



Committee Guidance and Association Policies

Logo Usage

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 from VWEA.

Joint Committees and events with VA AWWA must include the logos of both associations.

The VWEA logo is available in png, jpg and eps format from staff and on the VWEA website.

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 staff and their Board Liaison prior to making any commitment.

Contracts

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.

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:

- A separate entity that maintains an ABC Board license will be used to provide alcoholic beverages.
- The VWEA event serving alcoholic beverages has obtained approval of the event and has budgeted for the expense.

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 from the Board of Directors.

Cancellation Policy

Written notification via email is required and must be received at least two weeks prior to the event date(s). A 10% service fee will be retained on all cancellations. No refunds will be given two weeks prior to the start of the event. Substitutions are permitted at no additional cost.

Standard of Conduit

VWEA is committed to providing a professional, safe, and welcoming environment for all individuals to uphold our commitment to providing and supporting a positive environment for all event participants.

We expect event participants to conduct themselves consistent with principles including, but not limited to, exhibiting common courtesy and civility; acting in a business-like, ethical, and professional manner; supporting diversity, equity, inclusion, and accessibility; and refraining from discriminatory or harassing behavior directed toward any participant.

Recording & AI Assistant Usage Policy

VWEA wants to encourage participation and collaboration, while maintaining everyone's right to privacy. Additionally, manual notetaking allows for greater control over the content and context of the notes, reducing the risk of errors, misinterpretations, or omissions that may occur with AI-generated transcriptions.

With this in mind, we do not allow artificial intelligence (AI) software "bots" to attend our meetings. If a bot is noted in a meeting, staff or committee leadership will notify attendees and immediately remove it from the meeting.

Recording of Events

Some Association events such as webinars may be recorded. Only Association staff will be allowed to record these events. As is typical, attendees will be informed that a session

is being recorded. If you have questions about a recording, please reach out to the staff contact for that event.

This Policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness in the ever-evolving landscape of AI technologies. Updates and revisions will be made as needed to reflect changes in regulations, technology, and ethical standards. Updates and revisions will be shared with all VWEA members.

Reimbursement

Requests for reimbursement for VWEA related expenses should be made within 30 days of the expense occurring. A payment request form should be completed with appropriate documentation including an itemized receipt. Tips for service should be no more than 20% of the total bill. Reimbursements will be made via check or Zelle payment within two weeks of receipt of the request.