



**Virginia Water Environment Association
Organizational Manual
2025-2026**

Introduction

This Virginia Water Environment Association, Inc. (VWEA), Organization Manual is prepared for use by members of the VWEA Board of Directors and VWEA committee chairs. It contains information on the Water Environment Federation (WEF) and VWEA.

This manual is a changing and evolving document and should be updated as needed to reflect significant changes.

THE INTENT OF THIS MANUAL IS TO:

1. PROVIDE A BASIC UNDERSTANDING OF THE WEF, ITS ORGANIZATION AND ITS RELATIONSHIP TO THE VWEA.
2. PROVIDE A BASIC UNDERSTANDING OF THE VWEA AND ITS ORGANIZATION.
3. CLARIFY THE VARIOUS COMMITTEES' DUTIES, RESPONSIBILITIES AND MEMBERSHIP.
4. SERVE AS A TOOL FOR INCOMING MEMBERS APPOINTED OR ELECTED TO VARIOUS POSITIONS OF RESPONSIBILITY.
5. SERVE AS A RESOURCE TO DEVELOP WORK PLANS FOR EACH POSITION AND COMMITTEE.

This manual is not intended to replace the orderly transmission of committee specific information from outgoing to incoming committee chairs. That remains the specific responsibility of the outgoing committee chair.

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Federal ID # 51-0213349

Water Environment Federation

DESCRIPTION

The Water Environment Federation (WEF) is an international not-for-profit educational and technical organization with members from varied disciplines who work toward the WEF vision of preservation and enhancement of the global water environment. The WEF network includes more than 36,000 individual water quality professionals from 75 Member Associations across the world. Members include environmental, civil, and chemical engineers, biologist, chemists, government officials, students, treatment plant managers and operators, laboratory analysts, and equipment manufacturers and distributors.

WEF has guided technological development in water quality since it was founded in Illinois in 1928 as the Federation of Sewage Works Associations through a grant from the Chemical Foundation. The name was changed to the Federation of Sewage and Industrial Wastes Associations in 1950 and to the Water Pollution Control Federation in 1960. To reflect an expanded focus that includes non-point, as well as point sources of pollution, the name was changed to Water Environment Federation 1991.

WEF is a federation of 80 Member Associations (MA), six recognized Operator Associations, and six Corresponding Associations located throughout the world. When members join WEF, they also join an MA and enjoy benefits from both organizations. Every MA is represented by a Delegate on the House of Delegates and, for those MA's with membership over 500, by two Delegates, and MAs with a membership over 2000, by three Delegates. This diverse international leadership is one reason WEF is the leading technical organization on water quality issues.

Annually, the WEF has MA Exchange meetings (WEFMAX). Members of each Association's Board of Directors are encouraged to attend. Key committee chairs, such as Membership and Government Affairs are also urged to attend. These meetings provide an opportunity for MA's to exchange ideas and strategies and for the MA's to receive input from and give input to the WEF.

Vision

The Water Environment Federation (WEF) will be recognized as a leader dedicated to the preservation and enhancement of the global water environment.

Mission

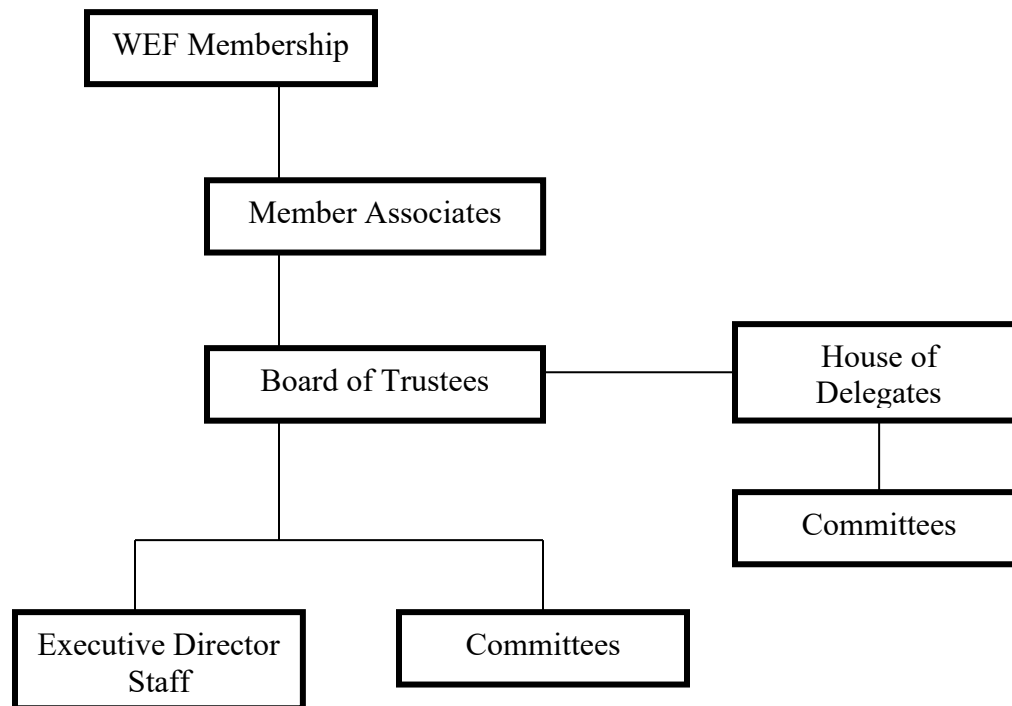
- Develop and promote practices and policies, which assist our members to serve the public interest in providing efficient and environmentally protective water quality and wastewater management services.
- Deliver high quality products and services to members and stakeholders.
- Promote scientifically sound environmental practices and regulation.
- Educate members, the public and policy makers.
- Promote and advance the water quality profession.
- Promote public health by preserving and enhancing the global water environment.

WEF ORGANIZATIONAL STRUCTURE

The below figure depicts the basic organizational structure of WEF. Its governing body is the Board of Trustees, whose function is to manage the affairs of the Federation. Certain committees are dictated by the Constitution and Bylaws. The membership of the remainder of the committees is appointed annually by the President.

The WEF staff provides guidance and support for all activities of the Federation. The WEF Executive Director also serves as the Secretary of the House of Delegates and Board of Trustees.

WEF Organizational Chart



Board of Trustees

The Board of Trustees is comprised of President, President-Elect, Vice-President, Treasurer, Immediate Past President, Executive Director (Secretary), and ten Directors appointed by the President.

The Board of Trustees is the governing body of WEF and holds legal authority and fiduciary responsibility on behalf of WEF and its membership. The Board is responsible for supervision, control and direction of WEF under such rules as the Board may determine, subject to applicable laws and regulations, WEF's Articles of Incorporation and Constitution and Bylaws. The Board of Trustees is responsible for implementing the Strategic Plan and providing direction to WEF

Committees. Members of the Board of Trustees serve as liaisons to WEF Committee Focus Groups to facilitate committee and Board communication.

House of Delegates

Comprised of President, President-Elect, Vice-President, Treasurer, Immediate Past President, Executive Director (Secretary), Delegate for Member Associations with less than 500 members (1); Delegates for Member Associations with 500 or more members (2); Delegates for Member Associations with over 2000 members (3); Professional Wastewater Operations (1); Associate Members (1); Corporate Members (1); and Delegates-at-Large (12).

The House of Delegates, comprised of representatives of each WEF Member Association, and Delegates representing other WEF member constituencies, is the representational body of WEF and advises the Board on issues of strategic direction.

Committees

WEF Committees and the Committee Leadership Council provide recommendations to the Board of Trustees on activities and programs that will advance the WEF strategic plan.

Committee Leadership Council (CLC)

Management Council of the Board of Trustees, The CLC is comprised of WEF committee chairs and vice chairs and is charged with coordinating activities of committees to reflect WEF goals and objectives, while implementing the strategic plan.

WEF STAFF CONTACT INFORMATION

Address	601 Wythe Street Alexandria, Virginia 22314-1994
Website:	www.wef.org
Phone:	800-666-0206 703 684-2492

Virginia Water Environment Association

DESCRIPTION

The VWEA is a Member Association of the WEF. The objectives and governing procedures of the Association are outlined in our Articles of Incorporation and Bylaws and adopted Board Policies. The Board has, over time, also developed a set of policies, which govern the conduct of most of the affairs and activities of the Association. These policies are reviewed and upgraded as needed and are made available to each committee chair at the beginning of their term.

The Association is governed by a Board of Directors consisting of a President, Past President, President Elect, Vice-President, PWO Representative, Young Professional (YP) Representative, Association Representative, Secretary/Treasurer, two Federation Delegates, and other Ex Officio nonvoting members as required by WEF. The President is Chair of the Board.

The Board of Directors meets at least quarterly to discuss the business of the Association. Committee chairs as well as the general membership are encouraged to attend these meetings. Business meetings of the general membership are held at the Association's Annual Meeting.

Strategic Plan

During 2023, the VWEA Board worked through a Strategic Planning process with the Strategic Planning Committee to update the Strategic Plan to reflect the breakthrough initiatives that have been accomplished and new initiatives that the Association would like to pursue. As a result of these efforts, a FY 2024-2029 Strategic Plan was developed and approved.

The Strategic Plan has been developed to accomplish the following:

- To provide a formal means of regularly reviewing our Vision and Mission – looking at what we are about, and at what we intend to be about.
- To provide a means of periodically revisiting the initiatives of VWEA to make sure that our activities support our Vision and Mission.
- To provide structure, guidance, and direction to Committee Chairs and Committees to accomplish our mission and move towards making our Vision a reality.

This Strategic Plan provides a road map with clear milestones against which we can measure our progress. Strategic plan objectives (SPOs) are clearly defined and provide the guidance Committees need to: formulate their own committee charters and committee business plans, to measure progress, and to ensure that their efforts are aligned with VWEA's Vision and Mission.

Commitment to the Strategic Plan by VWEA leadership is critical to our future success. Each year, VWEA's leadership will come together to evaluate the Strategic Plan. We will keep what works and change what needs to be changed. Through this continuous improvement process, VWEA will become more effective by drawing upon the talents, energy, and commitment of its volunteer leaders in an organized and efficient manner.

The Vision, Mission, and Guiding Principles, and Goals and Objectives as presented in the Strategic Plan are summarized as follows:

Vision

A healthy water environment for Virginia

Mission

To lead the advancement of the water industry

VWEA Value Statements

- ❖ Nurture a collaborative and inclusive community.
- ❖ Empower our members to foster growth and sustainability.
- ❖ Provide premier resources for educational opportunities and outreach.
- ❖ Inspire our members to be leaders in Virginia’s water environment.

Goals

1. Leadership and Advocacy

Foster leadership while advocating for inclusive public health and clean water.

- i. Exercise responsible financial management and practical governance.
- ii. Promote collaboration within our member association, with the public, and with other industry-related organizations.
- iii. Advocate for technically-sound science within the water industry.
- iv. Champion diversity, equity, and inclusion in all activities.

2. Communication and Outreach

Engage communities through advocacy to promote development opportunities.

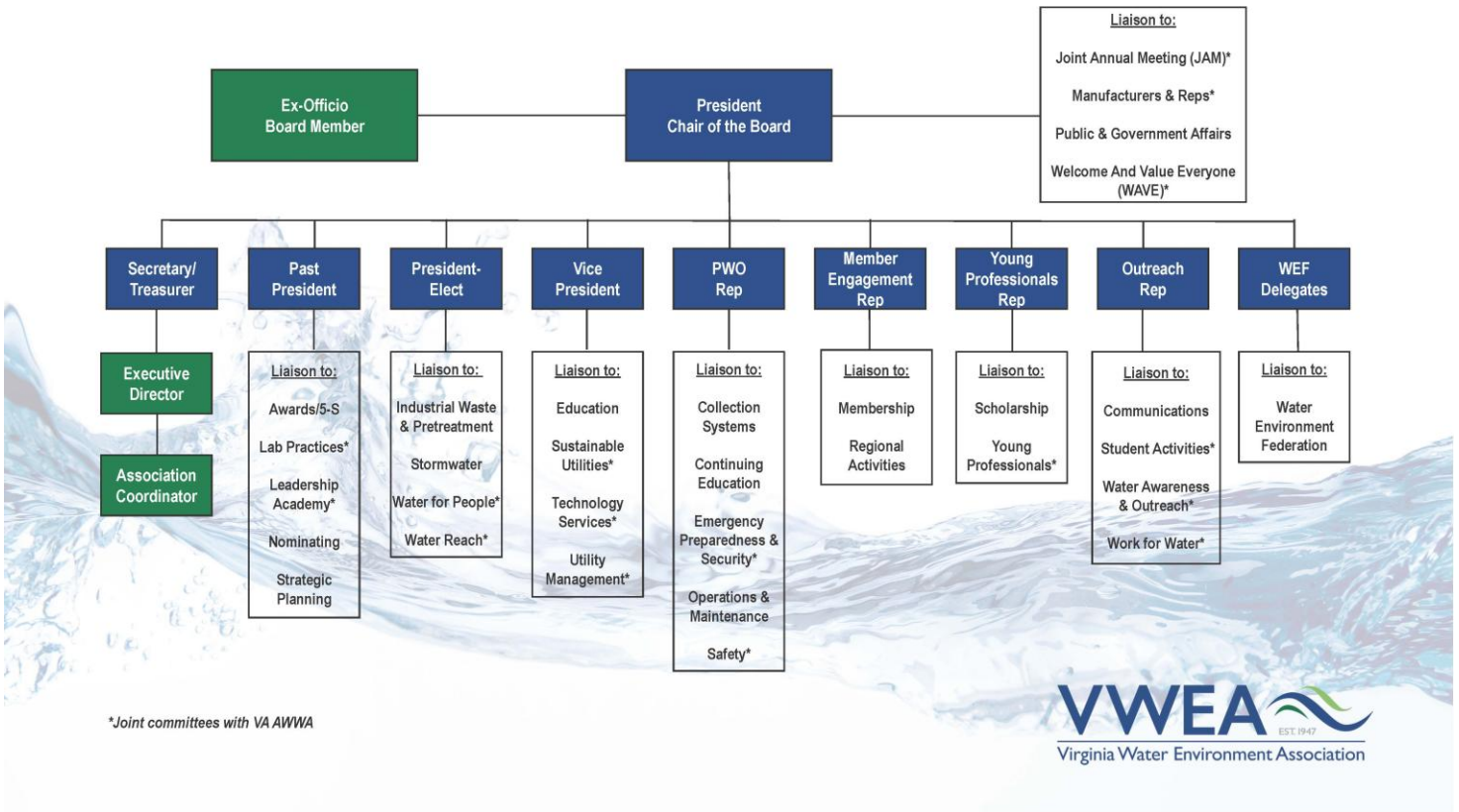
- i. Promote collaboration within our member association, with the public, and with other industry-related organizations.
- ii. Enhance membership communications.
- iii. Expand student engagement by creating diverse, inclusive, and strategic opportunities with Virginia’s educational institutions.
- iv. Cultivate engagement with the water professional community through outreach efforts.

3. Education and Workforce Development

Provide educational opportunities for our members and the industry.

- i. Support opportunities to obtain and maintain licensure.
- ii. Provide opportunities for connection, growth, and education.
- iii. Promote a scholarship program to support education and training.

VWEA ORGANIZATIONAL STRUCTURE



*Joint committees with VA AWWA



POSITION DESCRIPTIONS

PRESIDENT

Duties

1. Serves as Chair of the Board of Directors of the VWEA
2. Develops annual goals for the Association.
3. Supervises the affairs of the Association.
4. Provides input to policy decisions of the Association.
5. Serves as voting member of the Board in cases of a tie vote of the Board.
6. Confirms/appoints all committee chairs and vice chairs. If a committee has not selected a chair and vice chair, the President appoints active members into the positions.
7. As Committee Liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between the Board and the committee.
8. Sets agenda and notifies other Board members of Association Board meetings at least five days in advance of meetings. Each agenda should include a brief update from each Board member regarding their liaison committees.
9. Presides at Association Board meetings, presides at the Association's Annual Meeting and other meetings of the Association.
9. Serves as a member of the VA AWWA/VWEA Joint Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.
10. Promotes membership and involvement in the Association.
11. Coordinates with Board of Directors to assure that VWEA is represented at the WEF Annual MA Exchange Meeting and Leadership Training.
12. Attends WEF Annual MA Exchange Meeting (WEFMAX) and WEFTEC conference.
13. Convenes Board Retreat (as needed) with assistance from Strategic Planning Committee as necessary to review VWEA performance and conduct strategic planning.

Qualifications:

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - President automatically advances from President Elect position held previous year.

Committee Liaison

Joint Annual Meeting Committee
Manufacturers & Reps
Public and Government Affairs
WAVE

PRESIDENT-ELECT

Duties

1. Reports to the President.
2. Assumes office of President in case of illness or absence or at any time President so delegates.
3. Develops committees and prepares organizational chart showing Board Liaison and committee appointments.
4. Assists President as requested in formation of goals for the Association and its committees.
5. Assists President as requested in supervising the affairs of the Association.
6. Provides input to policy decisions of the Association.
7. Serves as voting member of the Board.
8. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
8. Promotes membership and involvement in the Association.
9. Updates and distributes Organizational Manual on an annual basis.
10. Serves as a member of the VA AWWA/VWEA Joint Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.
11. Attends WEF Annual MA Exchange Meeting (WEFMAX) and WEFTEC Conference.
12. Conducts Leadership Training for incoming committee chairs and vice-chairs after election at WaterJAM. The Leadership Training meeting includes instruction on Chair responsibilities, Board policies, annual committee planning and budget, and duties of Executive Director and Board Liaisons.

Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - Elected at Annual Meeting.

Committee Liaison

Industrial Waste and Pretreatment
Water for People
Work for Water

Stormwater

VICE PRESIDENT

Duties

1. Reports to President and in his/her absence to President Elect.
2. Assumes office of President Elect in case of illness or absence of the President Elect. In the absence or illness of both the President and President Elect assumes one or both of these offices.
3. Assists President as requested in formation of goals for the Association and its committees.
4. Assists President as requested in supervising the affairs of the Association.
5. Provides input to policy decisions of the Association.
6. Serves as voting member of the Board.
7. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
8. Begins preparing goals for their year as President and for the following year's annual meeting.
9. Promotes membership and involvement in the Association.
10. Attends WEF Annual MA Exchange meeting (WEFMAX).
11. Serves as a member of the VA AWWA/VWEA Joint Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.

Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

One Year - Elected at Annual Meeting

Committee Liaison

Education Committee
Utility Management

Technology Services
Sustainable Utilities/Water Reuse

SECRETARY/TREASURER

Duties

1. Reports to the President and in his/her absence to President Elect.
2. Serves as financial officer, administrative officer, and registered agent for the Association. Signs all contracts entered by the Association.
3. Drafts changes in the Association's Bylaws at the direction of the Board and in accordance with WEF requirements and/or recommendations.
4. Ensures the maintenance of minutes and documents of the Association.
5. Notifies the WEF of new Association officers and committee chairs.
6. Notifies the membership, at least 30 days prior to the annual business meeting, of the slate of candidates that were selected by the Nominating Committee and approved by the Board to run for Board Officer and/or Delegate and for which the membership will vote upon at the meeting.
7. Notifies the membership of the date of the Association's Annual Business Meeting, at least 30 days in advance of the meeting.
1. Recommends to the Board appointees to state regulatory committees, commissions, task forces, etc. as requested.
2. Manages the VWEA "*Executive Director Contractor*" paid staff position, which provides direct support to the Secretary/Treasurer and Association in accordance with the scope of work outlined in the Administrative Support Services Contract.
3. Provides yearly evaluations of the Executive Director and renegotiates contract on a triennial basis.
4. Prepares task orders for special or additional assignments given to the Executive Director. All task orders must be pre-approved by the Board and in accordance with the contractual obligations.
5. Receives and accounts for all income and expenditures of the Association and presents an annual financial report at the Association's Annual Meeting.
6. Assists President as necessary in formation of budgets and financial plans for the Association.
7. Disburses Association funds on a day-to-day basis as approved by Board policy, Association Bylaws or by committee chairs for Board approved expenditures.
8. Invests Association funds as approved by the Board.
9. Ensures established reserve funds are maintained, unless otherwise approved by the Board.
10. Coordinates and provides financial information to the Administration and Management

Committee as required.

11. Prepares IRS Tax Forms.
12. Assists President as necessary in coordinating the affairs of the Association.
13. Provides input to policy decisions of the Association.
14. Serves as voting member of the Board.
15. Performs other duties as assigned by the Board of Directors.
16. Promotes membership and involvement in the Association.
17. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.
18. Serves as a member of the VA AWWA/VWEA Joint Task Force to guide the collaborative efforts between VA AWWA and VWEA. Reports periodically to the Board on the progress and initiatives being recommended and/or implemented.

Qualifications

Active, Honorary, Life, PWO, or corporate member of the VWEA in good standing.

Term of Office

3 Years - Elected at Annual Meeting. May succeed self.

Liaison

Executive Director

PAST PRESIDENT

Duties

1. Provides input to policy decisions of the Association.
2. Assists President as requested in formulating or evaluating the goals of VWEA.
3. Serves as voting member of the Board.
4. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary between President, Board and these committees.
5. Serves as designated chair of the Nominating Committee.
6. Promotes membership and involvement in the Association.
7. Serves as host for Golden Rodents Annual Breakfast. As host, sends out invitations to the breakfast at least 30 days in advance. Presents the current President of the Association with the Golden Rodents Pin.

Qualifications

Immediate Past President of Virginia Association.

Term of Office

One Year

Committee Liaison

Strategic Planning
Award
Nominating

Leadership Academy
Lab Practices
5-S

FEDERATION DELEGATE

Duties

1. Represents the Association to the House of Delegates of the WEF.
2. Advises Association Board on WEF issues. Reports to Board at regularly scheduled Board meetings.
3. Provides input to policy decisions of the Association.
4. Assists the President as requested in formulating and evaluating the goals of the Association. Also, senior Delegate assists President with hosting WEF representative at the Annual Meeting.
5. Serves as voting member of the Board.
6. Serves as host to WEF officers present at Association functions.
7. Submits quarterly reports on WEF activities to membership via *The Conduit*.
8. Promotes membership and involvement in the Association.
9. Attends WEF MA Exchange Meeting (WEFMAX) and WEFTEC.

Qualifications

Active, Honorary, Life, or corporate member of the VWEA in good standing.

Term of Office

Three years as determined by the dates of the WEF Annual Conference. Elected at Association Annual Meeting may not succeed self if term has been more than two years.

PROFESSIONAL WASTEWATER OPERATIONS (PWO) REPRESENTATIVE

Duties

1. Represents the PWO Members in Virginia.
2. Provides input to policy decisions of the Association.
3. Assists the President as requested in the formulation of the goals of VWEA.
4. Serves as voting member of the Board.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
6. Promotes membership and involvement in the Association.
7. Attends WEF MA Exchange Meeting (WEFMAX).

Qualifications

PWO member in good standing of the VWEA.

Term of Office

Three Years.

Committee Liaison

Safety
Operations/Ops Challenge
Continuing Education

Collections Systems
Emergency Preparedness

MEMBER ENGAGEMENT REPRESENTATIVE

The Member Engagement Representative shall advise the Board on enhancing membership value, communications, and technology services.

Duties

1. Provides input to policy decisions of the Association.
2. Assists the President as requested in the formulation of the goals of VWEA.
3. Serves as voting member of the Board.
4. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - ensures committee meeting minutes/summaries are submitted to Secretary/Treasurer, and
 - coordinates, as necessary, between President, Board and committees.
5. Promotes membership and involvement in the Association.
6. Attends WEF MA Exchange Meeting (WEFMAX).

Qualifications

Active, Honorary, Life, or corporate member of the VWEA in good standing

Term of Office

Three years

Committee Liaison

Communications

NVRAC

CVRAC

SWVRAC

EVRAC

YOUNG PROFESSIONAL REPRESENTATIVE (YP)

Duties

1. Represents the Young Professional Members in Virginia
2. Provides input to policy decisions of the Association.
3. Assists the President as requested in the formulation of the goals of VWEA.
4. Serves as voting member of the Board.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - coordinates, as necessary, between President, Board and committees.
6. Promotes membership and involvement in the Association.
7. Attends WEF MA Exchange Meeting (WEFMAX).

Qualifications

Young Professional member in good standing of the VWEA.

Term of Office

One Year. May serve for a maximum of three years.

Committee Liaison

Young Professional
Scholarship

OUTREACH REPRESENTATIVE

Duties

1. Provides input to policy decisions of the Association.
2. Assists the President as requested in the formulation of the goals of VWEA.
3. Serves as voting member of the Board.
4. Advises the board on topics related to outreach and engagement relevant to the wastewater and stormwater industry.
5. As committee liaison:
 - participates in committee organizational meeting and attends committee meetings,
 - reviews committee annual plan and budget with the committee chair,
 - provides advice to and reviews committee responsibilities with committee chairs,
 - ensures established goals of these committees are met,
 - ensures committee compliance with established Board policies,
 - reports committee progress to the Board at each meeting,
 - coordinates, as necessary, between President, Board and committees.
6. Attends WEF MA Exchange Meeting (WEFMAX).

Qualifications

Member in good standing of the VWEA.

Term of Office

Three Years.

Committee Liaison

Work for Water
Communications

Student Activities
Water Awareness & Outreach

EXECUTIVE DIRECTOR

Scope of Services:

1. Ensures events are managed are managed in accordance with VWEA standards.
2. Negotiate and maintain business relationships with suppliers of services and materials to the Association.
3. Manage Association financial records including collection of moneys due the Association, recommending payment of approved bills incurred by the Association, writing checks for signature by the Secretary/Treasurer, making deposits, process direct deposits entries into VWEA's accounting system, create financial reports to Board and Committee Chairs. Submit to the Secretary/Treasurer an annual financial proposal of expenses and quarterly financial reports.
4. Develops the Annual Budget for approval by the Board of Directors.
5. Maintenance of Association membership records from the WEF database and other lists or information provided by the Board, Committee Chairs, or event registration spreadsheets. Prepare reports upon request.
6. Maintains the Board's minutes of the meetings and official records of the Association.
7. Support Committee Chairs and others by attending committee meetings and ensuring VWEA policies and procedures are followed.
8. Coordinate marketing of Association activities. Advertise on the VWEA website, monthly e-newsletter, social media platforms and other avenues to promote events and activities.
9. Manage VWEA calendar of events.
10. Maintain membership data and ensure accuracy.
11. Respond to inquiries to the Association from members, potential members, vendors, or WEF, or forward the request to the appropriate officer or committee chair for such response
12. Solicit for VWEA Sponsors.
13. Develop and maintain relationships with other organizations that will enhance the mission of VWEA.
14. Solicit competitive fees and payments terms for goods and services required to conduct VWEA business.

15. Assemble the necessary documentation for an annual audit of the Association's financial records and preparation of IRS Form 990 tax return by a Certified Public Accountant approved by the Board of Directors.
16. Assist the Strategic Planning Committee and Board in preparing and implementing VWEA's strategic plan.
17. Participate in the VWEA/VAAWWA Joint Task Force.

COMMITTEE GUIDANCE

ASSOCIATION LOGO

The Association logo must be included in any publication, program, brochure, etc. sponsored by the Association. The logo may not be used on any document not sponsored by the Association without permission of the Board.

The VWEA logo is available in electronic form from the VWEA Executive Director and on the VWEA website.

COMMITTEE ANNUAL PLAN AND BUDGET PROPOSAL FORMAT

Each committee Chair is responsible for preparing and submitting a Committee Annual Plan and Budget to the Board of Directors for review, comment, and approval. All subsequent activities must be conducted in accordance with the approved Annual Plan and Budget or presented to the Board of Directors for approval.

The Annual Plan and Budget are to be submitted after the leadership training to both the committee liaison and the Executive Director for review and approval at the next Board Meeting.

The Board prefers to manage the substance and general direction of committee activities rather than minute detail, allowing the committee the creative freedom to best carry forth the objectives of the committee and the Association.

Proposed Annual Plan – (Include the following sections. The following table can be used to summarize the information. Use additional sheets if necessary to describe each planned activity.)

1. Period the Plan and Budget covers. A typical “Association Year” runs Annual meeting to Annual Meeting. Fiscal Year is January to December.
2. Annual Objective(s) of the Committee.
3. Committee Leadership (showing succession) and Members.
4. Overall Action Plan/Schedule Calendar.
5. For Each Activity:
 - a. Benefit Statement – Describe the benefit to the membership of the Association
 - b. Activity summary – Provide a detailed outline of the activity, emphasizing its educational benefits.
 - c. Schedule – Provide a schedule of milestones indicating specific action and responsible person.
 - d. Facilities (if applicable) – Describe the proposed location, alternatives considered and recommended facilities. Attachments describing the meeting facilities, exhibit space, contract arrangement/requirements, etc., are appropriate.
 - e. Budget – See below.

- f. Risk Assessment – Show fixed costs and charges that would be incurred if the event was cancelled or attendance projections were not met.

Proposed Budget

Regardless of your committee’s Annual Plan Period, show your Budget running with the VWEA’s Fiscal Year, January 1 through December 31.

The Committee Chair can and should request “Budget to Actual” reports from the Executive Director.

The budgets for the committees identified below are led by either VWEA or VA AWWA as shown. The budget of the Joint Annual Meeting Committee is managed/maintained by VA AWWA with VWEA having ongoing review responsibilities. As a rule, Chairs and Vice-Chairs rotate on an annual basis between the two groups; however, this rotation can be waived with concurrence of VA AWWA/VWEA Joint Task Force. The VA AWWA Chair or Vice-Chair reports back to VA AWWA, and the VWEA Chair or Vice-Chair reports back to VWEA.

Joint Committees with VWEA Financial Responsibility

- Laboratory Practices
- Student Activities
- Utility Management
- Manufacturers and Representatives
- Work for Water
- Sustainable Utilities/Water Reuse
- Young Professionals

Joint Committees with VA-AWWA Financial Responsibility

- Leadership Academy
- Safety
- Technology Services
- Emergency Preparedness
- Water for People
- Water Awareness and Outreach

Committee with Joint Oversight

- Joint Annual Meeting (WaterJAM)
- Welcome and Value Everyone (WAVE)

COMMITTEE ETIQUETTE

The committee chair or his designee should:

1. Immediately respond to members requesting to join the committee.
2. Outline committee goals and objectives for the year in the committee plan and budget.
3. Prepare an agenda for each committee meeting and forward it to each committee member prior to the meeting.
4. Notify committee members of meetings as far in advance as feasible.
5. Notify communications committee of all committee meetings/activities (time, date, and place) for inclusion in the calendar of events on the website.
6. Keep other committees which are involved in your projects informed in a timely manner.
7. Write confirmation letters to speakers, if applicable, on Association letterhead.
8. Serve as host to invited speakers and assist them with their plans and their local arrangements.
9. Write thank you notes to speakers, sponsors of committee events, and committee members at the end of the year.
10. Keep minutes/summaries of meetings, programs, flyers, etc on the VWEA ShareFile site to ensure continuity and assist with leadership transitions.
11. Keep in mind that this is a volunteer association, and people are contributing their time and energy on a volunteer basis.

COMMITTEE ORGANIZATION

1. Keep an updated roster of committee members, ensuring they have an active membership in VWEA or VA AWWA (joint committees only).
2. The committee should select the chair and vice-chair before the Annual Meeting and notify the Board Liaison of the selection.
3. Divide each committee project/activity into tasks. Providing members with micro volunteering tasks helps spread the workload and improves engagement.
4. The committee chair should follow up on all assignments to be certain that they are completed on time.

7. Committee functions should be completely organized by the committee itself unless the Board Liaison and/or President notifies the committee otherwise.

Hotel Checklist

The Committee Chair or his/her designee initiates contact with the hotel and schedules dates for the event. The hotel contract is submitted to the Executive Director for review, negotiation, and approval. Upon developing a final draft of the hotel contract, the contract is forwarded to the Secretary/Treasurer for signature. In selecting a hotel, the committee should work with the Executive Director and evaluate the following items before recommending a hotel for a seminar, conference or meeting. (Venue should be investigated at least 12-18 months prior to the event.)

1. Availability of preferred dates.
2. Number of sleeping rooms in reserved block.
3. Release of room block (no more than 14 days prior to the meeting date is acceptable).
4. Meet rooms and capacities.
5. Meeting room charge, if any.
6. Check in and check out times.
7. Present sleeping room rates. Relationship of group rates to regular rates.
8. Complimentary sleeping room policy is usually one free for each fifty booked.
9. Present group meal prices; guarantee required; how far in advance; variance allowed, etc.
10. Contract requirements and provisions.
11. Exhibit space.
12. Fire safety provisions.
13. Meets Americans with Disabilities Act requirements.

LIABILITY INSURANCE

The Association has a general liability insurance policy in the amount of \$1,000,000 to cover the Association should an accident occur at one of its functions.

VWEA does not carry alcohol liability insurance, Therefore, to provide alcoholic beverages at VWEA events, the following rules are applicable:

1. All alcoholic beverages must be provided and served by an entity that maintains an ABC Board license.
2. The VWEA event serving alcoholic beverages has obtained VWEA Board of Directors approval of the event and budget. This approval can be secured during the annual budget approval procedure if it is documented in your business plan.

MISCELLANEOUS COMMITTEE EXPENSES

Mileage, Meals, and Travel - the Association does not pay such expenses for committee members. These costs are considered part of the donation made as a volunteer committee member.

Committee luncheon meetings - The Association provides an amount in the approved budget for a committee planning meeting each year.

SPEAKER EXPENSES

Generally, for speakers, no expenses are paid. For speakers that the committee solicits who are experts in their field, registration fees may be waived if they are not attending the entire event. Local expenses may be paid but generally travel is not. However, in special cases travel may be paid. **All speaker expenses must be budgeted by the committee.** The committee chair should discuss paying speaker expenses with the President and Board Liaison prior to making any commitment.

PAYMENTS OF BILLS

Committee chairs should coordinate the payment of bills for their function with the VWEA Executive Director. Bills should be checked and approved by the committee chair and forwarded to the VWEA Executive Director for payment, along with all receipts detailing the nature of the expense, what it is for, and with what approved activity it is associated.

PUBLICATIONS/WEBSITE

The Communications Committee coordinates all written publications of the Association. *The Conduit* is the magazine of the Association and is published quarterly. It is the main avenue of communication with Association members and committees are encouraged to use *The Conduit* to full advantage. The VWEA website is also available to enhance communications regarding VWEA committee activities and programs.

Type of Articles

Each committee should make a submission to each issue of *The Conduit*. Items to include:

1. Summary of committee meetings. First submission may be a list of committee members and goals and plans of committee. Last submission may offer recognition to participating committee members.
2. Eye catching articles announcing programming events or plans.
3. Copy of seminar program.
4. Educational articles on any appropriate subject.

5. Report on any programs or activities of committees - include pictures whenever possible.

When writing an article, think of whom the audience is and what they would want to know. Chairs should delegate writing of Conduit articles to "creative" committee members.

Other News

The Conduit needs articles on "People in the News" or "Plants/Projects in the News". "People in the News" are articles on new employees, or those who have left or retired, or those who have changed jobs or been promoted. "Plants/Projects in the News" discuss upgrades of facilities or new facilities, or major studies being undertaken. Since *The Conduit* does not have a large staff of reporters, committee chairs are encouraged to be alert to such news, and to make a special effort to ask their committee members to be alert to news and to submit such news to the Communications Chair.

Pictures

Whenever possible, send pictures to *The Conduit*. Any time the committee sponsors a function, arrange to have a committee member or another association member take pictures. Note that pictures sent to *The Conduit* should:

1. Have caption
2. Identify persons in the picture
3. Be cropped if necessary to create a more interesting picture.

Deadlines

The Conduit is published Quarterly.

Calendar of Events

The VWEA Website will be maintained by VWEA Contractors and will list the calendar of programs and events.

PUBLICITY

Publicity for seminars, meetings, etc. is the responsibility of the committee chair. Where appropriate, committees are encouraged to coordinate with the local media to have their function publicized. Due to long lead-time requirements for most magazines and periodicals, it is necessary to make arrangements with them as far in advance as possible. All costs associated with publicity must be included in the committee budget each year.

REGISTRATION

In planning an event, the following items must be included/considered in organizing a successful registration and should be coordinated with the VWEA Executive Director.

Each committee sets registration fees (based on Board approval) for their functions. Differential fees for members and non-members are required. **The non-member fee for all VWEA functions should be 30% more than the member rate.** Fees should cover all expenses for the event, plus generate a **30%** net revenue.

1. For large events, the committee *must* use the assistance of the VWEA Executive Director for advance registration.
2. Arrangements for name tags, lunch tickets, special ribbons, etc. must be coordinated with the VWEA Executive Director in advance of large events.
3. Arrange with the meeting facility for an adequate space for registration check-in
4. Coordinate with the Membership Chair well in advance of the planned activity in order for the Membership Committee to display the exhibit or have someone present at the registration table.
5. It is essential to have posters recognizing exhibits or sponsors in the registration area.

Committee Chair Transition Checklist

This document has been prepared by the Virginia Water Environment Association (VWEA) Board of Directors to provide a Guidance Tool for use during transitioning of committee chairs. Along with our Organization Manual, this document serves as a tool to the new Chair in identifying the questions and topics that should be discussed with the previous Chair for seamless transition, continuity and success of committee duties. Proper transitioning will benefit VWEA, the Chairs, and the committee members by ensuring an adequate transfer of knowledge and reducing the amount of re-work. Questions or comments can be discussed with the Executive Director or your Board Liaison.

When possible, the following list of questions should be discussed between the new and previous Chairs. If the previous Chair is no longer available, then new Chair should discuss these questions with the Board Liaison.

Key Questions

1. Has the incoming Chair been introduced to the committee members? For larger committees, consider a separate meeting to introduce the new Chair.
2. Where is the current committee budget? Are there places where extra budget exists or budget is overrun?
3. Where is the committee roster? Who are the key members involved with the Committee?
4. Who is the Board Liaison?
5. Is this a joint committee with VA-AWWA? Which organization is the lead? Who is the VA-AWWA Board trustee?
6. Has the Chair been asked to attend the annual Leadership Retreat (VWEA) or the corresponding VAAWWA Leadership Meeting (if Joint Committee)?
7. Is the Chair familiar with how to submit an article for the *Conduit* to ensure event activities are documented and reported for regular publication (and *Tap into Water*, if a joint committee)?
8. Where are past years' Committee files? Are there any hard copy files?
9. Are there any committee staffing/resources issues?
10. What third-party stakeholders should the Chair be aware of?
11. Are there ongoing key issues right now? How would you handle these issues? What issue(s) need to be addressed with the Board? Have we received any Board feedback or stated concerns?
12. What historical (important) emails should the new Chair be aware of?
13. What are the recent committee activities that should be reviewed by the new Chair? What is the next activity and due date?

COMMITTEE CHAIR

Duties:

1. Review committee roster and verify members have active membership with VWEA.
2. Coordinate and preside over committee meetings.
3. Establish committee goals and objectives in conjunction with the Board Liaison and committee members.
4. Provide input, through Board Liaison or President, concerning Association business and issues of concern to the committee.
5. Request approval from Board for functions sponsored by the committee, either directly or through Board Liaison.
6. Develop an annual plan of activities with a supporting committee budget and committee organization chart listing committee members, and submit the plan/budget, and any subsequent budget modifications, to the Board liaison and the Executive Director for approval by established deadline (normally early November).
7. Ensure arrangements are made for all aspects of functions sponsored by the committee.
8. Prepare participant survey for all VWEA sponsored functions and prepares a summary report of the results of the evaluations.
9. Coordinate with other committee chairs as appropriate.
10. Submit committee reports, directly or through Board Liaison, at each Meeting.
11. Submit all committee bills to the Executive Director for payment processing and signature by the Secretary/Treasurer.
12. Use *The Conduit* and Web Page to update and inform Association membership of all actions and activities of the committee. Submits a committee status report for each issue of *The Conduit* and submits at least one (1) article for publication in *The Conduit* describing committee goals/activities for the program year. *The Conduit* deadlines are listed on page 44.
13. Ensure the committee participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
14. Notifies the Board Liaison and committee members in a timely manner of all committee meetings and functions.
15. Ensures copies of all committee meeting minutes and correspondence are forwarded to the committee's Board Liaison.

16. Maintains a record of committee minutes, correspondence, etc. that will be passed on to the next chair.
17. Promotes membership and involvement in the Association.
18. In general, joint committees should:
 - Confirm committee members membership in either VWEA or VA AWWA.
 - Remain chair for 12 months to equitably balance leadership between each organization. The term will alternate between VWEA and VA AWWA at the Annual Meeting.
 - Ensure that the objectives of VWEA are carried out by the joint committee, even during the term as vice chair of the committee.
 - Assume fiduciary responsibility for the committees that VWEA has budget responsibility.

Qualifications

Any member in good standing of VWEA.

COMMITTEE DESCRIPTIONS

5-S SOCIETY (Select Society of Sanitary Sludge Shovelers)

Goals: To recognize individuals for significant and repeated effort toward making VWEA a better Association.

Membership: As an honorary society, individuals are nominated and selected by society members based on the contributions of the individual. The criteria for selection is a significant and repeated effort toward making VWEA a better Association in the form of such activities as presentation of papers at meetings, serving as instructors at various workshops, serving as officer or as the chair of a productive committee, as a productive committee member, and/or significant contributions to VWEA, which in the opinion of the Selection Committee are worth recognition. Note that one-time chair of a particular committee or merely presenting a few papers is in itself not enough.

Duties:

1. The chair of the 5-S Committee will send a notice at least 45 days before the Annual Meeting inviting all Shovelers to submit nominations. The letter will give a deadline date by which all nominations must be received by the chair.
2. Nominations from previous years must be re-nominated to be considered.
3. Nominations should be signed by the nominator. A personal letter from the nominator may also be attached. It is important that the nominee's contributions to VWEA are listed.
4. Nominees should not be told or given any indication of their nomination. Their names must be kept secret.
5. The chair arranges for a meeting to discuss and vote on nominees
6. The Selection Committee should limit the number of inductees to three. Depending on the overall size and activity of the general membership, and the overall quality of individuals nominated, there should be some flexibility in this number. The Selection Committee should in no way feel compelled to nominate three individuals, if there are not enough candidates who are sufficiently qualified. In addition, there may be extraordinary occasions where the effort of specific individuals to warrant selecting a greater number.
7. The chair should arrange with the Annual Meeting Committee Chair for a time to conduct the induction and present the selected candidates with "the golden shovel".

Board Liaison: Past President

ANNUAL MEETING
(Joint with VA AWWA)

Goals: Plan and implement a sustainable comprehensive conference that brings together technical excellence and innovation while supporting networking opportunities at an exceptional value to all attendee

Membership: The committee will consist of a chair appointed by the President and vice chairs for program, local arrangements, and exhibits, as recommended to the President by the chair. There will be enough committee members assigned to each vice chair to accomplish the goals of the committee.

Duties:

Committee Chair

1. Responsible for coordinating the tasks of each subcommittee vice chair, managing the budget, scheduling committee meetings, reporting to the Board, and meeting deadlines.
2. Responsible for coordination, planning and implementation of Annual Meeting with the VA AWWA Co-Chair.
3. Review and track expenses to be certain that budget expectations are met.
4. Review and approve event orders and submit to Secretary/Treasurer for signature.
5. Coordinate all activities with the President as Board Liaison.
6. Coordinate with each annual meeting committee vice-chair to provide updates to the Board.
7. Prepare a final summary of the event to the Conduit.

Board Liaison: President

AWARDS COMMITTEE

Goals: Nominates deserving members of the Association for possible receipt of awards made by the Association or the WEF (see next page for awards listing).

Membership: The committee will consist of a chair that traditionally is a former President, plus additional members, as the chair deems necessary.

Duties:

1. Solicit nominations and selects members of the Association who are worthy of Association or WEF awards and presents these nominations to the Board for their approval. The Awards are typically given at the VWEA Annual Meeting and nominations for WEF awards must be in accordance with WEF's schedule.
2. Recommend to the Board the addition or deletion of the Association awards.
3. Recommend to the Board the selection criteria for the Association awards.
4. Recommend to the Board any changes in the basis or procedures for selection that it deems appropriate.
5. Establish the mechanism for selection of award recipients.
6. Prepare an annual plan and budget, which is submitted by November 15 of each year.
7. Ensure award plaques and certifications are obtained by the appropriate committee or the Secretary.
8. Ensure all committees charged with selection of award recipients proceed on schedule and that all necessary biographical information required for presentation of awards is given to the President far enough in advance of the presentation that the President may prepare the proper remarks.
9. Track the budget and report the status of budget and activities of the committee to the Board liaison.
10. Participate on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
11. Submit to the Board Liaison, prior to each Board meeting, a brief summary of the committee's activities.

Board Liaison: Past President

AWARDS SUMMARY

Major WEF Awards	Committee Responsible for Nomination	Award Nominations Due at WEF
Hatfield	Awards	June 6
Bedell	Awards	June 6
Burke	Safety and Security	June 27
Laboratory Analyst	Lab Practices	June 6
Public Official	Public and Government Affairs	June 6

Association Awards	Committee Responsible for Nomination	Nominations to VWEA Board
Enslow-Hedgepeth*	Awards	June 6
Meritorious Service Award*	Awards	June 6
Facility Safety Awards	Safety and Security	June 27
Best Student Paper Award	Student Activities	N/A
Industrial Environmental Excellence	Industrial Waste & Pretreatment	February 10
Golden Manhole Award	Collection Systems	June 6
Outstanding Young Professional	VWEA Board	June 6
VWEA Public Official Environmental Award	Public and Government Affairs	June 6
A.H. Paessler Environmental Stewardship Award	Public and Government Affairs	June 6
Stormwater Splash Award	Stormwater	June 6
Facility Safety Award		

*See VWEA Website or Board of Directors Policies for Award Criteria

COLLECTIONS SYSTEMS COMMITTEE

Goals: Improve the quality of the operations and maintenance of wastewater collection and interceptor systems by improving professionalism, providing training, and by encouraging the exchange of information and ideas among collection systems personnel.

Membership: The committee shall consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership should consist of members experienced or interested in the operations, maintenance, repair and design of wastewater and stormwater collection and interceptor systems.

Duties:

1. Sponsor educational and training functions.
2. Coordinate and set up ongoing training throughout the state.
3. Coordinate the process to provide certification of Collection System operators.
4. Provide a forum for exchange of information and ideas and for interaction among Collection System members.
5. Develop seminar each year on important collection system issues.
6. Promote membership in the Association.
7. Provide informative articles on Collection and stormwater Systems related topics to *The Conduit*.
8. Solicit papers for the Collection Systems and stormwater sessions at the Annual Meeting. Solicit speakers for the Annual Meeting Operators' luncheon as requested.
9. Prepares an annual plan and budget, which is submitted to VWEA by November 15 of each year.
10. Tracks the budget and reports the status of budget and activities of the committee to the Board liaison.
11. Participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
12. Submits to the Board Liaison, prior to each Board meeting, a brief summary of the committee's activities.

Board Liaison: PWO Representative

CONTINUING EDUCATION AND DEVELOPMENT COMMITTEE

Goals: Sustaining Virginia's water environment knowledge through education and professional development of the members, legislators, educational institutions, and the public by providing opportunities through training/conferences to acquire continuing education credits.

Membership: The committee will consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. The chair should solicit members with consideration given to diversity of professional disciplines and geographic location, and interaction with other committees. The committee's Board Liaison will be the President-Elect.

Duties: Establish, develop, maintain, and implement uniform Policies and Procedures to allow the organization to document and provide continuing education credits in accordance with Virginia Statutes for the benefit of our membership and professional affiliations. The associated continuing education activities must be related to the practice operations and/or professional engineering in the preservation and enhancement of the water environment; and, have a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to VWEA's area of practice.

Board Liaison: PWO Representative

COMMUNICATIONS COMMITTEE

Goals: Responsible for the assembly and publication of *The Conduit*, and all written publications of the Association, which shall serve to disseminate articles and information of interest to the members of the Association.

Membership: The committee shall consist of a chair and a vice chair and members interested in the communications of the Association.

Duties:

1. Develop with Craig Kelman & Associates, short- and long-term content, design concepts and schedules for *The Conduit* which shall be published four times a year. Development of *The Conduit* should be in accordance with the agreement between Craig Kelman & Associates and VWEA.
2. Review and approve the layout and content prior to the printing of each issue of *The Conduit*. Approval of the content of each issue shall not be unreasonably withheld provided, the content is consistent with and appropriately reflects VWEA purpose and philosophy.
3. Maintains a current schedule of Association programs and events on the VWEA Website.
4. Review advertising content prior to publication of each issue of *The Conduit*.
5. Prepares an annual plan and budget, which is submitted, to VWEA by the established deadline each year.
6. Tracks the budget and reports the status of budget and activities of the committee to the Board liaison.
7. Participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
8. Submits to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Outreach Representative

EDUCATION AND INNOVATION COMMITTEE

Goals: Responsible for developing an outstanding seminar of practical and educational benefit to the membership on a pertinent technical topic related to the water environment.

Membership: The committee shall consist of a chair, a vice chair for programs, a vice-chair for exhibits, and a vice-chair for local arrangements selected by the committee and confirmed by the President. Members with interest and knowledge on the technical topics covered at the seminar.

Duties:

1. Coordinate with the Executive Director on hotel selection and contract at least one year prior to the seminar.
2. Select a topic and develops a practical education program.
3. Obtain speakers for the program who are the acknowledged experts on the technical topic and who also have excellent communication skills.
4. Organize local arrangements including meeting room layout, breaks, luncheon and a speakers/exhibitor's reception.
5. Solicit vendors to exhibitor to compliment the technical topic.
6. Prepare a detailed budget for the seminar with input from each vice-chair and tracks expenses to be certain that budget expectations are met.
7. Arrange audiovisual equipment necessary for the program.
8. Submit articles to *The Conduit* informing the membership of the seminar
9. Develop the conference program/brochure for marketing the event.
10. Prepare an annual committee plan and budget, which is submitted to VWEA by the established deadline each year.
11. Participate on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
12. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Vice President

INDUSTRIAL WASTE AND PRETREATMENT COMMITTEE

Goals: Develop a program that stimulates membership and participation of those involved in water pollution control related to the industrial and municipal sector.

Membership: The committee shall consist of a chair, a vice chair for programs, a vice-chair for exhibits, and a vice-chair for local arrangements selected by the committee and confirmed/approved by the President. The chair should solicit members with consideration of persons involved in or dealing with the industrial sector.

Duties:

1. Coordinate with the Executive Director on hotel selection and contract at least one year prior to the seminar.
2. Select a topic and develop a practical program.
3. Obtain speakers for the program who are the acknowledged experts on the technical topic and who also have excellent communication skills.
4. Organize local arrangements including meeting room layout, breaks, luncheon and a speakers/exhibitor's reception.
5. Solicit vendors to exhibitor to compliment the technical topic.
6. Prepare a detailed budget for the seminar with input from each vice-chair and tracks expenses to be certain that budget expectations are met.
7. Arrange audiovisual equipment necessary for the program.
8. Submit articles to *The Conduit* informing the membership of the seminar
9. Develop the conference program/brochure for marketing the event.
10. Prepare an annual committee plan and budget, which is submitted to VWEA by the established deadline each year.
11. Participate on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
12. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.
13. Provide programs dealing with environmental issues that are consistent with the needs of the industrial and municipal community.
14. Provide a forum for the exchange of information on the issues affecting industrial waste treatment, pretreatment, and other related environmental issues.

15. Encourage training of industrial waste treatment plant operators and their active participation in the Association.
16. Solicit nominations, visit qualified industrial sites, recommend selection to the Association Board, and present an annual Industrial Environmental Excellence Award.
17. Prepare an annual committee plan and budget.
18. Submits to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: President-Elect

**Technology Services Committee
(Joint Committee with VA AWWA)**

Goals: Determine and address the information technology related concerns of the Association. Promote the use and integration of information technology within the water and wastewater industries.

Membership: The committee will consist of members from both VA AWWA and VWEA. The chair should solicit members with consideration of persons involved in or dealing with the information technology.

Duties:

1. The committee promotes technology exchange between VA AWWA and VWEA members and the IT industry by working with the members to identify the strategic technology needs of the organizations and providing resources to help with implementation.
2. Work with the VA AWWA and VWEA organizations to implement technology, such as the barcode scanners, that are used to track session attendance at workshops and conferences (including the annual Water JAM) for developing transcripts and certificates for continuing education credits.
3. Coordinates and supports the technology needs of other committees as well as the VA AWWA and VWEA organizations during events such as workshops and conferences.
4. Provide educational focus on relevant topics surrounding information technology and the water/wastewater industries are presented and discussed with real world experience.
5. Hold monthly meetings

Board Liaison: Vice President

LABORATORY PRACTICES COMMITTEE
(Joint Committee with VA AWWA)

Goals: Determine and address the laboratory related concerns of the Association's membership. Promote professionalism in laboratory practices among laboratories and sponsor a seminar each year on new and changing laboratory methodologies and requirements.

Membership: The committee will consist of members from both VA AWWA and VWEA with the chair and vice-chair positions alternating every 12 months between VA AWWA and VWEA. The chair should solicit members with consideration of persons involved in or dealing with the laboratory services.

Duties:

1. Determine the laboratory related needs and interests in Virginia from surveys and other sources.
2. Submit articles to *The Conduit* and *Tap into Water* Magazines, and WEF's MA Connection, regarding laboratory related training, workshops, activities, and issues.
3. Provide a forum for exchange and interaction on laboratory related issues.
4. Promote membership in the Association. Welcomes new committee members into the Association.
5. Develop training and workshops
6. Recommend a nominee for the Laboratory Analyst Award sponsored by the Association.
7. Coordinate with the Executive Director on hotel selection and contract at least one year prior to the seminar.
8. Select a topic and develop a practical seminar program.
9. Obtains speakers for the program who are the acknowledged experts on the technical topic and who also have excellent communication skills.
10. Organizes local arrangements including meeting room layout, breaks, luncheon and a speakers/exhibitor's reception.
11. Solicit vendors to exhibitor to compliment the technical topic.
12. Prepare a detailed budget for the seminar and track expenses to be certain that budget expectations are met.
13. Arrange audiovisual equipment necessary for the program.

14. Submit articles to *The Conduit* and *Tap Into Water* informing the membership of the seminar.
15. Prepares an annual plan and budget which is submitted to VWEA
16. Participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
17. Submits to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Past President

MANUFACTURERS AND REPRESENTATIVES COMMITTEE
(Joint Committee with VA AWWA)

Goals: To provide VWEA and VA AWWA the coordinated resources of manufacturer and representative members for training programs, planning and implementation of the exhibit programs at annual meetings and technical seminars, and liaison with the national organizations MARC (WEF) and MAC (VA AWWA) committees to address policy issues and programs of interest to manufacturer and representative members.

Membership: The committee will consist of members from both VA AWWA and VWEA with the chair and vice-chair positions alternating every 12 months between VA AWWA and VWEA. The chair should solicit members with consideration of people' involved in, or dealing with manufacturers and manufacturer's representatives

Duties:

1. Prepares an annual plan and budget which is submitted to VWEA by the established deadline each year.
2. Track the budget and report the status of budget and activities of the committee to the Board liaison.
3. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.
4. Provide MARC representatives to serve on Annual Meeting, Education, Industrial Waste, Operations, Stormwater and Lab Practices Committees

Board Liaison: President

MEMBERSHIP COMMITTEE

Goals: Encourage qualified persons to join and continue their membership in the Association.

Membership: The committee will consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership should reflect various professional disciplines and geographical makeup of the Association.

Duties:

1. Inform members and non-members of the benefits of belonging to the Association.
2. Increase current level of membership through a number of methods, i.e., personal contacts, membership contests, direct mail solicitation, etc.
3. Encourage existing members to bring in new members through personal contact or other means.
4. Encourage the renewal of membership on the part of current members.
5. Establish membership goals of other appropriate incentives to increase membership.
6. Develop methods of welcoming new members into the Association.
7. Encourage the involvement of members in the activities of the Association.
8. Coordinate with WEF Membership Committee.
9. Arrange for a membership committee member to serve at the registration table for each Association meeting and function to promote membership.
10. Arrange for display of membership exhibit at VWEA and other association meetings.
11. Coordinate with other committees as necessary on membership goals and incentives.
12. Track membership of the Association and the various membership categories.
13. Submit articles and other information of interest to the Communications Chair for inclusion in *The Conduit*.
14. Prepare an annual committee plan and budget, which is submitted, to VWEA by the established deadline each year.
15. Track the budget and report the status of budget and activities of the committee to the Board liaison.

16. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Member Engagement Representative

NOMINATING COMMITTEE

Goals: Nominate a slate of candidates to be recommended to the membership at the Association's Annual Business Meeting for the offices prescribed in the Association Bylaws.

Membership: The committee will consist of the three immediate past presidents of the Association. The most recent past president will be the chair.

Duties:

1. Seek advice, deliberate, and nominate candidates for positions of President Elect, Vice-President, Secretary/Treasurer, Federation Delegates, PWO Representative, and Young Professional Representative as prescribed by the Association's Bylaws.
2. Obtain consent of the nominees to serve if elected.
3. Submit a report on nominees and their qualifications to the Board of Directors at least one hundred twenty (120) days prior to the annual meeting as provided by the Bylaws.
4. Coordinate with the Communication Committee and the Annual Meeting Committee to include the approved slate of officers in *The Conduit* in accordance with the bylaws requirements.
5. Submit the names of nominees at the annual business meeting.

Board Liaison: Past President

OPERATIONS COMMITTEE

Members of the VWEA Committee actively support the network of wastewater treatment plant operation, maintenance, and other plant professionals in the Commonwealth of Virginia.

I. The Mission of this committee is to:

- Work to improve fellowship, pride, honor, and recognition for our profession.
- Work to develop and improve the collective knowledge, skills and professional ethics through increasing educational opportunities.
- Support the effort by wastewater utilities to continually strive to protect the public health, the environment, and all of our natural resources.

II. Annual Goals and Objectives

- A. Offer one major educational conference / event focused on Plant Operations, Maintenance, and other associated staff annually. Based on the existing VWEA schedules and the intent to host the Virginia Operations Challenge Event in combination with the conference event, the activity will normally be planned in June of each year.
- B. Work to augment membership through outreach to wastewater treatment professionals.
- C. Develop Regional plans to offer single day training events / activities to facilitate full coverage of the State. As an alternative, Webinar activities are also encouraged.
- D. Support the effort of the Operations Challenge Vice-Chair to operate a successful Operations Challenge event for the Association which facilitates increased interest and participation from wastewater utilities.
- E. Recruit new committee members.
- F. Implement a committee chair succession plan to ensure the continued smooth operation of the committee. Elect an Education vice-chair who will share the duties of the chair. At the discretion of the incoming VWEA president, the vice-chair will be appointed to the chair position when the chair completes their term.
- G. The Chair and Vice-Chair will update and maintain a "Seminar Manual" to help facilitate continuity in the Committee Activities.

III. Membership

The membership of the Committee shall be a Chair, a Vice Chair for Education, a Vice Chair for Operations Challenge, and a Second Vice Chair for Operations Challenge.

- A. The Committee Chair will facilitate election of Vice-Chairs, Secretary, and other officers to facilitate committee business. The Chair position will typically serve for one year but the position may be re-appointed for one additional year.
- B. At the discretion of the incoming VWEA president, the Vice-Chair for Education will be appointed to the chair position when the chair completes their term.
- C. Duties and Functions
 - 1. Chair
 - a. General supervision of the affairs of the Committee.
 - b. Schedule and preside over committee meetings.
 - c. Appoint other officers (e.g., secretary) and sub-committees, as required.

- d. Submit information to the Executive Committee as requested (e.g., budget request, evaluation forms, annual summary report, etc.)
 - e. Establish annual committee events schedule.
 - f. Attend annual VWEA Leadership Training.
2. Vice-Chair for Education
- a. Assist the Chair in fulfilling the goals of the committee for educational activities with emphasis on the annual educational event.
 - b. Ensure the Operations Committee web page on the VWEA web site is maintained and updated.
 - c. Work to establish and coordinate Regional training for Operations personnel with help from other Operations committee members.
 - d. Attend the annual VWEA Leadership Training
3. Vice-Chair for Operations Challenge
- a. Serve as the head of the Operations Challenge Sub-Committee.
 - b. Coordinate the annual State Operations Challenge event with the annual Operations Educational Event.
 - c. Ensure that the Operations Challenge subcommittee actively supports the Education Conference as the event is intended to be the primary source of funding towards the participation costs for qualified Virginia teams to compete at WEFTEC.
 - d. Facilitate appointment or election of Second Vice Chair for Operations Challenge to fulfill roles and responsibilities outlined in the Operations Challenge Subcommittee rules.
 - e. Maintain Operations Challenge rules and bring forward changes to such rules voted on by the subcommittee for consideration of the Operations Committee.
 - f. Prepare annual sub-committee budget and attend annual VWEA Leadership Meeting.
 - g. Specific Operations Challenge Duties.
 - i. The Chair is responsible for setting up meeting dates, times, locations, and conference call availability for meetings. Meetings should be held as often as needed. Typically, once per month from November through the month following the State Competition. The Chair is responsible for conducting the meeting, sending out the Meeting Agenda (prior to the meeting) via email, preparing and sending out the Meeting Minutes (following the meeting) via email, and sending out reminder notices to all committee members.
 - ii. The Chair is responsible for coordinating with VWEA JAM/Annual Meeting Committee on the demonstrations and necessary items to perform the demonstrations with JAM Committee.
 - iii. The Chair is responsible for organizing and coordinating the VWEA Annual Operations Challenge Competition. The Chair shall solicit teams from Virginia as well as out of state teams to compete.
 - iv. The Chair is responsible for coordinating the supplemental sponsorships to send the successful VWEA teams to WEFTEC for the National Operations Challenge Competition. All solicitations/requests for donations toward funding Operations Challenge expenses to attend WEFTEC, should be approved by the VWEA Manager.

IV. General Committee Operating Procedures

- A. The Committee shall comply with all procedural requirements established for VWEA Committees.
- B. The Committee shall hold such meetings as it deems necessary to carry out its functions. All interested parties shall be notified of the time, place, and agenda at least two weeks prior to a Committee meeting.
- C. All general matters of decision by the Committee shall be decided by majority vote of members present.
- D. Changes to the Operations Challenge rules will be presented annually by the Vice Chair for Operations Challenge following the first meeting of the subcommittee. The Chair, Vice Chair for Education, Vice Chair for Operations Challenge, the PWO Representative, and two at large members assigned by the VWEA president/Board not associated with an Operations Challenge team shall complete a review and approval process for presented changes through a majority vote. There should be no more than one member of this group from any one organization. The proposed changes will be communicated to the VWEA Board by the PWO Representative for consideration. Final approval must come from the VWEA Board to incorporate the changes in the VWEA Organizational Manual.
- E. The Committee shall submit a Committee Budget Request each year following the guidance, policies, and procedures of the VWEA Board. All financial transactions (income and expenses) will be coordinated through the Executive Director.

V. Annual Education Event - Reserved

VI. VWEA Conduit Articles

The Chair is responsible for submittal of committee articles for publishing in the quarterly VWEA Conduit magazine with help and input of the Vice-Chairs. In combination with information on educational activities, the Operations Challenge subcommittee should provide information regarding the on goings of the Operations Challenge Committee including an article after the VWEA State Competition announcing the results and thanking the sponsors and an article after the WEFTEC National Competition announcing the results for the VWEA teams and thanking the sponsors.

VII. Operations Challenge Sub-Committee Procedures

- A. Purpose
To recognize excellence in wastewater treatment operations, maintenance, laboratory, safety, and collection systems personnel.
- B. Committee Voting Procedures – For any/all matters that come before the Committee that the Vice-Chair determines requires a vote; the voting procedure shall be as follows:
 - 1. The active teams will vote and they will only have one (1) collective vote per team. All active committee members that are not a team member will get 1 vote, each active event coordinator will get 1 vote. In the event that more

than one committee member is from the same organization, but actively serve on the committee the organization would have 1 collective vote between the members of that organization.

2. Each active team is responsible for notifying the Vice-Chair of who their team representative is for voting privileges.
3. Voting outcomes shall be determined by a simple majority of those members present at the time of vote as well as members unable to attend, that sent, or send their vote to the chair prior to final approval.
4. An active team is defined as a team that has shown intent to compete at our next VWEA State Competition and have a minimum of two (2) members. An active committee member is defined as someone that is not a participating team member or an event coordinator for the upcoming challenge who has participated in at least 50% of the meetings in the previous 12 months.
5. An active event coordinator is defined as those individuals selected by the operations committee chair and serving as the event coordinators for the VWEA Operations Challenge Event.
6. All material changes to the Operations Challenge Rules, specifically areas dealing with committee voting, membership qualifications, structure of divisions shall be brought forward by the Vice-Chair for Operations Challenge following the sub-committee vote to the Operations Committee Chair for review and vote as established in IV. (D) of this policy.

C. Eligibility

1. All four team members must be current VWEA members.
2. Teams must be composed of no less than two and no more than four members. Teams may have a coach or an alternate but no more than four members can participate in performing the event tasks.
3. Teams must be comprised of the same two to four individuals for all five events.
4. Members of a team may come from the same employer or from multiple employers.
5. Individual team members must meet the qualifications described below.

D. Qualifications

Individual Team members, including their coach, will be current VWEA members fully employed by a responsible operating wastewater entity or agent. Further they must be a full time employee actively working in the operations and maintenance of the collection, treatment, industrial pretreatment, or laboratory facilities of their employer. The intent is that team members will be those actually involved in wastewater collection, operations, laboratories, industrial pretreatment, or maintenance functions. The VWEA reserves the right to verify compliance with this requirement for any team member.

E. Judging

1. Each event will be scored by the time required to perform the event, plus time penalties for errors. The final time, adjusted for penalties, will then be

converted to a “point” score. The fastest time for each event is worth 100 points. The slowest time for each event is worth 25 points. All teams competing in an event will be awarded points and scaled according to the scoring system used. The scoring system used should normally be the same scoring system used at WEFTEC. Teams are ranked by total points for all five events.

2. Judges will be trained volunteers. Judges cannot compete or assist teams during the events.
3. Teams will compete concurrently in all events. There will be one or more judges per team per event, with a separate event coordinator and/or head judge for each event. Team captains will be asked to initial their raw score at the conclusion of each event.
4. Team captains will be informed of each infraction their team accrues. The head judge/event coordinator will tell them the overall penalty time only. Teams are encouraged to write down their infractions/penalties to help them in future competitions. Following the completion of the VWEA Operations Challenge Event, the event coordinators will issue the teams a written list of the infractions for their particular event, within a month after the completion of the event.
5. Disagreement with a judge’s ruling will be handled using the following procedure: The team captain or their designated representative team member will speak with the head judge one on one. A team member wanting to communicate with a judge must do so through the team captain to reduce confusion. At no time will more than one team member confront a judge. Failing resolution with the event judge, a team may petition the applicable Event Coordinator to arbitrate the disagreement. Any protest of the Event Coordinator’s decision must be made immediately, in writing, to the chair of the Operations Challenge Committee. Attempts will be made to settle the protest as soon as practical. It is requested that throughout this process courtesy and professionalism be extended to all parties involved. Failure to render courtesy to judges and event staff can result in additional penalty time being assessed to the offending team.

F. Divisions for VWEA State Competition

1. Division I consists of the following VWEA teams:
 - a. Any returning team is defined as any team that includes at least two (2) members of the team that won a previous VWEA Operations Challenge Competition within the last two years or competed at WEFTEC in the National Operations Challenge Competition within the last two years.
 - b. Any team that chooses to compete at the Division 1 level.
 - c. Any team in Division II who wanted to compete in Division I would be allowed to change to the higher division. Declaration for changing divisions must be made in writing to the Operations Committee Vice - Chair for Operations Challenge no later than thirty (30) days prior the VWEA State Competition. Note: The Committee Chair may deny this request if in doing so it will reduce the number of competitors in Division II to a single team.
2. Division II is comprised of all remaining VWEA four person teams not meeting the criteria established in F (1) a,b,or c above.

3. Division III is a two person Division with reduced equipment and participation costs to facilitate entry into the Operations Challenge and provide for opportunities for smaller utilities. The intent is to start this Division in 2014.
4. A minimum of two (2) teams are needed to maintain Division I or II respectively. In the event that this requirement is not met all competing teams will be scored in one division.
5. Invitational Team Division will consist of the following:
 - a. Any VWEA team that is the returning WEFTEC National Operations Challenge Winner(s) from the previous year's WEFTEC competition.
 - b. Any competing teams from other member associations
6. Division designations for VWEA State Competition have no bearing on the Division designation to register for WEFTEC. A team is required to follow the Water Environment Federation's rules and regulations concerning the national operation challenge competition at WEFTEC.
7. For VWEA Operations Challenge Events a new team member is defined as an individual who has not competed on a team which won the VWEA State Operations Challenge Event in the previous two (2) years or competed on a team at WEFTEC in the preceding two years.
8. Nature of the Division I and II Competition
 - a. In order to qualify to represent VWEA at the WEFTEC competition, a team must compete in all events. Division III is not eligible for WEFTEC.
 - b. A team may choose to compete in less than all five (5) events. For the case of a team competing in four or less events, their scores will not be included in the calculations with the other teams that competed in all five (5) events for the purposes of overall scoring. They will also not be eligible for the Overall Awards. The team would be eligible to receive individual event awards provided that they are a Virginia team. In the event this takes place the event(s) would have to be scored twice, once for individual award purposes, and once for overall scoring purposes.
 - c. Five separate events will be held:
 - i. Maintenance Event – teams will perform a maintenance related task.
 - ii. Collections Event – teams will perform a collections system related task.
 - iii. Safety Event – teams will perform a safety related task.
 - iv. Process Control Event – teams will complete a written exam that covers various wastewater treatment and collection system processes.
 - v. Laboratory Event – teams will perform a laboratory related task.
 - d. It is the responsibility of the Operations Challenge Second Vice - Chair to ensure that each team receives a copy of the detailed rules and regulations concerning the specific tasks for each of the aforementioned five (5) events. The Second Vice - Chair for the Operations Challenge is also responsible to ensure that all equipment required for the event is provided, and a registration packet is handed

out to include the waiver forms. This information should be provided to the teams no later than two (2) months prior for the VWEA Competition.

- e. Prior to the beginning of events there will be a pre - competition meeting, where teams can ask questions about the events and receive answers and instructions from the event coordinators. All questions are required to be submitted in writing.
 - f. All team members are required to sign a waiver form prior to competing at the VWEA State Competition.
 - g. All teams are required to register for the VWEA State competition no later than thirty (30) days prior to the VWEA State competition.
 - h. It is the responsibility of the Operations Committee Vice – Chair for the Operations Challenge to ensure a dry erase board, or other suitable means is available for posting scores for each event (or fastest time to beat), with the exception of the process control event. It is the responsibility of the individual handling the scoring for the VWEA Event to update the scores for each event as they are received with the exception of the process control event. The scores for the process control event will not be posted due to the nature of the event.
9. Nature of Competition Division III- Reserved
10. Awards
- a. Overall Trophies
 - i. Division I - First, Second, and Third (as necessary based on teams competing).
 - ii. Division II - First, Second, and Third (as necessary based on teams competing).
 - iii. Invitational-First
 - iv. Division III
 - b. Division I and II Individual Event Trophies / Recognition. First, Second, and Third place will generally be recognized for each of the following events. In the event that there is only one Division or less than three teams in either Division, awards will be adjusted accordingly to reflect the lower number of teams. Division I will be comprised of Division I teams and the Invitational Division Teams for purposes of Individual Event recognition.
 - i. Maintenance
 - ii. Collections
 - iii. Process Control
 - iv. Safety
 - v. Laboratory
 - c. Division III- Reserved
 - d. Awards are the responsibility of the Vice Chair for Operations Challenge.
11. Study/Reference Materials (Recommend that Second Vice Chair for Operations Challenge update this list and contact information each

year)

- a. As an aid in developing study materials to complement the hands - on nature of the Challenge, a number of Water Environment Federation publications are recommended to those preparing to participate in the five events comprising the Challenge. The following titles are those considered to be most relevant (and identified by order number):
 - i. MOP - 11 Operation of Municipal Wastewater Treatment Plants updated 2007 (Order #MO5110GJ)
 - ii. Standard Methods for the Examination of Water and Wastewater, 21st Edition, 2005 (Order #S82010HB)
 - iii. Simplified Laboratory Procedures for Wastewater Examination (Order # M0018GJ)
 - iv. MOP - 7 Wastewater Collection Systems Management updated 2009 (Order # M0007RJG)
 - v. MOP - OM - 5 Prime Movers: Engines, Motors, Turbines, Pumps, Blowers & Generators (Order # MOM5GJ)
 - vi. MOP - 1 Safety & Health in Wastewater Systems updated 1994 (Order # M02001GJ)
 - vii. Confined Space Entry, 1994 (Order # P04103GJ)
 - viii. Pumps: Operation & Maintenance (Instructor's Set Order # E0387GI; Student Workbook Order # E0388GJ)
 - xi. Process Control Laboratory Course (Instructor's Set Order # E0370GI; Student Workbook Order # E0371GJ)
 - x. WEF/ABC Certification Study Guide for Collections Systems Personnel, 1993 (Order # E0378GJ)
 - xi. WEF/ABC Certification Study Guide for Wastewater Treatment Personnel updated 1992 (Order # E0377GJ)
- b. There are also more than a dozen "Safety and Health" videos produced by municipalities for wastewater treatment and collection system safety situations. Copies of these materials may be purchased by calling the Water Environment Federation's Member Services Center at 1 - 800 - 666 - 0206 or 1 - 703 - 684 - 2452.

12. WEFTEC National Operations Challenge Competition

- a. The successful VWEA Teams are eligible to compete at the National Operations Challenge Competition. VWEA is eligible to send two (2) teams to represent the association. If a VWEA team is the defending Division 1 or 2 National Champions they are also eligible to return to WEFTEC and do not count against the VWEA limit of two (2) teams.
- b. VWEA will not sponsor more than three (3) teams in any given year. In the event that VWEA teams are the overall champions in both Division I and Division in a given year, the following year's state competition will be an open competition to select one additional team to attend WEFTEC making a total of three to be sponsored. The open competition team shall compete at WEFTEC in the appropriate Division based on WEFTEC rules and guidance.

- c. Funding raised by the annual Operations Educational Event(s) and other fundraising completed by the Operations Challenge sub-committee may be used to limit the award provided to teams going to WEFTEC. In such instances, any returning Championship teams will be supported fully and the remaining funds shall be divided equally between additional teams.
 - d. The award for travel to WEFTEC will be made as a lump sum scholarship contribution to the Team(s) at an amount of \$1,200 per team member maximum (\$6,000 maximum per 5 person Team). The VWEA Board may adjust this with the annual budget as required. Teams are required to submit proof of registration and attendance/competition in events at WEFTEC. The Operations Challenge Vice Chair is responsible for receiving the initial check requests for the scholarship award any time following the State competition and determination of qualified teams. The Team Captain shall be the point of contact for check disbursement purposes
13. Division III Scholarship Award. Division III first place Teams will be awarded scholarship of \$300.00 per member towards either the Annual Operations Education Event or Water Jam.

PUBLIC AND GOVERNMENT AFFAIRS COMMITTEE

Goals: Track and facilitate communication on existing and proposed governmental policies affecting the water environment to promote a better understanding of water quality issues among Association members and policymakers. Educate the public concerning water environment issues, methods of controlling water pollution and the goals and mission of the Association.

Membership: The committee will consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. The chair should solicit members with consideration given to diversity of professional disciplines and geographic location.

Duties:

1. Informs the membership of developments and the different positions on proposed changes to state and federal water environmental laws, guidelines, regulations and programs.
2. Prepares position papers for Board approval on water quality issues as requested and present information to appropriate governmental bodies.
3. Ensures that comments, suggestions, and recommendations developed on water quality issues are consistent with any standing Association policies with coordination as necessary with other committees and WEF.
4. With prior Board approval, communicates with state and federal regulators, the Virginia congressional delegation, and individual state legislators when appropriate to discuss policy issues related to water quality.
5. Sponsor educational programs to enhance the knowledge of the general public, students and organizations on the water environment.
6. Maintain and publicize a list of web site addresses (including WEF) with resource materials available to schools, organizations, etc. on the water environment.
7. With the assistance of the regional activity committees, establish, maintain and publicize a regional speaker's bureau that can be used as a resource to provide speakers for organizations interested in information on the water environment.
8. Establish a formal relationship with the Virginia Department of Environmental Quality and VA AWWA for the purposes of public education.
9. Prepares an annual committee plan and budget, which is submitted, to VWEA by November 15 of each year.

10. Tracks the budget and reports the status of budget and activities of the committee to the Board liaison.
11. Participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
12. Submits to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.
13. Develops a session for the Annual Meeting, which addresses a timely topic of interest to the membership. Speakers should be chosen to provide a diversity of positions on environmental policy and regulations. When possible, speakers should be selected from the abstracts submitted in the Annual Meeting Committee's "Call for Papers".
14. Monitors activities of state advisory committees related to water quality and provides recommendations to Association Board for appointments.

Board Liaison: President

REGIONAL ACTIVITIES COMMITTEES

Goals: Extend the activities of the Association, within the guidelines of the existing Association Bylaws, through the development of localized Association programs.

Membership: Each regional activity committee shall consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership should reflect various professional disciplines of the Association.

Duties:

1. Evaluate needs and types of programs to serve members within the region.
2. Organize meetings, seminars and other functions geared to local needs and issues.
3. Encourage members and non-members involved in water environment activities within the region to participate.
4. Prepare report on activities for *The Conduit* and Board of Directors.
5. Coordinate with other regional activities committees to exchange useful ideas.
8. Prepare an annual committee plan and budget, which is submitted, to VWEA by the established deadline each year.
9. Track the budget and report the status of budget and activities of the committee to the Board liaison.
10. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Member Engagement Representative

Safety
(Joint Committee with VA AWWA)

Goals: Develop and assist in conducting a safety program which keeps Association members and the public informed of safety problems in the water pollution control field. The committee shall aid in developing and implementing a program to improve the safety record in water pollution control.

Membership: The committee will consist of members from both VA AWWA and VWEA with the chair and vice-chair positions alternating every 12 months between VA AWWA and VWEA. Membership should reflect the geographical distribution of both Associations.

Duties

1. Promote the best interest of both Associations and all people employed in the water and water pollution control fields by stimulating an interest in and awareness of safety.
2. Promote safe practices for treatment plant and collection and distribution system operating personnel to increase safe operations.
3. Collect and coordinate available or needed safety information and distribute the information to the membership, through demonstrations at meetings, publications in Associations' newsletters, independent mailings, or other methods.
4. Cooperate and coordinate with the WEF and AWWA Safety Committees.
5. Prepare an annual plan and budget, which is submitted, to VWEA by the established deadline each year.
6. Track the budget and reports the status of budget and activities of the committee to the Board liaison.
7. Sponsor safety seminars or projects.
8. Send surveys and questionnaires to the membership as necessary in order to establish up-to-date safety records and prioritize types of safety training and information needed.
9. Develop criteria, share applications, and make recommendations to the Board for the WEF Burke Award and one VWEA Safety Awards, which are presented at the Association's Annual Meeting.
10. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: PWO Representative

SCHOLARSHIP COMMITTEE

Mission: Promotes and awards scholarships for various categories of students of Virginia institutions studying civil or environmental engineering, physical or environmental sciences, or wastewater treatment plant courses in pursuit of an operator's license.

Goals: Provide scholarship opportunities to students across Virginia interested in a career in a water related field.

Membership: The committee shall consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership should consist of members interested in promoting VWEA's Scholarships and reviewing applications.

Duties:

1. Develop scholarship applications for students
2. Assist with fundraising goals for the Scholarship Fund
3. Promote and market scholarship opportunities to students in Virginia
4. Review scholarship applications and determine winners
5. Award scholarships
6. Provide articles for *The Conduit* and monthly e-newsletter about committee activities
7. Prepare annual budget to be submitted to VWEA each year.

Board Liaison: YP Representative

STORMWATER COMMITTEE

Mission: The committee's mission is to provide the VWEA membership with education about stormwater issues, regulations, and to serve as a forum for the exchange of knowledge and experience among stormwater professionals from throughout the Commonwealth.

Goals: Improve the quality of stormwater management by improving professionalism, providing training, and by encouraging the exchange of information and ideas among stormwater management personnel.

Membership: The committee shall consist of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership should consist of members experienced or interested in the operations, maintenance, repair and design of stormwater systems.

Duties:

1. Coordinate and set up ongoing training throughout the state.
2. Provide a forum for exchange of information and ideas and for interaction among Stormwater Committee members.
3. Develop seminar each year on important stormwater management and related regulatory issues.
4. Promote membership in the Association.
5. Provide informative articles on Stormwater Systems related topics to *The Conduit*.
6. Solicit papers for stormwater sessions at the Annual Meeting.
7. Prepare an annual plan and budget, which is submitted to VWEA by the established deadline each year.
8. Track the budget and reports the status of budget and activities of the committee to the Board liaison.
9. Participate on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
10. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: President-Elect

STRATEGIC PLANNING

Goals: To ensure that the Association has an active long-range and strategic plan and to measure progress toward meeting the goals of the Association's plan.

Membership: The committee will consist of a chair and vice-chair appointed by the President and members recommended by the chair. The Past President shall be an ad hoc member of this committee for continuity.

Duties:

1. Form an ad-hoc committee to update the Association's long-rang plan, as necessary. Typically, the long-rang plan should be updated every five years. The ad-hoc committee should consist of a cross-section of the Association, to include: the immediate past president as chair, a current Board Member, a new member (less than five years membership), and other members as needed to adequately represent the various disciplines and geographic make-up of the Association.
2. Conduct surveys of the membership (with Board approval), as needed, to identify the needs of the membership and to measure progress toward achieving the goals of the Association's plan.
3. Utilize other appropriate methods (with Board approval), if necessary, to measure progress toward achieving the goals of the Association.
4. Schedule with the Board and organize a Board Retreat each year to review the strategic and long range plans and to update changes.

Board Liaison: Past President

STUDENT ACTIVITIES COMMITTEE (Joint Committee with VA AWWA)

Goals: Enhance student knowledge of the water environment and to encourage student membership and participation in Association activities.

Membership: The committee will consist of members from both VA AWWA and VWEA. Members should be solicited by the chair with consideration of persons involved with or interested in university activities. When possible, faculty members and students should be among the members of the committee.

Duties:

1. Arrange functions that enhance student knowledge, at all levels, of the water environment.
2. Encourage faculty and students to become active members of the Association.
3. Encourage and stimulate participation of students and faculty in Association activities.
5. Arrange for student technical presentations at the Association's Annual Meeting.
6. Encourage current student members to seek employment in water environment related fields upon leaving the university community, and to assume active membership in the Association or other member associations of the WEF.
7. Provide appropriate information on student activities to *The Conduit*.
8. Prepare an annual plan and budget which is submitted to VWEA by the established deadline each year.
9. Track the budget and reports the status of budget and activities of the committee to the Board liaison.
11. Participates on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
12. Submit to the Board Liaison, prior to each Board meeting, a summary of the committee's activities.

Board Liaison: Outreach Representative

SUSTAINABLE UTILITIES COMMITTEE (Joint Committee with VA AWWA)

Mission: Through communication and educational opportunities amongst Virginia water professionals, we will lead the growth and advancement of sustainable practices in the water and wastewater utilities industry now and into the future

Membership: Sustainable Utilities committee will consist of members from both VA AWWA and VWEA with the chair and vice-chair positions alternating every 12 months between VA AWWA and VWEA. Membership should reflect various professional disciplines and geographical makeup of the Association.

Goals:

1. Foster knowledge transfer of the scientific, technical, management information relevant to sustainability issues facing our industry through close communication with other AWWA/VWEA committees, local and national professional associations, and AWWA/ VWEA members.
2. Create valuable learning opportunities for utility members to share their experience in the implementation of sustainable business decision making within their organization
3. Provide valuable resources to the VWEA member community that assist water and wastewater agencies in becoming sustainability leaders in their communities
4. Research and communicate local and national sustainability initiatives and programs with VAWWA/VWEA membership

Duties:

1. Focus on four major goal areas: – Energy Efficiency – Greenhouse Gas Emissions – Sustainable Purchasing/Procurement – Sustainable Design & Infrastructure
2. Promote and recruit new membership for the Committee (near-term)
 - Attract members from across the entire Commonwealth of Virginia
 - Conduct outreach to sustainability managers or interested utility members that might not be involved in VAWWA/VWEA currently
 - Coordinate with the Utility Management Committee
3. 4. Conduct a Sustainability Workshop(near-term)
 - Facilitated workshop approach to confirm goals, involve membership, identify priority areas, and target activities
 - Have a featured speaker to increase participation
 - Provide a forum for utility representatives to discuss common issues related to sustainability efforts
5. Conduct regular committee arterly)
6. Develop Tactical Action Plan for Activities (mid-term) Activities could include:
 - Potential speaker topics at regional activities (Northern, Central, Eastern, and Southwestern Virginia events)
 - Technical session at Water Jam
 - Pre-conference workshop at Water Jam
 - Webcasts

- Communication via Conduit and webpage
- Joint activities with other associations or partnering organizations

Board Liaison: Vice President

UTILITY MANAGEMENT COMMITTEE (Joint Committee with VA AWWA)

Purpose:

Improve water and wastewater utility management in Virginia. The committee may do this by providing information, workshops and WaterJAM sessions for utility managers and other interested parties on a variety of utility management issues. Committee activities will also provide a forum for those interested in utility management to meet and share their experiences on common issues and challenges.

Membership:

The committee will consist of a chair and vice-chair selected by committee members at a committee meeting during WaterJAM each year, confirmed/approved by the VWEA President and VA AWWA Chair. In the event a chair is unable to complete a term of office, the vice-chair shall assume the office until the next election. The chair should solicit members with consideration given to involvement in utility management activities. This is a joint VWEA/VAAWWA committee. As such, committee members must be a member of either or both associations.

Committee Duties:

1. Disseminate information to the membership regarding utility management issues and industry practices.
2. Conduct workshops and other activities in support of the committee's purpose. Provide as wide a geographical distribution of UMC programs as possible.
3. Use The Conduit, Tap into Virginia and association web sites regularly, to update and inform membership of committee activities.
4. Participate on the WaterJAM Program Subcommittee in planning the annual meeting program and paper selection each year.

Chair Duties:

1. Personally contact each committee member annually to ascertain that they will serve.
2. Provide the names, addresses, e-mail addresses and telephone numbers of all committee members to the committee and the VWEA and VA AWWA Board liaisons.
3. Maintain a strong working committee with all members active on their individual assignments.
4. Prepare and submit an annual committee plan and budget to the VWEA and VA AWWA liaisons by October 15 each year.
5. Prepare and present other reports as required by the VWEA and VA AWWA.
6. Solicit input from VWEA and VA AWWA members concerning potential utility management programs.
7. Adhere to VWEA and VA AWWA guidelines.

Member of:

VA AWWA Utility Operations Council

Board Liaison: Vice President

Coordinating With:

Joint Annual Meeting Committee
Communications Committee
Sustainable Utilities Committee

Public & Government Affairs
VWEA Executive Director
VA AWWA Executive Director

WATER AWARENESS AND OUTREACH (Joint Committee with VA AWWA)

Goals: Provide educational and networking opportunities for public information, education, and outreach professionals in water utilities throughout Virginia. Serve public information officers and education and outreach coordinators by connecting them to a wider professional network focused on the sharing of information, tactics, and resources related to drinking water quality and supply.

Activities include:

- Networking and educational events throughout Virginia
- Webinars related to public information, education, and outreach
- Annual WaterJAM workshop and networking event
- Annual Public Information
- Social Media management for VA AWWA
- Communications Toolkits for Water Utilities

Membership: The Committee membership includes utility directors, engineers, operators, groundwater specialists, professors, and others who are dedicated to the Committee's mission. The committee will consist of a Chair, alternating between VWEA and VA AWWA, and a Vice Chair.

Board Liaison: Outreach Representative

WATER FOR PEOPLE
(Joint Committee with VA AWWA)

Goals: The Water for People Committee is a joint committee with the VAAWWA. n The committee’s goal is to ensure safe drinking water for all, by providing education and limited financial and technical support for water supply projects.

The Water For People Committee is the local chapter of Water for People (WFP) and supports projects in developing countries.

Membership: The Committee membership includes utility directors, engineers, operators, groundwater specialists, professors, and others who are dedicated to the Committee's mission. The committee will consist of a Chair, alternating between VWEA and VA AWWA, and a Vice Chair.

Duties:

1. Organize fundraisers for water supply projects, including the annual Herb Evans Memorial Golf Classic, in memory of Herb Evans, the former chair of WFP Committee who was a vital force in establishing the committee in Virginia.
2. Encourage and stimulate active participation among Association membership.
3. Provide appropriate information on committee activities to *The Conduit*.
4. Prepare an annual plan and budget, submitted to VWEA by November 15 of each year.
5. Track the budget and reports the status of budget and activities of the committee to the Board liaison.
6. Participate on the Annual Meeting Committee’s Program Subcommittee in planning the annual meeting program and paper selection each year.
7. Submits to the Board Liaison, prior to each Board meeting, a brief summary of the committee’s activities.

Board Liaison: President-Elect

Coordinating with:

Student Activities Committee
Young Professionals Committee
VWEA Executive Director

Joint Annual Meeting Committee
Secretary/Treasurer

VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK (VA WARN)

Goals: To provide a method whereby Virginia water and wastewater utilities that have sustained damages from natural or manmade events could obtain emergency assistance in the form of personnel, equipment, materials and other associated services as necessary from other water and wastewater utilities. The objective is to provide rapid, short term deployment of emergency services to restore the critical operations of the impacted utility.

Membership: The VA WARN Committee will be limited to fifteen (15) Members. Selection of the Committee members would be recommended by the WARN Chair and approved by the VA AWWA Chair and VWEA President. Each Member will be appointed to a term of three years and may be re-appointed or removed by the VA AWWA Chair and VWEA President. Terms shall be staggered and limited to two consecutive terms with at least one year off the Committee before serving another term.

Leadership of the VA WARN Committee will consist of a Chair and Vice Chair appointed by the Boards of VA AWWA and VWEA from among the Members of the Committee, such positions to alternate between VA AWWA and VWEA.

More than one-half of the number of Members presently comprising the Committee and entitled to vote will constitute a quorum for the transaction of business at a meeting. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Members present is the act of the Committee.

The Chair of the Committee may appoint ex-officio Affiliate Members (non-voting) to represent the Virginia Department of Emergency Management, the Virginia Department of Environmental Quality, the Virginia Department of Health, the Virginia Rural Water Association, and others, as appropriate.

Duties:

1. To organize VA WARN for facilitating the provision of emergency assistance by and among Virginia water and wastewater Utilities;
2. To manage the finances of VA WARN based on the annual budgets approved by VA AWWA and VWEA in a manner consistent with the VA AWWA/VWEA Liaison Task Force's Implementation Plan for Joint Activities/Committees (the "Implementation Plan");
3. To develop a form of Mutual Aid Agreement (MAA), including as appropriate Event Agreements and Standard Terms and Conditions, to be available for use by and between individual members of VA WARN in their discretion;
4. To promote Utility membership in VA WARN;

5. To develop and maintain a VA WARN web site;
6. To coordinate with the Virginia Department of Emergency Management in the development and maintenance of planning and operating procedures for VA WARN that are compatible with the National Incident Management System and effectively integrated with other statewide mutual aid programs;
7. To communicate with Utilities regarding the administration and operation of VA WARN and respond to requests for information;
8. To establish subcommittees as needed and to approve activities and otherwise provide oversight of such subcommittees; and
9. To establish relationships with other organizations where consistent with the purpose of VA WARN to do so.

The VA WARN Committee will not serve as an intermediary for arranging or delivering mutual aid or processing reimbursements for the same. Such efforts will only be conducted by and between individual Utilities that choose to give or receive aid. In addition, the VA WARN Committee will not guarantee that the Committee or any of its resources, including but not limited to the VA WARN web site, will be available at all times.

Board Liaison: PWO Representative

WORK FOR WATER COMMITTEE (Joint Committee with VA AWWA)

Goals: To enhance the visibility and image of careers in the water and wastewater industry to students, the public, and career counselors.

Membership: The Chair of the committee is appointed jointly by the leadership of VA AWWA and VWEA. Other members are recommended by the committee Chair and approved by the VA AWWA and VWEA leadership. All committee members must belong to VA AWWA and/or VWEA. Term of office of the Chair is two years, beginning on January 1.

Committee Duties:

1. Serve as liaison with the AWWA Workforce Strategies Committee and WEF Public Communications Committee.
2. Contact school districts throughout Virginia to identify career counselor directors and determine the nature and schedule for career exploration programs in each school district.
3. Create and maintain career fair exhibit and presentation materials.
4. Participates in elementary, middle and high school career fairs. Participate in selected career fairs for adults at workforce centers, community colleges, community events. Facilitate close ties between local utilities and schools.
5. Makes presentations to career counselors and provides them with resource materials about careers in the water and wastewater industry.
6. Conduct seminars, workshops, and webinars to educate association members about workforce issues and new programs to enhance recruitment and training of water and wastewater employees.
7. Provide articles to VA AWWA and VWEA newsletters and web pages about committee activities and to further the duties of the committee.
8. Works with the coordinators of the SJWP to budget and organize volunteers for regional science fairs

Board Liaison: Outreach Representative

Coordinating With:

Joint Annual Meeting Committee
Communications Committee

VA AWWA Executive Director
VWEA Executive Director

**YOUNG PROFESSIONALS
(Joint Committee with VA AWWA)**

Goals: The Young Professionals Committee shall develop, recommend, and assist in conducting Association programs for young professionals.

Membership: The committee will consist of a Chair, appointed by the President, and three (3) Vice Chairs - one for Northern Virginia, one for Central Virginia (Richmond area) and one for Eastern Virginia (Hampton Roads area). Once established, the committee will look to expand to southwestern Virginia.

Duties:

1. Interface regularly with the three Vice Chairs to provide advice and oversight;
2. Coordinate regular (at least quarterly) meetings with the Vice Chairs to share ideas and discuss any questions/concerns;
3. Serve as a Board liaison attending all Board Meetings and providing input from the standpoint of a young professional;
4. Facilitate an annual YP event to be held at either the Annual Meeting or at a separate venue that would draw YP's from across the state.
5. Arrange functions that enhance young professional's knowledge of the Association and the water environment.
6. Encourage and stimulate active participation in Association committee's and activities.
7. Provide appropriate information on committee activities to *The Conduit*.
8. Prepare an annual plan and budget which is submitted to VWEA by November 15 of each year.
9. Track the budget and reports the status of budget and activities of the committee to the Board liaison.
10. Participate on the Annual Meeting Committee's Program Subcommittee in planning the annual meeting program and paper selection each year.
11. Submits to the Board Liaison, prior to each Board meeting, a brief summary of the committee's activities.

Board Liaison: Young Professional Representative

Coordinating With:

Student Activities Committee
Joint Annual Meeting

Secretary/Treasurer
VWEA Executive Director

**ARTICLES OF INCORPORATION
OF
VIRGINIA WATER ENVIRONMENT ASSOCIATION, INC.**

We hereby associate to form a non-stock corporation under the provisions of Chapter 2, Title 13.1 of the Code of Virginia and to that end set forth the following:

- (a) The name of the corporation is Virginia Water Environment Association, Inc.
- (b) Said corporation is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United State Revenue law):

The purposes of the corporation shall include:

- (1) The advancement of fundamental knowledge of the water environment, its basic qualities and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- (2) The advancement of practical knowledge in the technology, design, construction, operation, and management of water quality systems and facilities.
- (3) The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.
- (4) The implementation of the objectives previously stated through an exchange of information and experience among its members, and other interested persons, by an annual meeting of its members.
- (5) The publication and distribution of information relating to the water environment.
- (6) The promotion of public understanding and the encouragement of sound policy in matters relating to the water environment.
- (7) The improvement of the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment, including but not limited to the design, management, and operation of water quality systems.
- (8) The stimulation of public awareness of the relationship of water resources to the public welfare, and the need for pollution prevention, resource recovery, preservation, conservation and reuse of water resources.

(9) The advancement of the education of its members and other interested persons by the presentations of technical programs at its annual meetings, seminars, workshops and other meetings.

(10) Affiliation with the Water Environment Federation (Federation) and participation in the activities of that organization.

(c) The Corporation shall be composed of persons and groups of persons interested in any of the purposes of the Corporation and having the following qualifications:

(1) The membership of the Association shall consist of Active Members, Dual Active Members, Corporate Members, Student Members, Honorary Members, Life Members, Professional Wastewater Operator (PWO) Members and Retired Members as defined in the following:

(2) An Active Member shall be a person professionally engaged or interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

(3) A dual Active Member shall be an Active Member in good standing of any other Member Association of the Federation.

(4) A Corporate Member shall be an organization engaged in the design construction, operation, or management of water environment systems, a governmental agency, an industrial organization, or any other corporate body, or organization engaged in or interested in at least one of the stated objectives or the Corporation, and shall be entitled to one representative whose name shall appear on the roll of members. This representative may be changed at the convenience and pleasure of the Corporate Member on written notice to the Secretary.

(5) A Student Member shall be a student of a college or university who spends at least one-half time on academic work or equivalent and who shall be currently registered at the time membership is requested in a course of study relating to objectives of the Association. A Student Member may not retain this class of membership beyond the first anniversary date following termination of qualification as a Student Member.

(6) An Honorary Member shall be an Active or Professional Wastewater Operator Member who has honorably retired by virtue of age or other reason from regular employment or professional practice and who has rendered unusual or extraordinary service to the Association.

(7) A Life Member shall be a person who qualifies for Federation Life Membership and has applied to the Association for such class of membership through the Secretary.

(8) A Professional Wastewater Operator Member shall be a person who is actively employed by the responsible operating entity on the facility site on a day-to-day basis in the operation and/or maintenance of wastewater collection facilities, wastewater treatment

facilities, or wastewater laboratories provided for such treatment facilities or is an off-site private laboratory technician who routinely performs wastewater analyses or retired therefrom.

(9) A Retired Member shall be a person who has honorably retired by virtue of age or other reason from regular employment or professional practice. A Retired Member may not retain this class of membership beyond the first anniversary date following reemployment or professional affiliation within the water environment field.

(d) In the Board of Directors shall be vested the full governance and control of all corporate and business affairs.

(e) The number of directors and their terms of office shall be fixed by the Bylaws of the Corporation. The directors shall be elected by the members of the Corporation. All directors shall be eligible for re-election and shall be members in good standing of said Corporation.

(f) No part of the net earnings of the Corporation shall ensure to the benefit of, or be distributable to its members, directors, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article (b) above. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office, and notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by Corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

(g) Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organize and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of competent jurisdiction of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which will organize and operate exclusively for such purposes.

(h) The post office address of the initial registered office is P.O. Box 170, 110 North Second Avenue, Hopewell, Virginia. The name of the city in which the initial registered office is located is City of Hopewell, Virginia.

(i) There shall be six directors constituting the initial Board of Directors. The names and addresses of the persons who are to serve on the initial Board of Directors are:

Clifford W. Randall, Professor of Civil Engineering
VPI and State University
Blacksburg, Virginia 24061

L. H. Roden, Jr.
8207 Franconia Road
Richmond, Virginia 2327

Dr. Ernest M. Jennelle
Dewberry, Nealon & Davis
8411 Arlington Boulevard
Fairfax, Virginia 22030

I. N. Koontz
R. Stuart Royer and Associates
1514 Willow Lawn Drive
Richmond, Virginia 23226

R. V. Davis, Executive Secretary
State Water Control Board
4010 West Broad Street
Richmond, Virginia 23230

Royal C. Thayer, Sanitary Engineer
1600 South Eads Street, Apt. 332-S
Arlington, Virginia 22202

Date _____

Prepared for approval by the membership at the Annual Business Meeting, Williamsburg, Virginia, April 30, 2001.

VIRGINIA WATER ENVIRONMENT ASSOCIATION, INC.

BYLAWS

Objects and Purpose

The objectives of this Corporation shall include:

1. The advancement of fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic and biological needs of the earth's inhabitants.
2. The advancement of practical knowledge in the technology, design, construction, operation and management of water quality systems and facilities.
3. The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.
4. The implementation of objectives previously stated through an exchange of information and experience among its members, and other interested persons, by an annual meeting of its members.
5. The publication and distribution of information relating to the water environment.
6. The promotion of public understanding and the encouragement of sound policy in matters relating to the water environment.
7. The improvement of the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment, including but not limited to the design, management, and operation of water quality control systems.
8. The stimulation of public awareness of the relationship of water resources to the public welfare, and the need for pollution prevention, resource recovery, preservation, conservation and reuse of water resources.
9. The advancement of the education of its members and other interested persons by the presentation of technical programs at its annual meetings, seminars, workshops and other meetings.
10. Affiliation with the Water Environment Federation (Federation) and participation in the activities of that organization.
11. Any other purposes that a non-stock corporation organized under Chapter 2 of the Code of Virginia may have except those required to be specifically set forth in the Articles of Incorporation.

ARTICLE I

Board of Directors

Section 1. The governing body of Virginia Water Environment Association, Inc. (Association) shall be a Board of Directors (Board) in which shall be vested the full governance and control of all corporation and business affairs. The Board shall consist of nine (9) directors. Eight (8) shall be the Association officers as described in Article III, Section 1 hereof and the ninth shall be the immediate Past President. The Board may select honorary non-voting directors who are qualified by reason of their long services to the advancement of this organization.

Section 2. The directors shall be elected by the membership at the annual meeting concurrently with their election to their respective offices and for the same terms as provided in Article III hereof. The directors shall be eligible for re-election except as provided in Article III hereof.

Section 3. Directors shall be members in good standing of Virginia Water Environment Association, Inc.

Section 4. Special meetings of the Board may be called by the President or in his absence by the President-Elect, from time to time. A majority of the voting members of the Board of Directors shall constitute a quorum of any of its meetings. Notice of special Board meetings shall be issued by the Chairperson of the Board and/or Secretary/Treasurer at least five (5) days in advance of such meetings to all Board members.

Section 5. In addition to the qualification and the number of Directors provided in Sections 1, 2, and 3 hereof, Association members who are serving as President, President-Elect, Vice President, Treasurer, or Director-at-Large of the Federation shall serve as an ex-officio member of the Board without vote during their term of Federation office and the number of directors shall be increased in accordance therewith.

Section 6. When a member holds the office of Federation Director concurrently with another office or position as provided in Article III, Section 3 hereof, the number of Directors shall be decreased in accordance therewith.

ARTICLE II

Classification of Members

Section 1. The membership of the Association shall consist of Active Members, Dual Active Members, Corporate Members, Student Members, Honorary Members, Life Members, Professional Wastewater Operator(PWO) Members, Retired Members, and Young Professional Members as defined in the following sections:

Section 2. An Active Member shall be a person professionally engaged or interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

Section 3. A dual Active Member shall be an Active Member in good standing of any other Member Association of the Federation. A Dual Active Member shall have all the rights and privileges of an Active Member except that such person may not hold office in the Association.

Section 4. A Corporate Member shall be an organization engaged in the design construction, operation, or management of water environment systems, a governmental agency, an industrial organization, or any other corporate body, or organization engaged in or interested in at least one of the stated objectives of the Association and shall be entitled to one representative whose name shall appear on the roll of members. This representative may be changed at the convenience and pleasure of the Corporate Member on written notice to the Secretary/Treasurer.

Section 5. A Student Member shall be a student of a college or university who spends at least one-half time on academic work or equivalent and who shall be currently registered at the time membership is requested in a course of study relating to objectives of the Association. A Student Member may not retain this class of membership beyond the first anniversary date following termination of qualification as a Student Member. A Student Member shall have all the rights and privileges of an active Member except that such person may not hold office in the Association.

Section 6. An Honorary Member shall be an Active or Professional Wastewater Operator Member who has honorably retired by virtue of age or other reason from regular employment or professional practice and who has rendered unusual or extraordinary service to the Association. An Honorary member shall have all the rights and privileges of an Active Member.

Section 7. A Life Member shall be a person who qualifies for Federation Life Membership and has applied to the Association for such class of membership through the Secretary/Treasurer. A Life Member shall have all the rights and privileges of an Active Member.

Section 8. A Professional Wastewater Operator Member shall be a person who is actively employed by the responsible operating entity on the facility site on a day-to-day basis in the operation and/or maintenance of wastewater collection facilities, wastewater treatment facilities, or wastewater laboratories provided for such treatment facilities or is an off-site private laboratory technician who routinely performs wastewater analyses or retired therefrom. A Professional Wastewater Operator Member shall have all the rights and privileges of an Active Member.

Section 9. A Retired Member shall be a person who has honorably retired by virtue of age or other reason from regular employment or professional practice. A Retired Member may not retain this class of membership beyond the first anniversary date following reemployment or professional affiliation within the water environment field. A Retired Member shall have all the rights and privileges of an Active Member.

Section 10.A Young Professional Member shall be an Active Member, Dual Active Member, or Professional Wastewater Operator Member who is 35 years of age or younger.

Section 11.State Only Membership. Any person professionally or technically engaged or interested in the advancement of knowledge relating to the objects of the Association. A State only member is not required to have affiliation with the Water Environment Federation (WEF). State Members shall have the rights and privileges of an Active Member except the right to hold office in the Association or be selected for WEF awards.

ARTICLE III

Officers

Section 1. All officers shall be members of the Association who are not specifically prohibited herein from holding office. The officers of the Association shall be a President, President-Elect, Vice President, two (2) Directors to serve as Delegates in House of Delegates of the Federation, a PWO Representative, a Young Professional Board Representative, a Secretary/Treasurer and as Association Representative. These officers together with the immediate Past President shall constitute the Board of Directors, which shall be the governing body of the Association, and shall conduct its affairs in accordance with the provisions of the Bylaws.

Section 2. Officers shall be elected at the annual meeting of the Association; provided, that should a vacancy occur by resignation or other cause during the tenure of any office of the Association, so elected, there shall be a special called meeting of the Board as soon thereafter as practicable and a successor elected by the Board to fill the vacancy for the remaining term of office.

Section 3. A member may hold the office of Federation Director concurrently with the office of President, President-Elect, Vice President, PWO Representative or Secretary/Treasurer or the position of Immediate Past President.

Section 4. The PWO Representative shall be a PWO Member. The PWO Representative shall not serve in excess of three full consecutive terms.

Section 5. The Young Professional Board Representative shall be of age 35 or younger.

Section 6. The term of office of the Past President, President, President-Elect, and Vice President shall be for one year. The term of the office of the PWO Representative, Secretary/Treasurer, and the Association Representative shall be for three (3) years, as determined by the annual meetings of the Association. The President-Elect shall automatically advance to President and the President to Immediate Past President. The term of the office of the Young Professional Board Representative shall be for one (1) year, and may serve for a maximum of three (3) years.

Section 7. The term of the Federation Directors shall be approximately three (3) years as determined by the annual meeting of the Federation. The Directors shall not be eligible to succeed themselves in full consecutive terms but they may succeed themselves if their term of service has been less than two (2) years.

ARTICLE IV

Admission and Expulsion

Section 1. Any person or organization desiring to become a member of the Association shall make application on a form provided by the Association. Such application shall be forwarded to Federation Executive Director and accompanied with the current dues. There shall be no admission fee.

Section 2. Honorary Membership shall be conferred at the sole discretion of the Board of Directors.

Section 3. Any member may be expelled from the Association for good and sufficient reason by two-thirds (2/3) vote of the Board of Directors.

ARTICLE V

Payment of Dues

Section 1. The annual dues for Active Members, Dual Active Members, Corporate Members, Student Members, and PWO Members and Retired Members shall be determined by the Board of Directors, based on applicable sections of the Bylaws of the Federation and the needs of the Association, and shall be assessed on a yearly basis commencing with the member's anniversary date. Dues shall be paid in advance.

Section 2. No dues shall be paid to the Association by Honorary Members and their dues as Active Members in the Federation shall be paid by the Association.

Section 3. No dues shall be paid by Life Members.

Section 4. Annual dues in advance will be billed directly to Association members by the Federation Executive Director. Dues shall be payable to the Water Environment Federation within one (1) month after a Member's anniversary date.

Section 5. Members whose dues have not been paid within one (1) month after the anniversary date shall be given notice of such default by the Federation Executive Director. If the dues remain unpaid fifteen (15) days after such notice, the members in default may be removed from the roll of the Federation by the Executive Director.

Section 6. All members in good standing shall be entitled to such publications of the Federation as may be approved by its House of Delegates for the appropriate membership class. All

members shall be entitled to the publications of the Association as may be approved by the Board of Directors.

Section 7. For State Only Members, the annual dues shall be determined by the Board of Directors.

ARTICLE VI

Fiscal Year

Section 1. The fiscal year of the Association shall begin on January 1 and end on December 31.

ARTICLE VII

Meetings

Section 1. A regular annual meeting and business session of the membership of the Association shall be held at such place and on such date as shall be selected by the Board.

Section 2. Special meetings may be held at such times and places as designated by the Board.

Section 3. Notice of annual and business meetings shall be sent out by the Secretary/Treasurer at least 30 days in advance.

ARTICLE VIII

Duties of Officers

Section 1. The President shall supervise the affairs of the Association and shall preside at all meetings during the year following the annual meeting at which elected. The President shall be Chairperson of the Board of Directors.

Section 2. The President-Elect shall perform the duties of the President in the event that the President is unable for any reason to discharge the functions of President.

Section 3. The Vice President shall perform the duties of the President-Elect in the event that the President-Elect is unable for any reason to discharge the functions of President-Elect.

Section 4. The Federation Directors shall represent the Association in the conduct of all business by the House of Delegates of the Federation.

Section 5. The PWO Representative shall represent the Association's Professional Wastewater Operator Members.

Section 6. The Secretary/Treasurer shall, subject to the direction of the Board of Directors, be the executive manager and financial officer of the Association and shall pay all just bills of the

Association and shall keep financial records, report at the annual meeting on all receipts, expenditures and debts of the Association, maintain a complete record of all of its activities and transactions, execute contracts and other instruments on behalf of the Association, maintain a complete record of the affairs of the Board and the Association and shall perform other duties as may be assigned by the Board.

Section 7. The Young Professional Board Representative shall advise the Board on young professional activities and services to attract young professionals as members of the Association.

Section 8. The Association Representative shall advise the Board on enhancing membership value, communications and technology.

Section 9. Any officer may be removed from office for good and sufficient reason by a two-thirds (2/3) vote taken at a duly constituted meeting of the Board.

ARTICLE IX

Committees

Section 1. The President is empowered to appoint such committees as may be required to advance the best interest of the Association and to enable it to fulfill its objectives.

Section 2. The President shall appoint a Nominating Committee and designate its Chairperson. The Committee, through its Chairperson, shall report in writing to the President and Secretary/Treasurer at least one hundred twenty (120) days prior to the annual meeting of the Association its selection of candidates for each office required to be filled. All nominees shall have signified their willingness to serve. The Board is empowered to reject or make such changes in the report as it deems in the best interest of the Association. After approval of the report by the Board, the Secretary/Treasurer shall transmit it to the membership at least thirty (30) days prior to the annual meeting.

ARTICLE X

Awards

Section 1. The Board shall establish such awards with appropriate criteria to recognize Association members and/or non-members as will in its judgment most effectively advance the objectives of the Association.

Section 2. The Association shall participate in the Awards program of the Federation in accordance with its requirements.

Section 3. Awards shall be made by a majority vote of the Board.

ARTICLE XI

Student Chapters

Section 1. Student Chapters may be authorized in accordance with procedures established by the Board and the Federation.

ARTICLE XII

Franchise

Section 1. The exclusive service area of the Association shall consist of the Commonwealth of Virginia.

Section 2. No revisions to this service area shall be made except in accordance with the procedures established by the Board and Federation.

ARTICLE XIII

Amendments

Section 1. All proposed amendments to the Bylaws shall be submitted in writing to the Board of Directors, which at its discretion may bring them before a business session of members at the annual meeting of the Association. All proposals for amendments to be acted upon at the annual meeting shall be submitted to the membership at least thirty (30) days before the annual business session of members of the Association. A majority affirmative vote of the members present and voting at said meeting shall be required for the adoption of an amendment.

Section 2. Amendments to the Bylaws may be made by majority vote of the Board prior to an annual meeting when in its judgment such action is necessary. Such amendments shall be submitted to the membership at the succeeding annual meeting in accordance with the procedures of Section 1 herein.

VIRGINIA WATER ENVIRONMENT ASSOCIATION, INC.

Board of Directors Policies

The Board revised the following policies and they shall be in effect until modified, amended or repealed.

SECTION A – REGISTRATION AND FEE POLICY FOR SPONSORED PROGRAMS AND EVENTS

1. The non-member fee for all VWEA functions shall be 30% more than the member rate.
2. Pre-registration fees shall be less than walk-in fees at the meeting.
3. Registration shall be paid by all persons presenting papers at the member or non-member rate, pre-registration or walk-in, full meeting or one-day rate (s). The Committee Chair is responsible for informing speakers in advance of the Association registration fee policy and specifically to inform speakers of whether they will be required to pay registration and, if so, the amount.
4. The following shall have registration fees waived:
 - Federation Representative (If more than one, the organization pays the extra attendees registration fees)
 - Students
 - JAM invited keynote speaker – expenses to be included in the JAM budget.
5. Committees should budget for participation at JAM including speaker expenses and registrations fees and each organization pays these fees to JAM.
 - Demonstration participants pay registration fee equal to operator or a special demonstration fee equal to 1-day food cost, etc.
 - Organizations pay to JAM for awardees and their guest to attend lunch and banquet to receive awards by registering for extra meal registration fee.
 - JAM co-chairs will grant any additional complimentary registration and a list will be provided to each organizations administrative staff.
6. Spouse registration may be charged at the discretion of the Board and the recommendation of the committee.
7. One-day registration fee shall be one-half of the full meeting registration fee rounded to the next higher five dollar multiple. This applies to both member and non-member fees and to pre-registration and walk-in registration fees.
8. For multiple day meetings that begin or end with a half-day session, appropriate fees should be set for members and non-members wishing to register for the half-day session only.
9. All persons attending the meeting as exhibitors shall pay the appropriate registration fee that may be included as part of the exhibitor fee.
10. Free meal tickets are provided to:
 - An invited speaker regardless of being a member or non-member, if not attending any other event.
 - Federation Representative and spouse.

- Individuals that have been budgeted by the committee.
11. The registration package shall contain the “Disclaimer for Sponsored Programs and Events” as set forth hereinafter in Section K-Legal, 3 and the following statements:
- a. “Cancellation Policy: Written cancellation notice is required and must be received at least two weeks prior to the event. A 25% service fee will be retained on all cancellations. No refunds can be given after the cancellation notification date.”
 - b. “Please indicate below any special arrangements you may require by the Association or the hotel to allow you full participation in the meeting:
- Special Arrangements _____”

SECTION B – ANNUAL MEETING

1. **Registration and Fee Policies for Annual Meeting** – The following policies were adopted:
 - a. Fees should be set and expenses adjusted to ensure a 30 % net revenue from the event.
 - b. Registration activities for the Annual Meeting are the responsibility of the Executive Director
2. **Contracts**
 - a. Hotel contracts for annual meetings shall provide for a single room rate for single or double rooms.
 - b. The Board should decide on location and preferred date of the meeting/seminar and notify the Annual Meeting Committee Chair at least 24 months in advance of the scheduled meeting.
 - c. Annual Meeting Committee Chair is responsible for obtaining proposals from facilities within the desired location.
 - d. After receipt of proposals, the Annual Meeting Committee Chair will present the option to the Board for selection and approval of the facility.
 - e. After receiving approval of the facility, the Executive Director will negotiate the contract and forward a final copy of the contract to the Secretary/Treasurer for signature.
3. **Exhibit Booths**
 - a. There will be no selling or trading of booths among exhibitors.
 - b. Multiple booths will be provided to an exhibitor on an availability basis.
4. **Paper Selection**

The Board aims to maintain the high quality of technical sessions at the Annual Meeting and to solicit as broad a spectrum of presenters as is reasonable, with the emphasis placed on our membership. To accomplish this, the Board believes there must be a balance between invited presenters and those selected from a general call for papers.

Recently, the number of committees wishing to have their own session and invite specific

presenters have risen to the point that the Annual Meeting Committee is being somewhat limited in the number of abstracts it can select. While there is no question about the high quality of these “invited presenter” sessions there needs to be recognition that the Board wishes to maintain the Annual Meeting primarily as a vehicle for technical presentations by Association members. There also needs to be the recognition that the Annual Meeting Committee has the final responsibility for the way the technical sessions are formed and structured.

To address these issues, and effective with the 1994 Annual Meeting, the Annual Meeting Committee will follow these guidelines:

- a. The Annual Meeting Committee will select at least 40 percent of the total number of papers to be presented from the general call for papers.
- b. Any committee wishing to prepare and present a technical session must make a request to the Annual Meeting Program Vice-Chair by the deadline set by the Annual Meeting committee (prior to the issue of call for papers).
- c. The Program Vice-Chair will notify the committees as to whether or not they have been tentatively assigned a session.
- d. Each committee tentatively assigned a technical session must submit a proposed outline of their session to the Program Vice-Chair prior to the selection of abstracts from the general call for papers. The Annual Meeting Committee will have the options of accepting, modifying or rejecting the proposed sessions at the time of abstract selection. The Program Vice-Chair will immediately notify the affected committees of the results.
- e. The Annual Meeting Committee has responsibility for determining the final composition of the program based upon its evaluation of the abstracts submitted and technical sessions requested.
- f. Any questions, by any committee, on the above procedure should be referred to the Board through their Board Liaison.

SECTION C – ASSOCIATION LOGO

1. Private Use of Association Logo

The Association logo may not be used by individual companies without Board approval.

SECTION D – AWARDS

1. Enslow-Hedgepeth Award Criteria

An award presented annually to the Association member who, during the past year or recent years, has:

- a. Made outstanding contributions to the VWEA through services to the Association, or
- b. Made outstanding technical or other contributions to the field of wastewater treatment or water pollution control, or
- c. Made a major contribution to the improvement or control of water quality, or the environment.

The award is given annually, but no award should be made if the responsible committee does not feel that it has a well-qualified recipient.

2. Sonny Roden Meritorious Service Award

The Virginia Water Environment Association Inc. Meritorious Service Award is intended to recognize Association members who have provided extraordinary personal service, devotion and sacrifice to the Association over an extended period. The fixed criteria for the award shall be as follows:

- a. Nominees shall have been active members of VWEA for a continuous period of fifteen years in order to be eligible for the Award.
- b. The period of service, upon which consideration for the Award is based, shall not be less than ten years, and shall be at a sustained high level beyond service normally given as an officer, director, or committee chair.

Keeping in mind the requirement for extended service, in making a Meritorious Service Award, the Board of Directors should include, but not limit themselves to, consideration of the following:

- Service to VWEA Committees
- Service to Elected Office
- And most importantly, commitment of Personal Time and Effort to furthering the Association and profession above and beyond that which is normally given.

The Award is not to be given on an annual basis and must receive unanimous approval of the Board of Directors through secret ballot. It is the intent of this requirement to avoid “Award Inflation”, wherein all awards appear to be given on an annual basis, whether or not that was the original intent. This medal is rarely given and is truly an honor to receive.

3. Young Professional Award

Award Criteria:

This award will be given annually to recognize a VWEA young professional (35 years old or younger *at time of nomination*) who, through individual effort, has made significant contributions to VWEA in the form of activities including volunteer work, committee work, leadership activities and/or conference paper presentations.

Purpose of the Award:

To recognize and reward the significant contributions of a young professional VWEA member, as well as the organization that supports the involvement of the young professional. Additionally, the award is intended to encourage and inspire other young professionals to become actively engaged in VWEA.

Nominating Process

The YP Committee will advertise the YP Award nominating process to the Association and perform an evaluation of the nominees. The YP Committee will recommend a nominee to the Joint Task Force Committee at the appropriate time.

4. VWEA Life Member Award

The **Life Member Award** is presented to retired members or members of retirement age (60 years or older) who have contributed sustained long-term service and participation as a volunteer member, committee member, or in a leadership role as a committee chair, officer or director of VWEA and meet the established criteria for membership longevity in the Association. Life members selected from the active membership shall retain the full privileges and membership benefits extended by VWEA (Not including Water Environment Federation membership or publications), but are exempt from Association membership fees. *Award selection is limited to six recipients per year.*

Recipients of the VWEA Life Member Award must be nominated by a VWEA member and approved by the Board of Directors.

To be considered for award of a Life Member category, you must meet the minimum service requirement of twenty (20) consecutive years as a Regular member; and, must be a current Regular member at the time you retire.

The benefits extended to a Life Member include:

- VWEA annual membership dues are waived
- Receive the VWEA Conduit magazine
- Member e:mail and electronic newsletter communications
- Member access to attend all VWEA Programs and Events
- Life Member discounts to attend VWEA Programs and Events
- Entitled to vote on all VWEA business matters requiring a vote. Opportunity to apply and participate as a VWEA Ambassador at Water JAM and any other events which elect to include assistance from Ambassadors.

5. Lapel Pins

Lapel pins are given as a form of recognition to those members listed as Committee Members in the Annual Meeting Program, Officers and Past Presidents.

6. Reports to WEF

The Secretary/Treasurer shall report all proposed Federation awardees to WEF. Committees shall not report awardees to WEF.

SECTION F –COMMENTS ON DOCUMENTS AND ISSUES

The President, at his/her discretion, may empower an Association Committee and/or appointee to respond to requests from the Federation and/or governmental agencies for technical comments on proposed legislation, policies, issue papers and other items that affect the field of water pollution control and/or quality management. The Board of Directors must review and approve all written comments before submittal to the Federation or governmental agencies.

SECTION G – CONDUIT ADVERTISING

1. *The Conduit* will offer advertising limited to the products and services related to the water environment industries. The Communications Committee reserves the right to

refuse to publish advertising that does not meet the criteria established by VWEA for content or suitability.

2. The publishing company of Craig Kelman & Associates is responsible for obtaining all *Conduit* advertising subject to review and approval by the Communication Committee.
3. Employment Advertising

The Conduit may carry announcements of available positions. The announcements are to be limited to a job title, employer name and necessary contact information. The organization seeking employees must place these announcements and must be for specific openings.

SECTION H – EDUCATION, INDUSTRIAL WASTE & PRETREATMENT, LAB PRACTICES, OPERATIONS AND STORMWATER COMMITTEES SEMINAR RULES

1. Seminar fees should be set and expenses adjusted to ensure a 30 % net revenue from the event.
2. The non-member fee for all VWEA functions should be 30% more than member rate.
3. The VWEA Board of Directors must authorize initial planning for each seminar and receive reports as necessary to track the planning process. If at any time prior to the seminar it appears that rule 1 (above) may not be fulfilled, the Board may cancel the seminar or take other necessary action to minimize losses.

SECTION I – FINANCE

1. Fiscal Responsibility

- a. **Reserve** – At least one savings account will maintain a reserve goal. The amount of this reserve goal will be reviewed and set annually by the Board of Directors and will be based on the lost income and the cost of canceling one of the Association’s major functions, such as the Annual Meeting. A checking account will maintain working capital.
- b. **Budget** – Budget forms will be provided by the Secretary/Treasurer at the Leadership Conference with a date that the budget information must be returned to the Secretary/Treasurer. Based on this information, the Secretary/Treasurer will prepare the annual budget, which will establish expenditure and income goals and project the financial position of the Association at the end of the budget year. The Board must approve the budget and shall maintain the reserve level established by the Board.
- c. **Purchase Orders, Credit, etc.** – The Association will not accept Purchase Orders in payment of monies due the Association; however the Association will accept credit cards.
- d. **Registration Fees** – All money for registration or other fees is to be sent directly to the Executive Director and not to the committee organizing the function except regional functions or as specifically approved.
- e. **IRS Form 990** – The Secretary/Treasurer will select a professional firm to prepare the annual IRS Form 990 report.

- f. **Expenditures** – An approved spending plan (budget) is required in order to submit expenditures for reimbursement. The Board of Directors will not authorize reimbursement of expenditures without an approved spending plan. The Secretary/Treasurer is specifically authorized to continue the disbursement of funds in accordance with the approved spending plan for the period beginning January 1 and ending with the adoption of the ensuing years' spending plan.
2. **Audit** - The Secretary/Treasurer will select a firm to conduct an annual audit of the financial records.

SECTION J – HOSPITALITY ROOM POLICY STATEMENT

The Association provides opportunities for congenial social interaction between members and guests at annual meetings and other activities of the Association and exchange of ideas and nurturing of good relationships are high priority concerns of the Association. The purposes and goals of this organization can best be served when all members attend and participate in its programs. Therefore, members of the Association are requested to demonstrate their support of the Association by refraining from sponsoring hospitality suites, client entertainment or other activities at times which conflict with published scheduled Association functions such as receptions, technical sessions, banquets and luncheons.

SECTION K – LEGAL

1. Contract Authority

The sole authority for entering into contracts on behalf of the Association shall reside in the officers and directors of the Association. The Board of Directors may delegate such authority.

Authority is delegated to the Secretary/Treasurer to execute all contracts and event orders on behalf of the Association as its Agent. Event Orders with facilities utilized by the Association are considered contracts since the signing of an event order obligates the Association to pay for food and services provided by the facility.

2. Association General Liability Insurance

The Association will maintain One Million Dollars of Association General Liability Insurance and One Million Dollars of Directors and Officers Insurance. The Secretary/Treasurer will review the insurance policy and pay all premiums, as appropriate, as well as make available a copy of the policy for member review.

3. Disclaimers

Disclaimer for Sponsored Programs and Events

The Virginia Water Environment Association, Inc. as a service is presenting this program to its members. The VWEA expressly disclaims any responsibility arising from the selection of program participants, the selection of program topics and materials and/or the presentation of information, materials and opinions by program participants. Each attendee of the program shall be solely responsible for determining the adequacy, accuracy, and reliability of any information, materials and/or opinions presented by program participants. The information, materials and/or opinions presented by program participants represent their knowledge and views on the selected

topics and do not necessarily reflect the position of VWEA.

Disclaimer for “The Conduit” and Website

“The Conduit” and Website is published by the Virginia Water Environment Association, Inc. (VWEA) as a service to its members. The VWEA expressly disclaims any responsibility arising from the selection of topics and/or presentation of information, materials, and/or opinions contained within “The Conduit” or listed on the Website. Each reader of “The Conduit” and Website shall be solely responsible for determining the adequacy, accuracy, and reliability of any information, materials, and opinions presented.

The information, materials, advertisement, and opinions presented in “The Conduit”, on the Website represent the knowledge and views on selected topics by the particular individuals or advertisers, and do not necessarily reflect the position or endorsement of the VWEA.

4. Registered Agent

The Secretary/Treasurer shall serve as Registered Agent of the Corporation.

SECTION L – MEMBERSHIP

1. Honorary Membership Criteria

Honorary Membership may be given to retired individuals that provided outstanding service to the Association.

2. Death of a Member or Spouse

The Secretary/Treasurer is authorized to take such action as he deems appropriate (flowers or monetary contribution to charity) in the event that he is aware of the death of a member or of a member’s spouse. No definite guidelines are established but in general, this action is to be reserved for those members who have been active in Association affairs with the decision left to the discretion of the Secretary/Treasurer.

SECTION M – NOMINATING COMMITTEE

1. Charge to Nominating Committee

Resolve that the VWEA Board of Directors annually request the President to include in his/her charge to the Nominating Committee the following:

The Nominating Committee should base its decisions solely upon the needs of the Association and the suitability of the individual(s) for the specific office in its deliberations on a slate of officers. Prior service to the Association is of benefit in ascertaining suitability, but service in a specific position or assignment should not be construed as having uniquely qualified an individual for later election to some other office.

The Nominating Committee, in coordination with the Executive Director, shall advertise an open call for nominations to the membership. The open call shall be placed on or around March 1 or each year with nominations due on or around April 1 of each year. The nominations from the open call to membership shall be considered along with other potential candidates identified by the Nominating Committee. The Nominating Committee is not bound to select an individual nominated through the open call process and should continue to base its decisions

solely upon the needs of the Association and the suitability of the individual(s) for the specific office in its deliberations on a slate of officers, as described above.

SECTION N – SAFETY AND SECURITY COMMITTEE SEMINARS

1. These committees are authorized to conduct regional training seminars without charge to Association members subject to the following provisions: the Board, through the submission of the committees’ annual plan and budget, must approve any expense to the Association in advance.
2. Members of co-sponsoring organizations shall be considered members.
3. Membership in the Association shall be promoted at the seminar and application blanks will be available.
4. The Association shall not provide lunch at the seminar.

SECTION O – POLICIES REVIEW

1. The Strategic Planning Committee will be responsible for facilitating a Board Retreat each year. One purpose of the retreat will be to review Board policies, and make necessary revisions.
2. The Board will adopt policy revisions at the next regularly scheduled meeting.

SECTION P – REGIONAL ACTIVITIES COMMITTEES

1. Regional Activity Committee

Objective

Extend the activity of the VWEA within the guidelines of the existing Association bylaws through the development of localized VWEA programs, which accomplish the following:

- a. Provide meetings, seminars and other functions geared to local needs and issues.
- b. Involve more VWEA members in Association activities.

Implementation

- a. The Vice President will act as Board Liaison for each of the Regional Committees and will coordinate activities between the committees.
- b. Local Regional Committees will select a Chair each year confirmed by the President. If a new regional committee is established, the President will appoint a local member as chair.

Guidelines for Regional Committees

- a. Committee will determine regional services needed and develop programs to provide these services. (Examples of these services might be bi-monthly local activities such as luncheon or dinner meetings with topic speaker, training, Technology Transfer seminars or other activities.
- b. Committee will prepare an annual plan and budgets by December 1 for approval by the Board. (see Budget Guideline).

Budget Guidelines

- a. All monies collected by or expended by the VWEA or any Committee or individual acting as a representative of the VWEA must be submitted to the Executive Director in order to maintain appropriate accounting and must pass through the VWEA Central Account in order to maintain the VWEA tax-exempt status with IRS.
- b. Bills or receipts for reimbursement for cost of Committee activities are to be sent directly to the VWEA Executive Director.
- c. Registration fees if collected directly by the Committee are to be forwarded directly to the Executive Director.
- d. Cash advances may be requested to cover events, which require advance payment.

2. Regional Activities Cost

- a. For Association committee sponsored regional luncheon, dinner and similar functions, the following policy is established:
 - Bar and bar setups will not be subsidized.
 - The Association will pay postage and printing.
 - “No Shows” will be billed.
 - Billing of “no shows” and collection of money is the responsibility of the committee sponsoring the function.

SECTION Q– WRITTEN RECORD OF ASSOCIATION ACTIVITIES

To provide for suitable records for possible examination by the IRS and for general record purposes, Committee chairs are responsible for submitting a written report to the Secretary/Treasurer and President detailing the following information for all Association sponsored activities:

- Location
- Date(s)
- Topic and Purpose
- Speakers
- Attendance

SECTION R – SOLICITATION FOR SPONSORS

The VWEA Board of Directors has established an annual solicitation of sponsorship by the President, which is open to consultants, manufacturers, laboratories, suppliers, contractors, and manufacturer’s representatives and others. The Board will establish the cost of sponsorship and the benefits associated with sponsorship at its meeting held in conjunction with the annual meeting.

All Corporate Sponsorships include sponsoring of all events and includes recognition in event publications, the Conduit, e-newsletter, VWEA webpage and other appropriate publications.

The Corporate Sponsor revenues will be allocated to the general operating fund and the scholarship fund as determined by the Board. Separate solicitation is allowed for Operations Challenge and golf tournament(s) only. Any other solicitation must have specific approval by the Board of Directors.

SECTION S – ALCOHOL POLICY

The Association does not maintain insurance to cover the serving of alcoholic beverages. Therefore, in order to provide alcoholic beverages at VWEA events, the following rules are applicable:

3. A separate entity that maintains an ABC Board license will be used to provide alcoholic beverages.
4. The VWEA event serving alcoholic beverages has obtained VWEA Board of Directors approval of the event and budget. This approval can be secured during the annual budget approval procedure if documented in the business plan.

SECTION T – SECURITY POLICY

The Virginia Water Environment Association, Inc. (VWEA) hereby establishes this policy to regulate the management, protection and distribution of sensitive information.

The VWEA Secretary/Treasurer and designated critical management employee/contractor having access to sensitive information shall maintain computer software and/or secure filing locations which protect remote-access technologies, wireless technologies, removable electronic media, personal data/digital assistants (PDAs), e-mail and internet usage from outside access. Access to sensitive information (such as credit card numbers, codes, and expiration dates) by anyone other than the VWEA Treasurer and critical management employee/contractor shall be granted only with the written approval of the VWEA Treasurer and/or critical management employee/contractor.

The VWEA manager shall be the designee to develop procedures and responsibilities to carry out security measures defined by the VWEA Board of Directors (VWEA Board).

Should the VWEA Board or VWEA Manager become aware of any problems concerning the handling of sensitive security information, the problems will be fully documented and distributed to ensure a timely resolution to the problems.

VWEA Committee Chairs and Vice Chairs will be made aware of the intent of this security policy, particularly as it applies to sensitive credit card data and as it relates to the receipt, transmittal and storage of this credit card data.

This policy shall be reviewed at least annually and updated as required to meet changing security issues.

The Virginia Water Environment Association, Inc. (VWEA) hereby establishes this policy to ensure that sensitive cardholder data is secure from unauthorized disclosure that could be used in

fraudulent transactions. This includes the protection of account numbers, CVC2/CVV2 codes and expirations dates. NOTE: VWEA does not utilize or maintain any magnetic stripe data.

1. It is VWEA explicit policy that cardholder data received **will not** be shared with others service providers. As such a list of other service providers needs to be maintained.
2. Should VWEA ever develop a policy and procedure for sharing cardholder data with other service providers, it will be by written agreement with acknowledgement that the service providers are responsible for the security of the cardholder data in its possession.
3. Should VWEA ever develop a process for engaging service providers, the VWEA will perform due diligence prior to entering into any engagement agreement with such service provider; and a program will be developed to ensure the service provider maintains PCI compliance.

The VWEA further adopts the following concerning cardholder data:

1. VWEA will advise all credit card users that credit card information should be forwarded by fax, mail or courier to the VWEA office of records; and, that the transmittal by e-mail or the internet is not a secure form of cardholder data transmission.
2. Committee Chairs & Vice Chairs will be advised that any direct registrations received by them with a credit card payment should be forwarded to the VWEA office of record by fax, mail or courier; and, that the transmittal by e-mail or the internet is not a secure form of cardholder data transmission.
3. Any VWEA officer, employee/contractor, committee chair/vice chair or event coordinator maintaining a spreadsheet record of an event shall only maintain the last 4 digits of any credit card data submitted.
- 4.

Section U - Continuing Education Certification for Professional Engineers

Continuing education activities for professional engineers' certification credits (CECs) shall comply with the following criteria:

1. **Content and Subject Matter**

Continuing education activities must be related to the practice of professional engineering in the preservation and enhancement of the water environment; and, have a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the individual.

It is ultimately the responsibility of the regulant (licensed PE) to review the educational activity and its content, to determine if the activity meets the requirements of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA) for building, improving, or expanding his or her skills and knowledge in his or her area of practice.

All activities deemed to be eligible for CECs require a committee and/or panel review and/or selection process that includes obtaining and documenting an abstract/summary of

material to be presented and historical information to determine course instructor is qualified in the material being presented, either by education or experience.

2. Computation of credit

During the development of the activity, the planners must determine how much time will be allotted to technical and other presentations, and how much credit will be given to each presentation. Note: that, per the APELSCIDLA regulations, 50 minutes of contact time is required for 1 CEC. If the individual segments of an activity do not provide the required 50 minutes, they may be added together to determine the total credits. (Example: At the Annual Meeting, a speaker gives a 20-minute presentation, followed by a 10-minute question-and-answer period. This segment may be given 0.5 CEC.) The total number of CECs is to be advertised in the registration brochure or other program information.

3. Form Production

a. Paper Continuing Education Credit Certificate of Completion Form

The activity planners will coordinate the official Continuing Education Credit Certificate of Completion form with the Continuing Education and Development Committee in sufficient time (60 days prior to the event) to have the forms produced and delivered prior to the event. The activity planners will provide a draft agenda indicating:

- Title, Date, Start Time, and Location of the Event
- Schedule of presentations indicating
 - Topic
 - Speaker
 - Start and finish Time of presentation(s)
- Schedule of breaks, lunch, etc.
- Responsible individual for contact for activity planners
- Anticipated number of attendees to event

The Continuing Education Credit Certificate of Completion form in electronic format will be provided to the responsible individual for activity planners by the Continuing Education and Development Committee which lists each presentation to be made during the program which is potentially eligible for CECs, and how much credit for each presentation. The cost of the form production and production of the form will be the responsibility of the activity planners and will be included in the overall cost of the event.

b. Electronic Continuing Education Credit Certificate of Completion

The activity planners will coordinate the official Continuing Education Credit Certificate of Completion with the Continuing Education and Development

Committee in sufficient time (60 days prior to the event) to have the scanners programmed and software updated. The activity planners will provide a draft agenda indicating:

- Title, Date, Start Time, and Location of the Event
- Schedule of presentations indicating
 - Topic
 - Speaker
 - Start and finish Time of presentation(s)
- Schedule of breaks, lunch, etc.
- Responsible individual for contact for activity planners
- Anticipated number of attendees to event

The Continuing Education and Development Committee will provide documentation to the responsible individual for the activity planners indicating the presentation is eligible to provide CEC credit to the attendees. An electronic scanner will be used to track attendance at events. Coordination associated with the tracking scanner, implementation, form production, and/or form mailing will be the responsibility of the activity planners.

4. At the event

On the day of the event, a professional engineer wishing to receive CECs will sign in at the registration desk and obtain a multi-copy tracking form or individual electronic bar code. The professional engineer will track for themselves attendance at the various presentations or have their respective bar code scanned at each activity eligible for credit.

a. Paper Continuing Education Credit Certificate of Completion Form

At the end of the day and/or event, the professional engineer will sign a statement at the bottom of the tracking form, certifying attendance at the presentations indicated on the form. The professional engineer will then turn in one copy of the form at the registration desk. There is no need for a representative of the Association to counter-sign the form, either for individual presentations or the certification statement.

b. Electronic Continuing Education Credit Certificate of Completion

VWEA utilizes barcode scanners for tracking of Continuing Education Credits at most conferences. Attendees of education

5. After the event

The professional engineer Continuing Education Credit Certificate of Completion will serve as the record of credits earned at the program. The Association Administration and/or Executive Staff will keep a copy either in paper or digital form for record keeping. Records will be kept on file for 3 years and then purged.

Section V - Continuing Professional Education Certification for Licensed Wastewater Treatment Operators

Continuing education activities for licensed wastewater treatment operators continuing professional certification (CPEs) shall comply with the following criteria:

1. Content and Subject Matter

Continuing professional certification activities must be related to the core competencies for Wastewater Treatment Operators as published by PSI and, have a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the individual.

The Continuing Education and Development Committee will review and provide an opinion on whether a technical session qualifies for CPE Contact Hours for Wastewater Works Operators, as described by Virginia Board for Waterworks and Wastewater Works, Operators and Onsite Sewage System Professionals Regulation, last updated July 1, 2009.

All activities deemed to be eligible for CPEs require a committee and/or panel review and/or selection process that includes obtaining and documenting an abstract/summary of material to be presented and historical information to determine course instructors is qualified in the material being presented, either by education or experience.

1. Computation of credit

During the development of the activity, the planners must determine how much time will be allotted to technical and other presentations, and how much credit will be given to each presentation. Note: that, per the APELSCIDLA regulations, 50 minutes of contact time is required for 1 CPE. If the individual segments of an activity do not provide the required 50 minutes, they may be added together to determine the total credits. (Example: At the Annual Meeting, a speaker gives a 20-minute presentation, followed by a 10-minute question-and-answer period. This segment may be given 0.5 CPE.) The total number of CPEs is to be advertised in the registration brochure or other program information.

2. Form Production

a. Paper Continuing Professional Education Credit Certificate of Completion Form

The activity planners will coordinate the official Continuing Professional Education Credit Certificate of Completion form with the Continuing Education and Development Committee in sufficient time (60 days prior to the event) to have the forms produced and delivered prior to the event date. The activity planners will complete an application/request indicating:

- Title, Date, Start Time, and Location of the Event
- Schedule of presentations indicating
 - Topic
 - Speaker Credentials

- Start and finish Time
- Description of how the session will specifically address the Core Competencies for Wastewater Treatment Operators
- Schedule of breaks, lunch, etc.
- Responsible individual for contact for activity planners
- Anticipated number of attendees to event

The Continuing Professional Education Credit Certificate of Completion form will be provided to the responsible individual for activity planners that consists of a multi-copy document which lists each presentation to be made during the program which is potentially eligible for CPEs, and how much credit for each presentation. The cost of the form production and production of the form will be the responsibility of the activity planners and will be included in the overall cost of the event.

b. Electronic Continuing Professional Education Credit Certificate of Completion

The activity planners will coordinate the official Continuing Education Credit Certificate of Completion with the Continuing Education and Development Committee in sufficient time (60 days prior to the event) to have the scanners programmed and software updated. The activity planners will provide a draft agenda indicating:

- Title, Date, Start Time, and Location of the Event
- Schedule of presentations indicating
 - Topic
 - Speaker Credentials
 - Start and finish Time
 - Description of how the session will specifically address the Core Competencies for Wastewater Treatment Operators
- Schedule of breaks, lunch, etc.
- Responsible individual for contact for activity planners
- Anticipated number of attendees to event

The Continuing Education and Development Committee will provide documentation to the Responsible individual for the activity planners indicating the presentation is eligible to provide CPE credit to the attendees. An electronic scanner will be used to track attendance at events and subsequent to the event. Coordination associated with the tracking scanner, implementation, form production, and/or form mailing will be the responsibility of the activity planners.

3. At the event

On the day of the event, a licensed wastewater treatment operator wishing to receive CPEs will check in at the registration desk and obtain a multi-copy tracking form or individual electronic bar code. The licensed wastewater treatment operator will track for

themselves attendance at the various presentations or have their respective bar code scanned at each activity eligible for credit.

a. Paper Continuing Education Credit Certificate of Completion Form

At the end of the day and/or event, the licensed wastewater treatment operator will sign a statement at the bottom of the tracking form, certifying attendance at the presentations indicated on the form. The licensed wastewater treatment operator will then turn in one copy of the form at the registration desk. A representative of the Association will sign the form, either for individual presentations or the certification statement.

b. Electronic Continuing Education Credit Certificate of Completion

VWEA utilizes barcode scanners for tracking of Continuing Education Credits at most conferences. Attendees of education events should have their badge scanned at the end of each session. Certificates will be emailed to the address attendees used during registration approximately 6 weeks after the completion of the event.

4. After the event

The licensed wastewater treatment operator Continuing Education Credit Certificate of Completion will serve as the record of credits earned at the program. The Association Administration and/or Executive Staff will keep a copy either in paper or digital form for record keeping. Records will be kept on file for 3 years and then purged.

SECTION W – VOTING POLICIES OF THE BOARD

1. During the course of business at a regularly scheduled meeting of the Board of Directors, any issue placed into consideration for a vote of the Board shall pass upon a simple majority vote (the President only votes in the case of a tie vote). There are two exceptions contained in the Association Bylaws (Article IV, Section 3, and Article VIII, Section 8) dealing with disciplinary actions, wherein a 2/3 majority vote of the Board is required for passage.
2. During the course of business conducted via telephone or email, wherein a vote of the Board of Directors is required, such vote shall only pass upon a unanimous vote of the Board. The Executive Director or President shall circulate the proposed resolution as a formal consent attached to an email or include the full text of the resolution in an email whereby each Board member would specifically respond to the resolution and electronically sign. In the event that unanimous consent is not achieved in email or teleconference voting, any Board Member may request that such item be placed on a subsequent Board agenda for discussion and full Board vote.

SECTION X – RELEASE OF MEMBER INFORMATION

It is the policy of the Board of Directors to allow only certain member information to be released to exhibitors that have registered for specific VWEA events and request the member information.

Release of member information is restricted to the following:

- Member name

- Member employer
- Member business address
- Member email address

All registration formats of the Association shall include an “opt-out” feature, whereby the registrant can identify that they do not agree to the release of their member information.

SECTION Y – VWEA Ambassador Program

VWEA has established this policy to establish a program where veteran VWEA members are nominated by the VWEA Board and are then conferred status as Association Ambassadors to reach out to new members and welcome them to the VWEA community as well as assisting in the engagement of the broader membership to foster traditions and the history of the Association. VWEA Ambassadors are active and experienced members who have received the VWEA Life Member Award.

1. As a Life Member awardee, individuals have an opportunity to serve as Association Ambassadors. Nominees for the Ambassador program must have received the VWEA Life Member Award to qualify.
2. VWEA Ambassadors are experienced members who are knowledgeable of the benefits of membership and enjoy sharing this information with others one-on-one as well as in group settings. As invaluable liaisons between new members and VWEA, their mission is to encourage involvement during the new member’s first year. These efforts should assist in increasing new member satisfaction, increasing participation at the annual meeting, and membership renewals and contribute to a higher first-year member retention rate.
3. Generally the Ambassadors will be assigned a Regional Activity Region / YP group to coordinate with throughout the year. The Ambassador’s role will be to encourage broader involvement in the Association from YP members and new members.
4. The Ambassador(s) for a Region will also coordinate with the Executive Director regarding new members in their Region. The Ambassador will assume responsibilities which include:
 - a. An initial welcome phone call and learning the reasons the new member joined VWEA.
 - b. Introducing new members at Association / Regional Events.
 - c. Acting as an information resource for new members by periodic contact with a new member during their first year. Generally an Ambassador is asked to make contact with a new member at least quarterly during their first year.
 - d. Ambassadors will provide feedback to the Executive Director and the Membership Committee regarding new member needs and interests.
5. The Ambassadors from each Region should establish relationships with new members by escorting them at regional functions and events, introducing them to other members, orienting them to the programs and benefits of membership and paving the way for the new members to become active in VWEA. Ambassadors will qualify for complimentary registration to Regional events so long as the Ambassador and sponsoring committee have established roles and duties for the Ambassador to fulfill at the event.

6. Ambassadors will be conferred a complimentary registration to the Annual meeting if they have fulfilled their responsibilities and requirements throughout the prior year of service. At the Annual meeting the Ambassador will be asked to fulfill the following duties:
- a. Coordinate with the Young Professional (YP) Committee and be present at YP events in order to improve the experience and networking for participants. The Ambassadors should utilize these networking opportunities to encourage broader participation at other social/networking opportunities at the Annual Meeting.
 - b. Coordinate with the Executive Director to receive a list of first time attendees for the annual meeting which the Ambassador will be responsible for greeting and being available for questions or other assistance to improve the experience of the Annual meeting. To help facilitate this, the Ambassadors will have a table established in close proximity to the event registration area and take turns manning this table.
 - c. Ambassadors will be assigned specific name badges helping identify their position/ role and while circulating the event will be available to facilitate an improved event experience to the broader membership as needed.
 - d. The Ambassadors will be asked to assist in improving the establishment of traditions and honoring the history of the Association within events at the Annual meeting to include the business meeting and awards luncheon as well as the awards banquet and other such activities and events designated by the Board or Annual Meeting Committee Chair. This role shall include assistance for planning such events and activities prior to the Annual meeting.
7. To express interest and apply for a role as an Association Ambassador, qualified members should contact the Executive Director to express interest in participating in the program. Annually the Executive Director will prepare a list of interested candidates for Board Approval. The list will include new applicants for the program and renewals. New applicants will be considered based upon the availability of open positions. Renewals will not be approved for participants who have not fulfilled prior year obligations.
8. Upon selection for the program, Ambassadors will receive an information packet with the resources and information regarding the Association including a schedule of events and meetings, committee lists and contacts, and other materials to help encourage new member participation and involvement.

SECTION Z- Investment Policy

1. PURPOSE

The purpose of this Investment Policy is to provide a clear statement of Virginia Water Environment Association's (VWEA) investment objective, to define the responsibilities of the Board of Directors and the Financial and Investment Committee involved in managing VWEA's investments.

2. POLICY

VWEA will pursue procedures that enhance the opportunities for a prudent and systematic Investment Plan and to organize and formalize investment-related activities. Related activities which comprise good cash management include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost effective banking relations, and a program which coordinates working capital requirements and investments.

3. INVESTMENT OBJECTIVES

The overall investment objective of VWEA is to maximize the return on invested assets while minimizing risk and expenses. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio.

- A. Safety: It is the primary duty and responsibility of the investment consultant, Financial and Investment Committee, and Board of Directors to protect, preserve, and maintain cash and investments placed in their trust on behalf of the members of VWEA. Emphasis should be on investments with low sensitivity to market risk.
- B. Liquidity: An adequate percentage of the portfolio should be maintained in liquid short-term investments which can be converted to cash if necessary to meet disbursement requirements.
- C. Yield: Yield should only become a consideration after the basic requirements of safety and liquidity have been met.
- D. Market-Average Rates of Return: The investments shall be selected with the goal of attaining at least a market-average rate of return (benchmarked against its asset class), taking into account VWEA's risk constraints and cash flow requirements.
- E. Diversification: VWEA will maintain a reasonable diversification of investment assets between asset classes and investment categories at all times.
 - a. Investments in the equity securities of any one company shall not exceed 5% of the portfolio nor shall the total securities position (debt and equity) in any one company exceed 10% of the portfolio.
 - b. Reasonable sector allocations and diversification shall be maintained. No more than 25% of the entire portfolio may be invested in securities of any one sector.
 - c. Investments within the investment portfolio should be readily marketable.
 - d. Each investment must be available for review.
- F. Maturity: All income investments shall be recommended by the investment consultant to the Financial and Investment Committee and Board of Directors and shall be consistent with these objectives.

4. GENERAL PROVISIONS

- A. All transactions shall be for the sole benefit of VWEA.
- B. The Board of Directors shall review at its annual budget review meeting this Investment Policy for any necessary revisions to ensure the investment policy is consistent with the current mission of VWEA and accurately reflects the current financial condition.
- C. The Board of Directors shall conduct an annual review of VWEA's investment assets to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit of VWEA's financial statements.
- D. Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Board of Directors.
- E. The Board of Directors will endeavor to operate VWEA's investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.

- F. Board of Director's Responsibilities: The Board of Directors has ultimate responsibility for the investment and management of VWEA's investment assets. The specific responsibilities of the Board of Directors include:
- a. Communicating VWEA's financial needs to the investment consultant and/or investment manager on a timely basis.
 - b. Determining VWEA's risk tolerance and investment horizon and communicating these to the appropriate parties.
 - c. Establishing reasonable and consistent investment objectives, policy guideline and allocations which will direct the investment of the assets, to be reviewed by the Board of Directors on an annual basis.
 - d. Prudently and diligently selecting one or more qualified investment professionals, including investment consultant and/or investment manager.
 - e. Regularly evaluate the performance of the investment consultant and/or investment manager.
 - f. Developing and enacting proper control procedures; e.g. replacing investment manager and/or investment consultant due to a fundamental change in the investment management process, or for failure to comply with established guidelines.
- G. Delegation of Responsibilities:
- a. The Board of Directors may delegate authority over VWEA's investments to a properly formed and constituted Financial and Investment Committee, being comprised of the Treasurer, as chair, the President and the Past President.
 - b. The Board of Directors, after a recommendation by the Financial and Investment Committee, may hire outside experts as an investment consultant and/or investment manager. The Financial and Investment Committee
 - i. Will provide investment advice to the Board of Directors,
 - ii. Have no authority to act for the Board,
 - iii. Monitor compliance with the investment policy,
 - iv. Provide investment status reports at each Board of Director's meeting,
 - v. Approve investment management recommendations including decisions to buy, sell, or hold individual securities,
 - vi. Recommend changes, and
 - vii. Assist the Board of Directors in selecting and retaining an investment consultant and/or investment manager to execute this Investment Policy.
- H. Responsibilities of Investment Consultant and/or Investment Manager: Each investment consultant and/or investment manager
- a. Will invest assets placed in his, her or its care in accordance with this Investment Policy.
 - b. Must acknowledge in writing acceptance of responsibility as a fiduciary.
 - c. Make investment recommendations, subject to approval by the Board of Directors, or if delegated, the Financial and Investment Committee, for the assets placed under his, her or its care and management, while operating within all

policies, guidelines, constraints, and philosophies outlined in this Investment Policy.

- d. Specific responsibilities include:
 - i. Providing recommendations, subject to approval by the Board of Directors, or if delegated, the Financial and Investment Committee, to buy, sell, or hold individual securities,
 - ii. Reporting, on a timely basis, monthly investment performance results,
 - iii. Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of investment process,
 - iv. Informing the Board of Directors, or if authority is delegated, the Financial and Investment Committee, regarding any changes in portfolio management personnel, ownership, structure, investment philosophy, etc.,
 - v. Voting proxies on behalf of VWEA, and
 - vi. Administering VWEA's investments at a reasonable fee based cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, and other administrative costs chargeable to VWEA.

5. GENERAL INVESTMENT GUIDELINES

- A. A copy of this Investment Policy shall be provided to all investment consultants and/or investment managers.
- B. VWEA is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code. This tax-exempt status should be taken into consideration when making investments for VWEA.
- C. VWEA is expected to operate in perpetuity; therefore, a 10 year investment horizon shall be employed. Interim fluctuations should be viewed with appropriate perspective.
- D. Emergency Reserve Funds shall be maintained with a zero to very low risk tolerance to keep cash available for grant distributions and other anticipated or unanticipated expenses and are limited to the following allowable investment instruments:
 - a. Securities of the U.S. Government, or its agencies.
 - b. Certificates of Deposit placed with commercial banks or savings and loan companies and shall be deposited to various institutions so that each certificate will be covered by FDIC or FSLIC Insurance for the full amount of deposit
 - c. Savings account demand deposits.
- E. Transactions shall be executed at a reasonable cost, taking into consideration prevailing market conditions and services and research provided by the executing broker.
- F. Permitted investments include:
 - a. Mutual Funds, provided they are chosen to reflect a conservatively managed equity component, reflecting an overall prudent asset allocation model.
 - b. Commercial Paper Rated A-1/P-1 by Standard & Poors and Moody's at the time of purchase.

- c. Corporate notes with a minimum rating of Investment Grade by Standard & Poors and Moody's rating services at the time of purchase.
- G. Prohibited investments include:
- a. Private placements,
 - b. Individual Stocks (with the exception of individual stocks held within mutual funds listed under previous section F),
 - c. Derivatives, however, to the extent that mutual funds are used, the mutual funds may buy or sell derivatives for the purpose of managing portfolio risk,
 - d. Commodities or commodity contracts (with the exception of individual stocks held with mutual funds listed under previous section F),
 - e. Short sales,
 - f. Margin transactions,
 - g. Any speculative investment activities unless otherwise allowed in this policy,
 - h. Non-negotiable securities,
 - i. High risk or junk bonds, and
 - j. Precious metals.
- H. Investment transactions must be documented by the investment consultant and/or investment manager and authorized by the Board of Directors, or if delegated, the Financial and Investment Committee, within the parameters of this Investment Policy.
- I. In managing the VWEA funds, the Board of Directors and Financial and Investment Committee must follow the VWEA Policy Section I.1.a related to fiscal responsibility and reserve funds.
- J. Emergency Reserve Funds will be withdrawn from the most liquid instruments regardless of their fund category in order to minimize early withdrawal penalties.

Records Retention and Destruction Policy

POLICY

This Policy represents the policy of the Virginia Water Environment Association with respect to the retention and destruction of documents and other records, both in hard copy and electronic media.

PURPOSE

Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, contract staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

DOCUMENT RETENTION SCHEDULE

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained per the following schedule.

Document Type

Retention Period

Accounting and Finance

Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	3 years
Canceled Checks	7 years
Credit Card Receipts	3 years
General Ledger	Permanent

Corporate and Exemption

Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes – Board of Directors	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance, should be printed and stored in a central repository.

Permanent, subject to review

E-mails not included in either of the above categories 12 months

Electronically Stored Documents

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Insurance

Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation	7 years after termination
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Legal correspondence Permanent

Management and Miscellaneous

Strategic Plans 7 years after expiration
Policies and Procedures Manual Permanently with revision history
Continuing Education Credits 3 years
Conduit Magazines Permanent

Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements Permanent
Property Tax Permanent
Real Property Leases Permanent
Personal Property Leases 10 years after termination
Trademarks, Copyrights and Patents Permanent

Tax

Tax exemption documents & correspondence Permanent
IRS Rulings Permanent
Annual information returns – federal & state Permanent
Tax returns Permanent