve as the Section Audit Committee. The Executive Director/ Secretary Treasurer shall be an ex-officio member of the committee. It shall be the duty of the Audit Committee to secure an audit of the books and accounts of Section at the close of the fiscal year and to submit an audit report to the Board as soon as practical following the close of the fiscal year.

The Executive Director will secure the audit and report to the committee and the Board upon completion of the audit and tax filing.

5. Fuller Award Committee

The five members of the Fuller Award Committee shall be the past five Fuller Award recipients. One new member shall be appointed each year, and each member shall be the Committee Chair during his fifth year on the Committee.

The Committee shall establish the criteria to determine the annual awardee based on

“Their distinguished service in the water supply field in commemoration of the sound engineering skill...the brilliant diplomatic talent...and the constructive leadership which characterized the life of George Warren Fuller.” and using guidance from previous years when necessary.

6. Legislative Committee (See Water Utility Council)

7. Membership

The Membership Committee of the Section shall consist of a Chair and at least four members appointed by the Section Chair with concurrence of the Board with consultation by the Membership Committee Chair.

In addition, the Trustees and Deputy Trustees shall serve as members of the Membership Committee under the guidance of the appointed Membership Chair.

The Lone Star Leaders, a group of past Section Chairs, shall operate as a subcommittee of the Membership Committee, and will be responsible for specific recruitment tasks to recruit utility members and others as determined by the Chair of the Lone Star Leaders. The goals and activities of the Lone Star Leaders shall be determined by the Lone Star Leaders in consultation with the Chair of the Membership Committee and will report to the Board as requested on their activities.

It shall be the duty of the Membership Committee to establish procedures for obtaining new members and to encourage, promote and retain individual, organization and utility memberships in the American Water Works Association throughout the geographical area of the Texas Section. The Chair of the Membership Committee may hold three consecutive three-year terms of office (total of nine years). Board approval may be obtained for more than three consecutive terms if the Section Chair and Membership Chair wish to serve more three terms for the post. The Chair of the Membership Committee Serves on the Regional Activities Committee.

8. Nominations

Organization

The Section Chair shall appoint the Nomination Committee and include the Immediate Past Chair as the Committee Chair, and include as members of the Committee:

- The Director
- The Water Utility Council Chair
- One other Past Section Chair
- Two members at large

The Committee shall be appointed at least 60 days prior to the beginning of the Annual Conference. The Committee will report directly to the membership at the Section's Annual Conference Business Meeting.

Nominees

The Board of Trustees has established the following criteria to give guidance in governing the selection of nominees:

The best qualified, experienced members with a record of continued interest in the water utility industry, and AWWA in particular, should be selected.

1. The selection should provide for fair distribution of assignment throughout the geographic area of the Section.
2. The nominees should provide a fair representation of all classes of membership.
3. Nominees for Chair, Chair-Elect, Vice-Chair, and Director shall have been active members of the Association for at least five years.
4. Nominees for Trustees may have served on several Section Committees.
5. All nominees shall be Active, Life or Honorary members of the American Water Works Association or the specifically designated representative of the utility member, or of a State

of Texas Board, Commission or Agency, residing within the geographical area of the Section.

It is the stated policy of the Board of Trustees to elect members to office who are active in the water utility management, operation, supervision, or training activities in the water utility profession. This policy is intended to assist in the growth and development of the local water utility personnel in addition to strengthening the Section in the public image.

Interim Nominations

Periodically, a vacancy may occur or a normally elected position may become or remain vacant. The Executive Committee is empowered to make all efforts to find individuals, who in their judgment, are qualified to serve as interim appointees to vacant positions. The Executive Committee may appoint qualified members to serve as interim appointees and present these names for ratification at the next called board meeting. These interim appointees may then be presented during the normal nomination process at the Section annual meeting along with any additional nominations.

9. Regional Activities

The Regional Activities Committee shall promote, encourage, coordinate and serve as a liaison to the Board for Chapters. In this role, the Committee will assist in the development of Chapters, including Student Chapters, encourage Trustees to actively participate in Chapter development and operation, and advise the Board on strategies of Chapter and Regional membership activities and development.

Trustees, Chapter Officers, officers of the Young Professionals Committee and the Chair of the Membership Committee are members of the Regional Activities Committee.

The Committee Chair is appointed by the Section Chair.

10. Resolutions

The Resolutions Committee shall determine and prepare all resolutions as approved by the Section Board of Trustees or membership at the annual Business Meeting. Resolutions shall generally be prepared in regard to the death of an active member, expressions of sympathy regarding the health or other related matter of an active member, and to commend members and others who have made outstanding and exceptional contributions to the Texas Section.

The Chair shall appoint the Chair of the Committee.

11. Scholarship

The Scholarship Committee shall consist of three at-large members, with the Committee Chair appointed by the Section Chair. Chapters who have Section approved scholarship programs will also have one seat, as designated by the Chapter Officers, on the Scholarship Committee.

The Committee Chair shall select additional members of the Committee.

The Executive Director/ Secretary-Treasurer shall serve as an ex-officio member of the committee to assist in the management of the scholarship funds. The Executive Director/ Secretary-Treasurer shall have investment authority and signature authority of the funds.

The Scholarship Fund Committee shall develop rules, with the approval of the Board, for the selection of scholarship awardees, and further shall have the responsibility for selection of the scholarship awardees each year. In addition, the Committee will promote memorial and other donations to the fund each year.

12. Water for People

Water For People is a nonprofit, charitable organization in the United States and Canada that helps people in developing countries obtain safe drinking water. The Committee works with local partner organizations to provide financial and technical assistance to communities, depending on their needs. The WFP commitment is to help people help themselves.

The Section WFP committee promotes WFP, raises funds for projects and programs, and provides other volunteer support. The Section Chair appoints the WFP Committee Chair. The Texas Section WFP Committee has a commitment to support projects along the Texas/Mexico border area when possible.

The Section has entered into a Memorandum of Understanding (MOU) with WFP that, along with the Water Environment Association of Texas (WEAT) describes the relationship between WFP and the Texas Section.

The Section Chair appoints the WFP Committee Chair.

Training Committees

Aside from their specific duties and responsibilities, the Officers of the following Committees shall plan and implement at least one program in their field to be presented during the Annual Conference. These Committees are also encouraged to plan and present a workshop each year in their field other than during the Annual Conference. Coordination of these events shall be through the Executive Director.

1. Customer Service

The Customer Service Committee shall include members of the Section whose primary responsibility deals with customer service, utility billing, metering services, collections and field customer service functions. It shall be concerned with the management/administrative, operations and maintenance issues related to customer service.

The Section Chair shall appoint the Committee Chair.

2. Diversity

The Diversity Committee shall develop and implement an awareness effort and appropriate training/information materials to effectuate Diversity at all levels of the water profession and in support of and consistent with the Section and AWWA goals.

3. Growth Systems

The Growth Systems Committee (formerly Small Systems) shall consist of members from or representing smaller to medium municipal and rural water systems. The Committee will work with the AWWA Small Systems Committee in developing a technology transfer network for smaller systems. In addition, the Committee will implement operator and management training programs to meet the specific needs of Growth Systems both during the year and at the Section Annual Conference.

Areas of Responsibility include:

1. Small Systems Continuing Education
2. Advanced training for small and medium utility staff
3. Small Systems Resource Issues
4. Small Systems Capacity Building & Analysis

4. International Relations

The International Relations Committee shall implement programs to assist water utilities and operators along the US/Mexico border including the acquiring grant funding and grant management/implementation or training programs to assist utilities along the border and in Mexico. The Committee Chair will work with AWWA to establish and maintain relations through the Mexico Section AWWA and work with other Associations and State and Federal Agencies providing similar training programs in border areas and in Mexico. The Section Chair shall appoint the Committee Chair.

5. Public Information/Publications

The Public Information/Publications Committee shall be comprised primarily of the public information professionals representing utilities and other members in the Section.

The committee will be responsible for all Section level press activities and other efforts to promote the Section and the water industry to the public, legislators, and regulatory agencies. The Committee will support all other Section activities when necessary.

In addition and with close consultation with the Executive Director, the Committee will manage the Sections publications including the Section newsletter, Directory and other publications the Section may engage in.

The Committee shall be responsible for style approval, advertising and rate recommendations, and strategic planning for Section communications.

The committee will present a public information oriented training session at each Annual Conference and other training as necessary.

The Section Chair shall appoint the Committee Chair

6. Rates and Charges (See Management Division)

7. Safety

The Safety Committee is responsible for promoting and providing training in practices, means, methods and processes adequate to insure that water utilities are safe places of employment.

The Committee Chair is appointed by the Section Chair and should have a strong background in planning and implementing a safety program in a water utility. The Committee shall also be responsible for coordinating with the Awards Committee for the presentation of AWWA Safety Awards to Section member utilities at the Section Annual Conference.

8. Workforce Committee

The Workforce Committee is to develop programs, seek funding, and coordinate activities among the Section and its partners to develop training and methods to meet the ever increasing need to find qualified individuals to fill employment roles in all sectors of the water industry.

The Committee is to focus on State and National workforce issues, including the integration of students, Young Professionals and Veterans into the water workforce and to facilitate and develop training programs to meet the needs of the water industry.

9. Young Professionals

The Young Professionals Committee is to develop programs of interest to young professionals in the drinking water industry and to promote the benefits of membership in AWWA by increasing opportunities for participation and career development.

Officers of this committee are members of the Regional Activities Committee. The YP Chair and Committee members will work closely with the Chair of the Membership Committee to develop means and methods to recruit YP members to join including Student Chapters. They will also actively work to develop workshops for YP's in conjunction with the various Chapters as well as the Career Fair at the Annual Conference.

The Section Chair appoints the Committee Chair.

Texas Water Conference Committees

1. Joint Conference Oversight

The Section Chair-Elect will work with the Executive Director to oversee and review annual conferences. The Committee will work with the Local Arrangements Committee to provide advice and to help insure a successful annual Conference. The Committee will work with the Exhibitors' Manufacturers Associates Committee on selection of the time and place of future conferences. The Program Committee Chair will also serve on the Committee along with the Local Host Committee Chair of the current and most recent past conference. The Conference Oversight Committee is to report to and make recommendations for improvement of conferences to the Board of the Texas Section AWWA. The Chair-Elect will appoint members to this committee as necessary.

2. Joint Site Selection

The Joint Site Selection Committee will work with its Water Environment Association of Texas (WEAT) counterpart to make all necessary site determinations, contract negotiations and arrangements for the Joint

Annual Conference. Members of the Committee shall be the Section Chair, the Section Vice-Chair, Chair of the Manufacturers Associates Committee, and the Section Executive Director.

The Texas Water Conferences have grown to be large enough that only certain cities in the State are able to host the conference.

The Executive Director is charged to act on the Committees behalf and report contract negotiation progress as requested and at least at each board meeting. The Committee should generally work five years forward to select cities with adequate facilities and hotel space for the conference. The Executive Director is charged to negotiate the most favorable rates prevailing at the time and is to provide all information to the Section Board and the Local Arrangements Committee in each city when requested. The Committee is to consider among other details, set-up time, event locations, hotel costs, exhibit facility rental costs, conflicts with other events and needs of exhibitors when determining dates and negotiating contracts.

The Committee is to work openly and cooperatively with the WEAT members of the Committee, sharing workload and decision-making responsibilities. Any issues that cannot be resolved at the committee level are to be referred to Texas Section AWWA Chair and WEAT President for resolution.

The Executive Director has the authority to enter into contracts for the Section and WEAT with consultation as needed the Section Chair and the WEAT President.

The Committee will contract under the name **Texas Water _____sm**, with the appropriate year in the blank, for any and all contracts. The Committee shall be guided by the **Joint Participation Agreement Between the Texas Section of the American Water Works Association (TAWWA) and the Water Environment Association of Texas (WEAT)**, as amended.

3. Local Arrangements

The Local Arrangements Committee is a joint committee established by the Texas Section and WEAT to manage all arrangements for the Joint Annual Conference held by the two organizations, Texas Water _____sm, with the appropriate year in the blank.

The Texas Section will appoint a Co-Chair for the Committee and provide a list of potential volunteers from the area of the conference to serve on the committee. The Co-Chair shall be appointed no later than twenty months prior to the Annual Conference in the designated city to allow the Co-Chair to participate in the planning of the Conference in the year just prior to the Conference in his designated city.

4. Manufacturers Associates Committee

The Manufacturers Associates Committee shall consist of a Chair and three members who are representatives of manufacturers or suppliers to the water utility industry. The Chair of the Committee shall hold office for a two-year term, beginning at the close of the Annual Conference at which a successor is chosen. Members shall select from their number a Chair-Elect who shall succeed the outgoing Chair, subject to Board approval. The Immediate Past Chair of the Committee shall be an Ex-Officio Member of the Committee.

The Committee Chair shall be the Exhibitor's representative to the Section Board. No member of this Committee shall serve more than two consecutive terms as Chair of the Committee. The Chair shall make a report to the Board at each official Board meeting.

The Committee Chair shall serve as a member of the Joint Conference Site Selection Committee.

5. Program Committee (for the Annual Conference)

The Chair of the Program Committee is the Section Vice-Chair with the Chairs of Divisions and Training Committees as members of the Committee, plus additional members at large as needed. The Committee shall solicit abstracts and program ideas following the most recent annual conference for the next annual conference. The deadline for abstracts and the Committee Chair shall establish program development jointly with his counterpart in WEAT and the Joint Local Arrangements Committee.

The Chair of the Program Committee will work closely with the Executive Director and various contractors as needed to manage the Abstract Submittal process including the use of online web based solutions.

The Committee Chair should manage all Section program related correspondence regarding the program, both before and after the Annual Conference.

Section 2. Establishment or Dissolution of Committees

The Board shall establish the Committees deemed necessary under normal voting procedures and shall dissolve committees in the same manner. Committees shall be established in an ad hoc form for one full year before consideration can be made to vote the committee as a full standing committee. Committees can be dissolved at any Board meeting following normal voting procedures.

Ad Hoc Committees are established by the Board as deemed necessary for no more than a one year period of time. When an Ad Hoc Committee expires, upon a vote of the Board, an Ad Hoc Committee may be extended for one additional year or a period of time to complete their work; converted to a full standing committee; or sunsetted without further action.

2.1 Membership In Committees

Any member of the Texas Section in good standing may be a member of and participate in the activities of such Committee.

2.2 Terms of Appointment

The Section Chair shall appoint all Committee Chairs at their sole discretion and a committee chair can serve an unlimited number of terms subject to the decision of the incoming Section Chair. Most terms of the Chair and other officers any Committee shall be for approximately three years, subject to the Section Chair's discretion. The term of each Committee Officer shall commence and the term of his predecessor shall end at the last scheduled session of the last day of the Annual Conference. In the event that no Annual Conference is to be held, the Board shall fix the conclusion and commencement of such terms. The Section Chair shall fill any vacancy. Any member appointed to fill a vacancy shall fill the unexpired term of his/her predecessor and then may additionally serve full term as a new appointee.

Variations of this policy can be made by a majority vote of the Executive Committee upon recommendation of the Chair or Chair-Elect. It is intended that variations should be rare and necessitated by extraordinary circumstances.

2.3 - Officers of the Committee and Their Appointments

The officers of a Committee shall consist of a Committee Chair and Vice-Chair. The Section Chair shall appoint the Chair of the Committee.

Section 3 - Duties and Responsibilities

3.00 - Responsibilities

3.01 – All Committees

Committees shall review and consider administrative matters referred to it by the Board and when appropriate, shall offer recommendations to the Board.

The Committee Officers, through its Committee Chair may, recommend to the Board subjects for study and investigation by other Divisions and Committees of the Board.

The Committee Officers may undertake studies and investigations related to its field of responsibility and appoint the necessary working committees.

The Committee shall supervise the planning, functioning, and coordination of the activities of its working committees, if applicable, which shall report at least annually to the Committee.

The respective Committees, through their Chair or Secretary, shall recommend to the Board the action it should take on the Committees findings at regularly scheduled Board meetings.

The Committees shall discharge their working committees which may have completed their assignments, or which are unable to complete their assignments.

The Committee Officers shall have general supervision over all of the affairs of the Committee. They shall represent the Committee in all matters, except to the extent that it specifically delegates this representative function to others. The Committee Officers shall attend Committee meetings and, in addition to its regular duties, shall be responsible for arranging the Committees technical programs to be presented during the Annual Conference.

3.02 - Meetings

The Committee Officers shall meet twice a year and at least once during the Annual Conference of the Association. These meetings shall be called by the Committee Chair, who shall notify the members of the Committee of the time and place of the meeting.

3.03 - Quorum for Meetings

The Chair, or Vice-Chair of the Committee, if the Chair is unable to attend the meeting, and three voting members shall constitute a quorum for the transaction of Committee business at the meeting of the Officers. In the event of a tie vote, the vote of the Chair, or in the Chair's absence, that of the Vice-Chair shall prevail.

3.04 - Annual Conference

Training Committees may submit abstracts or requests to hold at least one session during the Annual Conference of the Association. Additional separate sessions of the Committee, joint sessions with other Committees or Technical and Professional Committees, general sessions on subjects of interest to the Committee, or a business meeting may be scheduled.

3.05 - Decisions by Vote

Actions at a Committee meeting shall be decided by majority vote of the members present.

3.06 - Scope of Committee Authority

No action shall be taken at a meeting of the Committee that may be deemed to express an attitude or action of the Association. However, the Board may forward resolutions or recommendations expressing such attitudes or actions for consideration to the Executive Director

3.07 - Duties of the Committee Chair

The Committee Chair shall supervise and coordinate all the activities of the Committee and preside, whenever possible, at the business meetings of the Committee and/or at least one session of the Committee during the Annual Conference. The Chair of the Working Committee shall be an ex-officio member of the Association's Program Committee and shall cooperate with the Chair of that committee in the final preparation of the Committee's program for the current conference year.

(NOTE: Invitations to speakers to appear on the Committee's program are issued by the Chair of the Association's Program Committee. The Program Chair also issues Notes of thanks to speakers who have participated in the Committee's Program. The Chair may designate this process to the Chair of the respective Divisions or Committees.)

The Training Committee Chair shall exercise general supervision over the preparation of the Committee's Annual Conference Program, as well as the operations of Training committees, and shall present, or have the Secretary present, a report to the Board of the status of their work during regularly scheduled Board meetings.

All Committee chairs are to prepare a written report of the Committee's activities for each Board meeting. This report shall be submitted to the Executive Director at his request.

Committee chairs are also to prepare a budget submission when requested by the Executive Director for inclusion in the Section Budget for Board approval.

3.08 - Duties of Committee Vice-Chair

The Committee Vice-Chair shall perform the duties of the Chair in the latter's absence.

CHAPTER ORGANIZATIONS

Section 1. Establishment of Chapter Organization

In order to further the knowledge of the operation and management of utilities rendering water service to the public and the other objectives as listed of the Section and to further interest in the American Water Works Association, the Section may create Chapters including Student Chapters.

The Section Board shall create or dissolve Chapters by a majority vote of the Board.

Section 2. Goals

The goals of the Chapters are to:

- Promote membership in AWWA.
- Provide a variety of quality educational programs.
- Provide chapter members with information on Section and Association activities.
- Assist the Section with membership retention by providing a means for more members to participate in TAWWA activities.
- Provide outreach to high school and college students to create interest in the water industry.
- Assist members with becoming involved in TAWWA.

Section 3. Geographical Area

The geographic area of the Section shall be created into such Chapters as the Board may determine. The boundaries of the Chapters may be established or altered by the Board to best meet the convenience of the members living therein. See General Map Below.

Section 4. Chapter Operation and Guidelines

4.1 General Operation including Chapter Officers

Chapters are to be supervised by the Chair(s) of the Regional Activities Committee. They are to operate in a similar fashion as the Section Board, electing a Chair or President, plus officers, including, at a minimum, a Vice-chair or President, Treasurer and Secretary.

All Chapters must operate under separate bylaws approved by the Board of Directors of the Texas Section AWWA.

Chapters must adhere to the Texas Section non-discrimination policy as well as the policy of rotation of leadership responsibilities referenced above under "Section Officials."

4.2 Requirements of Operation and non-profit status

Chapters are required to follow the Bylaws of the Texas Section of the American Water Works Association and are extended the benefits of the Associations non-profit status and indemnity. Chapters are to adopt bylaws and the Bylaws of the Chapter must not conflict with the Bylaws of the American Water Works Association or those of the Texas Section AWWA. Bylaws must be reviewed by the Section Executive Director and approved by the Board before they can be accepted. Names of Chapters are to reflect their role as a Chapter of the Texas Section AWWA. (Such as, “The Capital Area Chapter of the Texas Section AWWA; “The Southeast Chapter of the Texas Section AWWA)

4.3 Financial Records and Reporting

Chapters are to submit a copy of their financial records, bank accounts and minutes of their meetings to the Section Executive Director at any time requested, and at least once a year in a timely fashion to the meet the Section’s tax filing and budget deadlines.

4.4 Funding

The Section may provide funding for Chapters of certain activities as prescribed by and approved by the Board of the Texas Section AWWA. The Executive Director may recommend funding of certain activities to the Executive Committee as may be requested and has the authority to approve limited funding within the existing Section budget.

4.5 Joint Chapters

Upon approval and with guidance from the Section Board and the Executive Director, Chapters may operate jointly with other Chapters of similar Associations within the geographic boundaries of the TAWWA Chapter.

Section 5. Board Representation

The Chapters shall be represented by the regional Trustees at the TAWWA Board of Directors. Chapter officers will be notified of all Board meetings and are encouraged to attend. Through their Region Trustee, Chapter officers may place items on the agenda and present information at the meetings. The regional Trustee and Deputy Trustee shall be notified of all Chapter officer’s meetings and one of them shall attend them as an ex-officio member. It is recommended that Trustees solicit input from the chapter(s) in their region on Trustee candidates and forward the information to the TAWWA Nominating Committee.

Section 6. Communication

The Trustee and/or Deputy Trustee shall be encouraged to attend each chapter meeting and provide information on AWWA activities. The Trustee shall encourage chapter members to participate in TAWWA committees and assist members with section level contacts so that they can be appointed to committees. The Chapters are not authorized to act as the representative of AWWA before any council, regulatory, or legislative body without first receiving permission from the Board of Directors of TAWWA.

Section 7. Education

The Chapters should try to provide quality educational programs at meetings. The programs should be selected so that the diverse interests of members in the region are served. It is recommended that a link be established with the Section Education Division such that the chapters provide local assistance with seminars,

teleconferences and other Section and AWWA conference events. Chapters should seek TCEQ approval for training credit hours for their meetings whenever possible and report hours as needed.

Section 8. Fund Raising Activities

The Chapters may sponsor or co-sponsor local events for the purpose of raising money to support their activities. Funds can only be raised for mission specific activities as defined and modified by the Board of Directors of the Texas Section AWWA. The schedule for such activities shall be coordinated with the Vice-Chair of TAWWA so that there is no conflict with TAWWA or AWWA functions. Examples of activities that could be supported by local fund raising are:

- Chapter workshops or other training
- Purchasing science fair prizes
- Buying meals for student attendees at Chapter meetings
- Mailing costs
- Water For People
- Subsidizing Chapter meeting costs
- Contribution to Section or Chapter scholarship fund

The Section shall assume no financial liability for the unprofitability of Chapter sponsored events unless the Section is involved as a sponsor.

Section 9. Funds

Chapters are created by the Texas Section AWWA to benefit current and future AWWA members in Texas and are a subordinate of the Texas Section AWWA. Chapters are afforded their 501 c 3 status as a benefit of the Texas Section AWWA being a subordinate of AWWA.

Chapters are required to sign the Texas AWWA/ Chapter Affiliation Agreement to protect the non-profit status of all as well as the intellectual property of AWWA and Texas AWWA.

All funds held by the Chapter are funds of the Texas Section AWWA and are subject to the policies and procedures of the Texas Section AWWA as periodically amended. Chapters will adopt the fiscal year of the Texas Section AWWA, generally the calendar year.

Chapters are directed to use funds for Texas Section mission specific activities and to maintain limited ending balance not to exceed \$15,000 each year. If excess funds are retained, Chapters are to provide a specific plan for how all funds in excess of \$15,000 are to be utilized for mission specific activities in the first 6-months of the new fiscal year.

Chapters are prohibited to donating funds to any other for profit or non-profit organization unless the organization is approved by the Board of the Texas Section AWWA. A list of approved organizations may be obtained by contacting the Texas Section staff.

Section 9. Committees

Each chapter should develop committees to maintain the involvement and interest of the membership. The following committees are recommended as a minimum:

- Program
- Membership
- Special Activities

Section 10. Student Outreach

It is recommended that the chapters act as a local outreach agent for high school and college students to promote interest in careers in the water industry. Two suggested means of outreach are participation in local high school science fairs and contact with local university professors to invite their student participation in chapter meetings and to promote student membership and participation in AWWA.

Section 11. Chapter Scholarships

Chapter Scholarship Policies and Procedures

Chapters or subsections of the Texas Section AWWA are able to raise funds for scholarships to be awarded to students who live in their geographical area. The following policies and procedures have been adopted to ensure a uniform and nondiscriminatory process for the awarding of Chapter Scholarships.

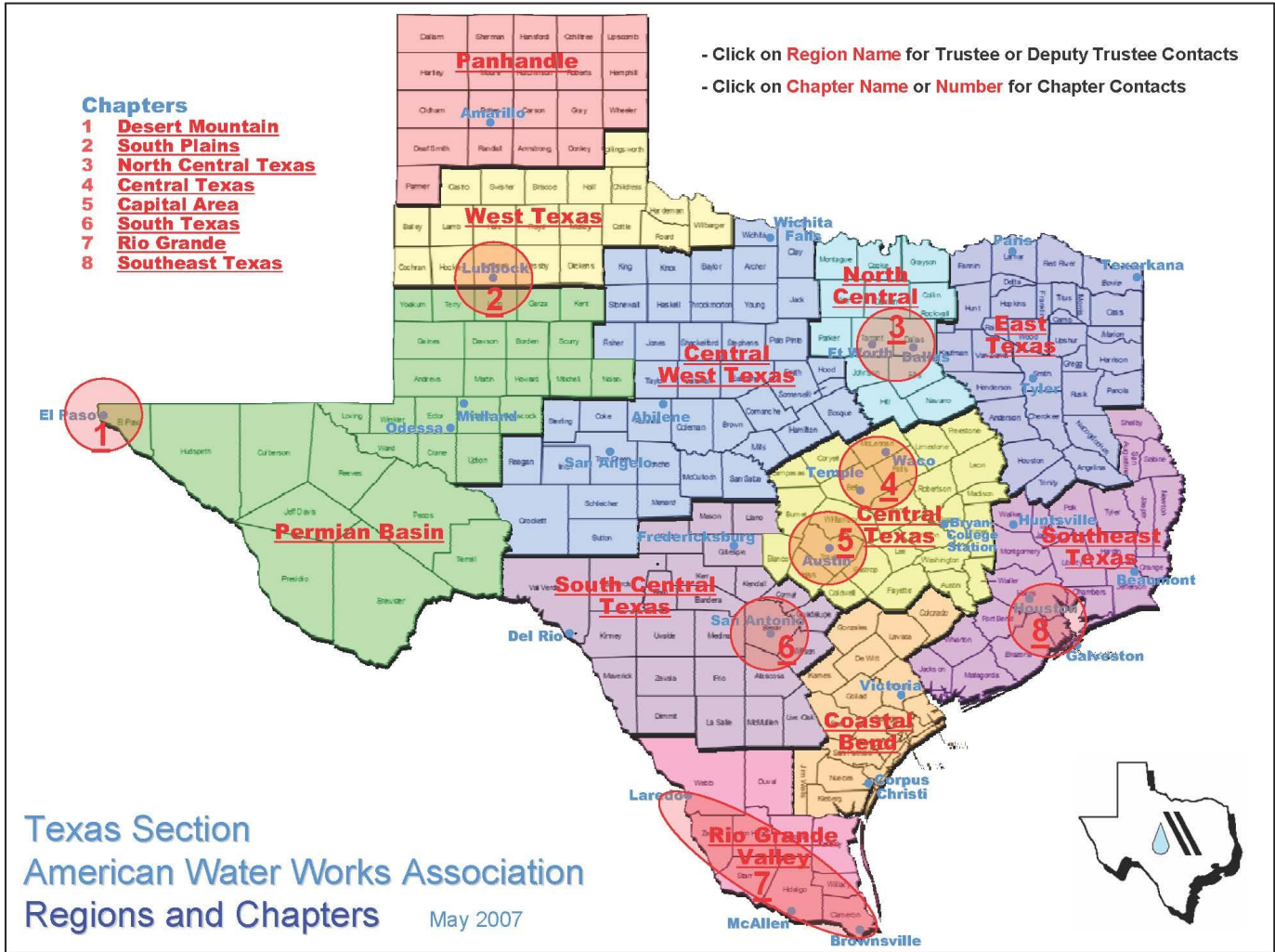
1. All Chapter scholarship processes must follow the Texas Section AWWA scholarship process. This includes using the Section Scholarship Application, application and award time periods, review process, award process and payment procedures.
2. All funds acquired or solicited as scholarship funds, and/or designated as scholarship funds, must be kept in separate bank accounts or clearly designated as separate from other Chapter funds. Once funds have been raised as scholarship funds or deposited into the scholarship account, they may never be used for any other purpose. If the Chapter is dissolved, or no longer wishes to participate in the Scholarship process, then Chapter scholarship funds will revert to the Texas Section's AWWA Scholarship funds.
3. In addition to following all Section policies, Chapters must follow the Section financial and investment policies as written and periodically amended and found below.
4. Each Chapter that intends to provide scholarships for students in their geographical area will designate one representative to serve on the Section Scholarship Committee.
5. The Scholarship application process for the Section and Chapters will begin and end on uniform dates each year as designated by the Chair of the Section Scholarship Committee.
6. Chapters will use the same application form and follow the same policies and criteria as the Section Scholarship Committee. All applications will all be sent to the Section Scholarship Committee in care of the Section offices and are subject to the same criteria and deadlines as all Section Scholarship Applications.
7. The Texas Section Scholarship Committee, including a representative from each Chapter having an active scholarship program serving on the Committee, will review all applications. Texas Section Scholarships will be awarded first, followed by Chapter Scholarships. The Texas Section AWWA will fund Section Scholarships; Chapter scholarships will be funded by each Chapter that has raised funds for the students in their area. Only Chapters that have raised funds are able to participate in the Chapter

Scholarship process. Funds raised in Chapters will only be used for Scholarships within that Chapter unless the Chapter chooses otherwise or if funds revert to the Section Scholarship funds (see #2 above)

8. Chapters will follow the same Scholarship application and award procedures and timelines as the Texas Section. Scholarships can only be awarded to full time students satisfactorily enrolled in institutions of higher learning. Evidence must be provided at the beginning of each semester of enrollment before funds will be issued. Chapters must secure similar evidence for Chapter awarded Scholarships.
9. Chapters are to provide the Section on an annual basis a simple summary of all income and expenditures, and a copy of year-end bank statements for all accounts managed by the Chapter. These reports are to be provided no later than January 31 of each year for the previous calendar year. This information will be incorporated into the Section's annual financial summary for approval by the Board of Trustees at the annual meeting in April of each year and for tax and audit purposed.
10. These policies and procedures governing Chapter Scholarships are periodically subject to change upon approval of the Board of Trustees. Chapter officers are always able to comment on future changes to these policies prior to their adoption and are responsible for making themselves aware of any future changes.

Failure to follow these policies may cause adverse liability impacts upon the Chapter and the Section and could limit the ability of the Section to defend Chapters should it become necessary. The Section shall not be liable for damages arising from the failure of any Chapter to adhere to these policies as periodically amended.

Chapter and their general geographic locations



Texas Section AWWA Policies and Procedures

MEETINGS, CONFERENCES, SEMINARS AND WORKSHOPS

MEETINGS

As per the Section Bylaws, the Section Board of Trustees will meet at least once a year. If only one meeting is to be held, then it will be at the Section Annual Conference. The meeting generally is held just prior to the beginning of the Conference. The Section Chair will set the specific date after consultation with the Executive Committee.

The Executive Director will notify the members of the Board of Trustees at least two weeks prior to the meeting via the most efficient manner, generally by electronic mail.

The Section Business Meeting will be held at the Section Annual Conference. The Business Meeting is generally held on the first day of the Conference. The membership will be notified of the Section Business meeting by publication in the Section Newsletter in the issue most near the meeting date.

The Section Chair generally will call a second Board of Trustees Meeting, the Mid-year Board Meeting, in the fall, generally mid to late October. The Section budget for the next fiscal year shall be approved at this meeting.

The Executive Director will notify the members of the Board of Trustees at least two weeks prior to the meeting via the most efficient manner, generally by electronic mail.

All members of the Board of Trustees are expected to attend both of the Section Board meetings.

Executive Committee meetings shall be scheduled at any time as needed to conduct Section business in an efficient manner.

CONFERENCES, GENERAL

The Section will hold an Annual Conference, generally in late March or early April. Sites for the Section Annual Conference are proposed by the Joint Site Section Committee and approved by the Board of Trustees at least three years in advance of each conference. It is preferred that sites be determined at least five years in advance.

Since 1996, the Section has been holding its Annual Conference jointly with the Water Environmental Association of Texas (WEAT), the Water Environment Federation affiliate in Texas. A contract has been executed by the chairs of both TAWWA and WEAT that outlines the basic responsibilities of each organization regarding this Joint Annual Conference.

Members of each organization also serve on the Joint Site Selection Committee with the authority to determine sites with sufficient exhibit facilities and hotel accommodations, seek approval of the sites from each

organizations governing Board, negotiate facility and hotel contracts, and generally act in behalf of both organizations in making advance arrangements for future conferences.

Generally, TAWWA will ask a local utility to sponsor the local arrangements for the Joint Annual Conference. The utility shall be requested to name a Section member in its employ to act as the co-chair of the Local Arrangements Committee. In some cases, the co-chair may not be an employee of the local utility.

WEAT shall also select a co-chair to serve on the Local Arrangements Committee, either from the local utility, or from a WEAT member in the community.

Volunteers from both organizations shall, in as equal manner possible, be asked to serve on the Local Arrangements Committee. In the event that any person chosen is unable to carry out the duties, the utility or the respective Association must choose a successor at once.

Complete responsibilities of the Local Arrangements Committee are outlined in the Joint Conference Guidelines, a separate manual from these documents.

SEMINARS AND WORKSHOPS

No Division or Committee, or any other group is permitted to claim that the Section approves a workshop, seminar, or similar event unless approved by the Executive Director and/or the Executive Committee.

The Section shall not be liable for damages arising from the failure of any member or non-member to secure prior Section approval, whether such liability claim is against participating committee members, or others.

The Executive Director shall provide all committees that plan to conduct seminars and workshops, other than at the Joint Annual Conference, with guidance from the Executive Director as to available dates and logistical support. Generally, programs must generate enough revenue to support program costs. All contracts must be reviewed, approved and signed by the Executive Director.

As a matter of financial policy, the Section does not generally offer refunds to registrants who fail to attend a seminar or workshop.

For the information of Section members involved with workshops and seminars

1. The Section's insurance coverage:

A. A Texas Section member is covered for bodily injury, property damage, and personal injury liability including defense, and blanket contractual liability. Guest speakers are not covered personally for libel or slander. In order to be covered, the function must have the approval of the Executive Director. The host liquor liability is only valid when the Section is not involved in the sale of liquor.

B. A Texas Section member is covered for crime to exclude loss where the insured has knowledge of any prior dishonest act.

C. A Texas Section member is not covered under any type of Worker's Compensation insurance other than the Executive Director or other paid staff who are covered.

2. The following procedures will guide those conducting seminar and workshops:

- A.
1. A Division or Committee Chair will submit to the Executive Director for approval of a seminar or workshop.
 2. A complete list of all registrants must be made and attendance must be formally noted on this list.
 3. All paper work and money (checks, money orders) from an event must be returned to the Section office with 10 working days of the close of the event.
 4. Events that have been pre-approved for TCEQ hours must have the name and social security number of each registrant added to an official TCEQ form, in alphabetical order, last name first, submitted to the Section office within 10 working days of the close of the event.
 5. Cash accepted at events shall be converted to a check or money order before forwarding to the Section office.
 6. Payments for Seminars and workshops will be sent directly to the Section office.
 7. The Section office, upon receipt, will make deposits of funds.
 8. A final recap sheet of on-site monies collected should be prepared by the committee member responsible for the seminars income and expenses on-site, and reviewed and signed as "appearing" correct by another participating committee member.
 9. The Section office will prepare a final recap of all income and expenses associated with the event.

B. Payment of as many expenses as possible shall be made by Section check or credit card. To accomplish this:

a. The Section has established credit with hotels throughout its area and with reasonable advance notice, will do so with others.

b. Expenses should be within the established budget for the event.

c. Where other large expenditures are contemplated, the Executive Director must be consulted to arrange for direct Section payment.

d. Any contracts for meeting space, etc. shall be executed and signed by the Executive Director. See Contract Policy below.

C. Reimbursements for any budgeted or approved expenses associated with Seminars or Workshops shall be paid upon submission of receipts or other forms of proof of payment to the Executive Director.

Reimbursements will be processed upon receipt.

SECTION CONTRACTING POLICY

The Board of Trustees has the sole power to approve entering into contracts on behalf of the Section. However, the Executive Director is generally authorized by the Board to execute all contracts on behalf of the Section, reviewing them to insure conformity with the Section Bylaws and AWWA Official Documents. The Executive Director shall oversee the negotiation and execution of contracts. Copies of all executed contracts are kept at the Section office and the Executive Committee and Board of Trustees shall be kept informed through their agendas when contracts have been executed.

When contracts of a repetitive nature have been approved once, the Executive Director, without prior approval of the Board of Trustees, may sign continuing or successive contracts. The Executive Director ensures that they

do not contain changes in the basic intent first approved by the Board, and that funds have been budgeted for the amounts involved.

This Policy specifically includes the following for contracts of a continuing nature:

1. The Executive Director enters into contracts for hotels, other meeting centers, entertainment, and music necessary for proper handling of Meetings and Conferences.
2. After a Meeting or Conference budget has been adopted, and circumstances indicate that attendance will be greater or less than estimated, the Executive Director, may adjust income and expenditure items, without review, to achieve a balanced budget. Also, no review is necessary on adjustment of fine items to meet unforeseen special needs of the event, including the use of the contingency item.

FINANCIAL POLICY of the Texas Section AWWA including Divisions, Committees and Chapters

Fiscal Year

The Section's Fiscal Year is from January 1 until December 31.

Revenue

The Section is entitled to an annual allotment from Association funds, based on all Membership dues received by the Association, exclusive of any Section Assessment.

The Section also receives from AWWA funds collected as an Assessment from each member assigned to the Texas Section.

The Section also receives funds from various training workshops and seminars and from other sources such as grants, etc. as well as from advertising revenue.

The Section also receives direct donations from grants, outside sources and/or members or their families. Some of these funds are for specific uses while others are for general Section program use.

Budget

The Section makes all expenditures based on an annual budget approved by the Board of Trustees, generally at the fall mid-year Board meeting.

The Section shall maintain a minimum of nine months of operating expenses at all times.

The Section will follow all generally accepted accounting principals.

An independent financial review will be conducted annually.

Authorized uses of Section Funds

When the term "Section" is used below, it includes Divisions, Committees and Chapters

Association funds allotted to the Section will only be used to conduct activities consistent with the objectives of the Association as set forth in the Articles and Bylaws of the Association and the Bylaws of the Section. In questions of consistency, the Board of Trustees shall be the final judge, and it may, from time to time, revise the Policies to cover various aspects of this subject. All other funds will be used consistently for Section approved uses.

Fees set for Section meetings and conferences and seminars/workshops shall be sufficient to cover all costs, unless an exception is granted by the Executive Director. Meeting, seminar, workshop and conference fees shall be higher for nonmembers.

BUDGET POLICY

The Executive Director shall prepare a preliminary annual budget for review by the Financial Planning Committee prior to submission of the final budget to the Board of Trustees at their regular meeting during the Joint Annual Conference. It shall be based on the prior annual budget, current and projected income and expenditures, and written, documented requests, received by September 1, from Section officials who seek additional funds in the next budget year.

After adoption of the budget, any request for additional funds shall be directed to the Executive Director who shall determine whether funds are available. The Executive Director may approve additional funds if they are available in the current annual budget following consultation with the Section Chair and/or the Executive Committee. If approved, the budget shall be amended to reflect such changes.

Funds budgeted for a project may, upon approval of the Executive Director, be transferred in whole or in part to another budgeted project or to the contingency item.

INVESTMENT POLICY

When the term "Section" is used below, it includes Divisions, Committees and Chapters

The investment responsibility of the Section rests with the Board of Trustees. However, the Executive Director is authorized to make the day-to-day decisions within this investment policy. Funds to be invested include the Section's operating accounts and scholarship or other long-term investments. The Executive Director/ Secretary Treasurer will provide a written report to the Board annually on all investment activities. For each investment type, the report shall include:

- A. Description
- B. Amount
- C. Purchase Value
- D. Yield
- E. Report of all securities bought, sold and matured, and
- F. Recommendations concerning investment policy and strategy

The Board of Trustees shall review the investment report to ensure that all investments have been made in accordance with applicable laws and regulations as well as within this investment policy. The review of the investment report shall be a matter of record in the minutes of each board meeting.

Invested maturities will be staggered to ensure that the Section has access to the funds. However, in the event of an unforeseen need, investments may be liquidated prior to maturity.

Safety of the principal shall prevail in all investment decisions. Yield will be maximized by reviewing rate of return and length of deposit required. Investments providing maximum return while meeting safety requirements will be selected.

Approved investments are as follows:

1. US Treasury Securities
2. Federal Agency Securities
3. Investments in the State of Texas
4. Domestic Bank Certificates of Deposit or Money Market Accounts.
5. Federal Funds

No common stock, preferred stock, or real estate, for investment purposes, will be purchased.

Operating funds, checking or savings account may be kept at an institution that is convenient to the Sections place of business.

Safekeeping and Section internal controls:

1. Negotiable certificates and securities shall be stored in an off-premises safe deposit box. Access to the box shall require the presence of at least two of the Section's authorized signatories.
2. Investment transactions will be formerly documented by correspondence between the Section Chair and the Executive Director.
3. Proceeds from sales, interest payments and principle payments shall be promptly deposited in a Section bank account and not held as cash or transferred to any second party.

OFFICE POLICY

1. The Section shall maintain a full-time office and storage spaces as determined by the Board of Trustees. Administration of the office and staff is the responsibility of the Executive Director.
2. All Section business, such as AWWA seminar/ workshop approvals, purchase and expenditure commitments etc., to and from AWWA and other organizations shall be transacted through the Section office. While discussion between concerned persons may be necessary, no expenditure commitments may be made on behalf of the Section without approval of the Executive Director, whose duties include determining that proposed expenditures are included in the Section budget. The Executive Director shall, from time to time, remind Section officials and other interested parties of this policy.
3. The Executive Committee shall recommend the wages and fringe benefits of the Executive Director. The Executive Director shall recommend, to the Executive Committee, suggested annual increases, bonuses, and incentive programs for Section staff.

4. The Executive Director shall establish appropriate office policies and procedures for the orderly and business like operations of the Section's offices.

TRAVEL POLICY

When the term "Section" is used below, it includes Divisions, Committees and Chapters

Only certain situations allow for the Section to reimburse for travel expenses.

In these certain and pre-approved situations, travel is only reimbursed if the volunteer's employer will not cover the travel expenses.

The one overriding principle is that volunteers are requested to minimize, within reason, the expenses incurred in meeting attendance

1. It is requested that you or your employer help TAWWA by paying your expenses at all AWWA and TAWWA approved meetings (tax deductible).
2. If you or your employer are unable to assume full expense for your participation due to the number of meetings attended or other circumstances, then TAWWA *may* share those expenses with you as indicated in this policy.
3. If you or your employer are unable to share any cost, TAWWA *may* reimburse expenses as provided for in this policy.
4. When air travel is reimbursable, it shall be reimbursed at the "economy" or "coach" rates.
5. Volunteers and staff will be required to plan meetings over weekends, ensuring lowest fares and hotel rates (and allowing reimbursement only at that level).

Eligibility for Reimbursement

Generally, only those listed below are eligible for travel reimbursement by the Section. If others believe they may be eligible for travel reimbursement, they may contact the Executive Director and the Section Chair. Funds must be available in the Section budget before any travel can be reimbursed.

Officers

Chair, Chair-Elect, Vice-Chair, Director, Past Chair and Executive Director/Secretary-Treasurer

Officer travel is budgeted and generally reimbursed if the officer's employer or the officer is unable to pay the travel expenses of the officer as provided for in this policy.

Director

Additionally, TAWWA will reimburse for travel to the AWWA Winter Board meeting above the amount reimbursed by AWWA to TAWWA for this travel. The Section will also reimburse travel expenses for the Director's spouse when traveling together to the AWWA winter Board meeting.

Executive Director

All business related travel of the Executive Director is fully reimbursed.

Grants/Special Funding

If special funding such as grant or other fund sources specifically allow for travel reimbursement, then travel for those participating in these programs *may* be reimbursed for certain individuals as provided for in this policy.

Others

Travel expenses of other volunteers *may* be paid, upon request and with the approval of the Executive Director and the Section Chair on a case-by-case basis. These reimbursement requests should be for extraordinary circumstances and may only be paid if Section funds are available.

Travel Procedures for those Volunteers Eligible for Reimbursement

1. Traveler's Responsibility

The traveler should submit a standard expense report to the Executive Director within 15 working days. Original receipts for accepted air travel, hotel, and other costs over \$25 must be attached, except taxi cab receipts must be submitted for charges over \$10. A copy of the itinerary is not an adequate substitute. The original airline ticket receipt must be submitted.

2. Reimbursement Policy

TAWWA will reimburse expenses that are actual, reasonable, and necessary. Airfare will be reimbursed only at the lowest (advance purchase) rates unless the Executive Director authorizes an exception. TAWWA is responsible for paying all approved expenses within 10 working days after receiving a properly completed expense report form. Failure to attach required receipts may result in delay of processing.

3. Ground Travel

a. Personal Automobiles: Out-of- Town Use

If a volunteer elects to use a personal automobile in lieu of air transportation, reimbursement will only extend to the cost of air travel as presented elsewhere in this policy. Volunteers are required to properly insure personal vehicles and are not covered by the Association's insurance.

b. Ground transportation should be utilized in the following order:

1. Use complimentary hotel shuttle when available.
2. Use commercial shuttle when available.
3. Use taxi with others attending the same meeting when possible.
4. Use taxi alone as last resort. All taxi charges in excess of \$10 must include a receipt.

c. Auto Rental

Rental cars may be used when it is determined to be the most cost effective or efficient form of transportation. Pre-approval by the Executive Director is required. The least expensive car to

fulfill business needs should be rented. Receipts must accompany all rental car charges, including any gas or oil charges. A corporate rate discount must always be requested. Traffic or parking violations while using a rental car on Association business are not reimbursable. Insurance is provided through the renters personal insurance, so rental agency collision and liability damages waiver payments are not reimbursable expenses. Liability for any car rental remains the responsibility of the volunteer who rents the car.

- e. Accidents: If a traveler is involved in an accident in a rental car, all forms required by the rental agency should be completed. If a traveler is involved in an accident in a personal car, the cost involved for damages or claims is the traveler's responsibility.

This policy does not apply to the Executive Director when traveling on Section business.

This constitutes the liability of the Section regarding rental car use and no verbal, implied or written representation shall constitute a change of this policy unless adopted by the board and reflected in these Governing Documents.

2. Accommodations

- a. Lodging arrangements for volunteers on official TAWWA business will be made through the Section Office unless otherwise directed.
- b. Lodging cancellations: TAWWA is required to guarantee payment for all "no show" reservations. TAWWA may notify the traveler of the cancellation deadline for hotel rooms, and the traveler may be responsible for canceling the reservation. All no show charges must be included and explained in the travelers expense report.

3. Meals

- a. Actual, reasonable cost for meals may be reimbursed. Reimbursement must be documented by a receipt, but may include a 15-20% gratuity. Staff has the flexibility to choose restaurants with reasonable rates (casual and informal).
- b. TAWWA may reimburse volunteers for meals for themselves and other volunteers on official TAWWA business only. This does not include spouses or other guests who are not on official TAWWA business.
- c. Group meals paid by TAWWA staff are the business benefit of TAWWA. Other guests may be invited only after authorization from the Executive Director. Other guests, such as spouses or friends, may be included at the expense of the inviting volunteer.

4. Incidentals

- a. Nonreimbursable expenses are those that are not authorized. These include: in-room movies; in-flight alcoholic beverages, earphone and movie rentals; life and additional travel insurance beyond that routinely available through the traveler's credit card. Also not reimbursed are alcoholic beverages, except when served as part of a TAWWA

function or as part of a meal sponsored by TAWWA. Alcoholic beverage cost limits with the meal may be imposed.

b. Reimbursable expenses *may* include:

- Reasonable porter services.
- Tolls and parking for reimbursable personal and rental cars.

5. Entertainment is not an authorized expenditure for volunteers on official TAWWA business unless pre-approved.
6. Vacations - Combined Business and Personal Trips: Only business expenses may be reimbursed.

CREDIT CARD POLICY

1. The Section maintains one credit card in the name of the Executive Director for use for Section business. The Section pays any fees including annual fees.
2. The Section may reimburse employees and volunteers, who qualify for expense reimbursement, for expenses incurred on their personal credit card.

Expense reports must be submitted within 10 working days for reimbursement.

Copies of charge slips must be attached along with other supporting documentation as requested by the Executive Director.

SECTION POLICY STATEMENTS

When the term "Section" is used below, it includes Divisions, Committees and Chapters

- A. In accordance with the AWWA Governing Documents, whenever the AWWA has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the AWWA statement.
- B. Whenever the Section has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the Section statement, and all their official Section actions shall be accordance with AWWA and/ or Section policy statements. If an interpretation of these statements is needed, the matter shall be referred to the Executive Director who may seek interpretation from the AWWA or the Section Executive Committee, as appropriate.
- C. In matters relating to Texas Section, the Section Chair or a person specially designated by him to handle a specific assignment shall be the official spokesperson.
- D. When the Section has adopted a policy statement on any matter, no officer or member of this Section may attribute to the Section a policy statement that differs with the Section's statement.
- E. In the absence of approved AWWA or Texas Section Policy the Chair may move to present the Section membership's knowledge on a subject in the Section's name.

- F. The Section recognizes the individual right and duty of all citizens to express their views to legislators, and any other entity, and recognizes that divergent views will exist. But any party so taking action must do so as an individual and not as a representative of the Section.
- G. This Section composed of professionals in the water industry, was formed to serve the interests of all of the people of Texas and, primarily as an educational and training organization. Section policy is to refer citizens' inquiries pertaining to local regulations and/or legislation to the local water agency or appropriate government official and/or agency. The Section will not take an official position on local or area matters.
- H. AWWA and Texas Section Policy Statements shall be compiled by the Executive Director and issued to members of the Board of Trustees.
- I. For the information of its members, the Section may, from time to time, publish information on regulatory or legislative matters (whether proposed or existing).
- J. With respect to individual Texas legislative and regulatory matters, when, in the opinion of the Chair, time does not permit deliberation and/or response by Section committees usually charged with the responsibility, the Chair may determine the most immediate and considered process for the purpose of immediate consideration and recommendation on Section action. Such determination will be made after consultation with the chair of the committee(s) usually involved including the Water Utility Council.

The Chair shall report on these activities to the Board.

AMENDING SECTION GOVERNING DOCUMENTS

DEFINITIONS:

Amendment - an addition, deletion or modification of a Section regulation.

Emergency - an urgent requirement due to unforeseen circumstances that arises after the deadline for publishing the agenda, and/or cannot be practically postponed until the next regularly scheduled meeting of the Board.

METHOD:

1. Submit the proposed amendment for publication in the official Board meeting agenda.
2. Approve by a vote of a simple majority of the entire Board of Trustees. (Not a majority of the Board of Trustees members present).

EMERGENCY EXCEPTION:

1. Submit the Proposed amendment to the Board Chair prior to 10:00 AM of the day of a scheduled Board Meeting.
2. Added to agenda if approved by a majority of the Board of Trustees members present.

Note: Approval of the emergency amendment still requires a simple majority vote of the entire Board of Trustees.

AWARDS, CITATIONS AND MEMORIAL RESOLUTIONS

The Board of Trustees has the sole power to create and issue Awards, Citations and Memorial Resolutions on behalf of the Section or its programs, divisions and committees or to issue Resolutions memorializing service or achievement. The Section Awards Committee administers the Section Awards Program on behalf of the Board of Trustees.

AWWA AWARDS

Some National Awards such as the 'George Warren Fuller' allow considerable Section discretion. Others such as 'AWWA Honorary Member' have rigid requirements. The listings and requirements are published in the AWWA Awards Handbook available for review in the Section office.

SECTION AWARDS or CHAPTER AWARDS

When a new Section Award is to be established, approval by the AWWA must be obtained, as specified in the AWWA Awards guidelines. The selection of candidates for such awards is usually delegated to a specific sub-committee.

The Board issues appropriate, standard printed citations to other Section officials as they leave office, to speakers at our Meetings and Conferences, and upon action

SECTION CITATIONS AND PLAQUES

The Board has approved the issuance of plaques to a limited number of non-members and to Section officials upon completion of their term of office. These are: the Local Official welcoming us to Meetings and Conferences, principal Guest Speakers, the Local Arrangements Chair, retiring Trustees. The retiring Section Chair also receives a suitable gift.

From time to time, the Board may issue a plaque or gift for special or unusual service to the Section over an extended period.

CHAIR'S CITATION

Each year, the Chair may issue citations for outstanding or unusual service during his/her term of office. A special citation shall be issued to each awardee. If an award is made to a Program, Division or committee, duplicate awards shall be given to the Program or Division officers or to the committee members. Such awards shall not conflict with other authorized recognition programs, nor duplicate other Section awards.

MEMORIAL RESOLUTIONS

Memorial Resolutions are limited to those for previous Section Chairs and other officers and officials designated by the Board of Trustees.

The Board or the Executive Committee may authorize issuance of a special resolution, honoring other Section members who have, over many years, made outstanding contributions to the Section, and the water works industry.

AWARD PRESENTATIONS

A special time shall be scheduled in the Joint Annual Conference Opening Session, Awards Ceremony or Conference Closing Dinner for the presentation of all National and Section awards. The Executive Director shall be responsible for coordinating the awards presentation with the Section Executive Committee and the counterparts from WEAT.

The Section Chair conducts all award ceremonies.

The National AWWA Officer assists in the presentation of the following awards:

1. George Warren Fuller Award. The AWWA Officer reads the citation while previous winners locate the new awardee.
3. Life Memberships
4. Gold Water Drop

The National officer presents other significant AWWA awards as the need arises.

The Section Chair presents the following awards:

1. Chair's Awards
2. "Doc" Ballard Award
3. Other Awards as necessary

The passing of the Chair's gavel and award presented to the outgoing Chair take place at the specified conference event.

The Section office has the responsibility of obtaining all necessary awards and citations and ensuring their availability at the awards ceremony.

Proxy Policy

To insure a quorum for meetings, any voting member of the Board of Trustees who is unable to attend a scheduled meeting of the Board may submit a proxy statement to authorize the designated Board members to act on their behalf. Proxies must be submitted by the deadline specified on the proxy statement provided.

Voting by Electronic and/or Telephonic Participation

Though it is the responsibility of Board Officers and Trustees to participate in person at meetings, the Texas Section AWWA recognizes that occasionally voting members of the Board are unable to attend meetings in person. Technology allows for webstreaming of meetings and therefore, viewing of meetings from remote locations via the internet.

On the occasions when the Texas AWWA Board meetings are available via the internet, subject to the reliability of available technology, voting members who are unable to attend are permitted to view and participate in the meeting utilizing the below procedures. Additionally, a member may participate via phone only using similar procedures utilizing a conference call system established by the Section.

A member who participates in a meeting via remote means cannot be considered part of the quorum for a meeting unless they have submitted their Proxy Vote Intent to Participate Electronically in a timely manner as noted above.

- The meeting must be made available via the internet and/or conference call connection established by the Texas Section.
- The member viewing or listening via remote means must, upon request, email confirmation of their identity using a message provided to them in advance by Section staff.
- Once this email communication is confirmed, the member will be asked to identify they are viewing and/or listening via the internet or conference call.
- Section staff will confirm the proxy statement is on file and affirm, to the best of their ability, that the member viewing remotely is correctly identified.

Once confirmed, the member viewing/listening remotely is able to participate in the routine business of the meeting and vote as if they were in attendance.

This procedure may be adopted by the Board for voting of Officers and Trustees at the Annual Section Business meeting upon a majority vote of the Board.



Texas Section of the American Water Works Association

MEETING NOTICE AND CALL FOR PROXIES

If you are a voting member of the Board of Trustees and are unable to attend the meeting, please prepare and return the Proxy Statement form below to Mike Howe, TAWWA Executive Director, by fax at 512-238-0496 before the close of business on (date) in order that we may be assured of a quorum.

PROXY STATEMENT

I hereby appoint and authorize (name of Section Chair, Section Chair-Elect and Section Vice-Chair) acting together or severally, as my proxy (ies) for the Board of Trustees Meeting of the Texas Section of the American Water Works Association (TAWWA) to be held (date), to register my vote on any item(s) that may be acted upon by the Board that, in the opinion of the named Board Members, will work to the benefit of TAWWA, as I might have voted in person had I been present.

Date: _____

Signature: _____

Printed Name: _____