



# **PENNSYLVANIA WATER ENVIRONMENT ASSOCIATION**

## **POLICIES, PROCEDURES, PROCESSES HANDBOOK**

Approved by the PWEA Board  
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Revision 1 – April 2008  
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## I. INTRODUCTION

The Pennsylvania Water Environment Association (PWEA) is a Member Association of the Water Environment Federation (Federation). It is a non-profit, volunteer organization dedicated to the educational development of its members, and focuses on improving and enhancing professionalism in the wastewater industry. The PWEA disseminates information and conducts training on all aspects of the wastewater industry. The PWEA mission is “to enhance the knowledge and abilities of Pennsylvania’s wastewater professionals, promote sound water policies, and promote public awareness of the need to protect water quality.

The PWEA Policies, Procedures, and Processes Handbook is a guideline for members of the PWEA Board of Directors and Committee Chairs. The intent of the Handbook is to provide a basic understanding of the PWEA and its organization; clarify the responsibilities of Board members and committees; and serve as a resource for information on policies adopted by the Board of Directors.

This handbook is intended to supplement, but not supersede the Constitution & Bylaws. It does not include all of the duties and responsibilities of each Board position or committee. Each committee is encouraged to adopt its own specific guidelines and procedures as required to fulfill its objectives.

This document was prepared by the Policy and Planning Committee and adopted by the Board of Directors on April 2, 2004. This document will be updated and distributed yearly to all Board Members and Committee Chairs.

## II. DEFINITIONS

- A. “PWEA” refers to the Pennsylvania Water Environment Association.
- B. “Federation” refers to the Water Environment Federation.
- C. “Sections” refers to the three local sections of the PWEA, the Eastern Pennsylvania Water Pollution Control Operators’ Association (Eastern Section), the Central Pennsylvania Water Quality Association (Central Section), and the Western Pennsylvania Water Pollution Control Association (Western Section).
- D. “Board” refers to the Board of Directors of the Pennsylvania Water Environment Association.
- E. “KWQM” refers to the quarterly publication of the PWEA, the “Keystone Water Quality Manager.”
- F. “MA” refers to Member Association.
- G. “WEFTEC” refers to the Water Environment Federation Annual Technical Conference.
- H. “PADEP” refers to the Pennsylvania Department of Environmental Protection.
- I. “PWO” refers to Professional Wastewater Operations.
- J. “PennTec” refers to the annual PWEA Annual Technical Conference.

## III. BOARD OF DIRECTORS

- A. The Board of Directors shall act as the governing body of the PWEA and shall conduct its’ affairs subject to the conditions prescribed in the Constitution & Bylaws.
- B. Notwithstanding Section IVB, all Board members must be members of the PWEA and are encouraged to be members of the Federation.
- C. The Board shall consist of the President, First Vice President, Second Vice President, Secretary-Treasurer, Editor, First Immediate Past President, Second Immediate Past President, three (3) Section Representatives or alternates, the PWO Representative, the Federation Delegate(s), the Federation Delegate at Large (when position is filled by a PWEA member), and PA DEP representative or his/her designate.
- D. Meetings of the Board are usually held in August, October, December, February, April and June, with the President being the Presiding Officer of the Board. A quorum of the Board shall consist of a minimum of eight (8) members.
- E. During the year in which a Federation Delegate’s term expires, the membership will elect a replacement for the Federation Delegate at the June Annual Conference for a term of three years. A candidate for Federation Delegate should have served as President of the PWEA and shall no longer be on the Board at the time of appointment.
- F. All Board Members should be aware of the Constitution and Bylaws, which addresses, “Contracts with Board Members and Officers”.
- G. The list of current Officers and Board Members is included as **Appendix A**.
- H. Board members are reminded to review the Conflict of Interest Policy (Appendix N).

## **IV. OFFICERS**

### **A. General**

1. The Officers shall have general supervision of the affairs of the PWEA and shall conduct its affairs subject to the conditions prescribed in the Constitution & Bylaws.
2. All Officers must be active members of PWEA and active members of the Federation.
3. The Officers shall include the following members: the President, First Vice President, Second Vice President, Secretary-Treasurer, Editor, First Federation Delegate, and the Second Federation Delegate.
4. Term of all officers shall be one year, except for the First and Second Federation Delegates, who shall each serve a three-year term.

### **B. President**

1. Serves as Chair of the Board of Directors, the Executive Committee and the Annual Business Meeting.
2. Supervises and coordinates the affairs of the PWEA.
3. Represents the PWEA on matters of policy or purpose.
4. Serves as voting member of Board in cases of a tie vote of the Board.
5. Appoints committee chairs and vice-chairs.
6. Communicates with all committee chairs the Associations expectations and responsibilities of each committee.
7. Appoints Ad-Hoc committees as needed.
8. Acts as spokesperson for the PWEA on official matters.
9. Attends Federation functions including MA Exchange Meetings and WEFTEC.
10. Writes a presidential message for each issue of the KWQM and the annual conference brochure.
11. Assists with various Annual Conference functions including interaction with the Federation representative, awards presentations, etc.
12. Recommends changes to the Constitution & Bylaws and the Policies, Procedures, and Processes Handbook.
13. Reviews long range planning report at the beginning of his/her term.
14. Attends at least one meeting of each Section.
15. Edits and proof reads the minutes of Board meetings prior to distribution.

### **C. First Vice President**

1. Assists the President in the performance of his/her responsibilities.
2. Assumes the office of President in case of absence or at any time the President so designates.
3. Attends Board meetings and the Annual Business Meeting.
4. Assists President in supervising the affairs of the PWEA.
5. Serves as Chair of the Conference Committee.
6. Attendance is encouraged at functions sponsored by the Federation (MA Exchange meeting, WEFTEC, etc.).
7. Prepares brief remarks as incoming President to be presented at the Annual Conference.
8. Prepares committee chair appointments prior to the Annual Business Meeting.
9. Represents the PWEA at the Federation's Annual Leadership Workshop – attendance is encouraged.
10. Recommends changes to the Constitution & Bylaws and the Policies, Procedures, and Processes Handbook.

### **D. Second Vice President**

1. Assists the President and the First Vice President in the performance of their responsibilities.
2. Assumes the office of First Vice President in case of absence, and assumes the office of President when necessary.
3. Attends Board meetings and the Annual Business Meeting.
4. Assists President in supervising the affairs of the PWEA.
5. Serves as Vice-Chair of the Conference Committee.
6. Serves as Chair of the Local Arrangements Committee and provides staff with suggested entertainment for Annual Dinner and Awards Program at PennTec.
7. Attendance is encouraged at functions sponsored by the Federation (MA Regional meeting, WEFTEC, etc.).
8. Represents the PWEA at the Federation's Annual Leadership Workshop – attendance is encouraged.
9. Recommends changes to the Constitution & Bylaws and the Policies, Procedures, and Processes Handbook.

**E. Secretary-Treasurer**

1. Supervises disbursement of all funds and conduct the general fiscal business of the PWEA.
2. Attends Board meetings and the Annual Business Meeting.
3. Reports on the financial standing and the number of members at the Annual Business Meeting.
4. Serves on the Finance Committee and assists the Executive Director in development of the budget for Board approval.
5. Serves as financial officer of the PWEA.
6. Serves as Secretary of the Executive Committee and takes and distributes meeting minutes.
7. Provides evaluation of association management services and negotiates contract as required.
8. Assists the Annual Conference Committee.
9. Attends Federation functions as requested – attendance is encouraged.
10. Prepares and presents financial status reports at all Board meetings.
11. Oversees budget expenditures.
12. Edits and proof reads the minutes of Board meetings prior to distribution.
13. Ensures that all tax returns and audits are properly filed by a CPA.

**F. Editor**

1. Serves as chair of the Editorial Committee.
2. Serves on the Executive, Finance and the Advertising Committees.
3. Has overall responsibility for all PWEA publications.
4. Coordinates with Website Committee on website content.
5. Attends Board meetings and the Annual Business Meeting.

**G. Federation Delegates (2)**

1. Represents the PWEA on the Federation House of Delegates (HOD).
2. Attends Board meetings, the Annual Conference and the Annual Business Meeting and reports on Federation activities.
3. Attends WEFTEC, Federation House of Delegates meetings, regional MA meetings, and other special meetings as required.
4. Coordinates activities of the Federation Representative(s) at the Annual Conference of the PWEA as follows:
  - a. Prepares a schedule of events.
  - b. Contacts the Federation Representative(s) prior to the meeting and sends a copy of the program and schedule for their information.
  - c. Coordinates travel arrangements and lodging if required for the Federation Representative.
  - d. Serves as host of the Federation Representative at the Annual Conference.
  - e. Keeps Federation Representative(s) on schedule while at the Annual Conference.
  - f. Introduces Federation Representative to PWEA Officers, Committee Chairs and members.
  - g. Sends a thank you note to the Federation Representative(s) after the Annual Conference.
5. Plans, coordinates fund raising for, and attends a social gathering for PWEA members at WEFTEC.

**V. NON-OFFICER BOARD MEMBERS**

**A. Immediate Past President**

1. Serves as Chair of the Finance Committee.
2. Serves as Chair of the Policy and Planning Committee.
3. Assists President in formulating or evaluating goals of the PWEA.
4. Attends Board meetings and the Annual Business Meeting.
5. Serves on committees as appointed by the President.
6. Acts as a resource regarding past actions of the Board.

**B. Second Immediate Past President**

1. Assists President in formulating or evaluating the goals of the PWEA.
2. Attends Board meetings and the Annual Business Meeting.
3. Serves on committees as appointed by the President.
4. Acts as a resource regarding past actions of the Board.

**C. Section Representatives or Alternate**

1. Appointed by their Sections to serve on the Board.
2. Attends Board meetings and Annual Business Meeting and reports on Section activities.
3. Attends respective Section board meetings and reports on activities of the PWEA.
4. Serves on committees as appointed by the President.
5. Provides news of Section activities to the Desktop Publisher for publication in the KWQM.

**D. Professional Wastewater Operations Representative**

1. Serves as Chair of PWO Committee.
2. Appointed by President, approved by Board.
3. Must be a member in good standing of PWEA as PWO member.
4. Provides news of PWO Committee activities to the Desktop Publisher for publication in the KWQM.

**E. Federation Delegate at Large**

1. Attends Board meetings and the Annual Business Meeting and reports on activities of the Federation.

**F. Deputy Secretary with the Water Management Division of the PADEP or Representative.**

1. Attends Board meetings and the Annual Business Meeting.
2. Serves as liaison between PWEA and PADEP.
3. Ensures that a representative of the PADEP is a member of the Editorial Committee.

**VI. COMMITTEE MEMBERSHIP**

The President shall appoint Committee Chairs and Vice Chairs in accordance with Constitution and Bylaws. The committee chair arranges for and presides over committee meetings.

All committee members must be members of the PWEA unless otherwise exempted by the Board or the President. Recruitment of new committee members shall be made by announcement in the KWQM or other PWEA mailings. All interested PWEA members who indicate a willingness to participate will be allowed to serve on a committee. Prior to adding anyone to a committee, the PWEA Administrative Office will confirm an individual's membership status.

When selecting committee members, consideration shall be given to interest and ability, past performance, geographic distribution, and profession. To the extent possible, committees shall include a cross section of individuals from the following: the private sector; the public sector; academia; small, medium, and large wastewater treatment facilities; each Section; and various industry-related professions. Committee members are reminded to review the Conflict of Interest Policy (Appendix N).

The committee chairs, at their discretion shall periodically review the list of committee members and eliminate anyone that has not attended meetings and/or actively participated. Committee chair shall communicate this information to the PWEA Administrative Office.

The committee chairs are responsible for promoting membership and membership involvement in the PWEA. The committee should continually strive to increase the number of active committee members.

Committee chairs that are not Board members shall have the right to attend Board meetings with full privilege of discussion on matters related to the work of their committee but shall have no voting privileges.

**Technical Committees:** Technical Committees may be appointed by the President as deemed necessary. A Technical committee is defined as a committee that performs work in specific areas within the PWEA, and include the following:

Biosolids, Collection Systems, Government Affairs, Industrial Waste/Pretreatment, Lab Practices, Operator Certification, Public Education, PWO, Research, Safety, Training, Utility Management, Water Reuse, Web Site, Young Professionals.

**Management Committees:** Management Committees are listed in the Constitution and Bylaws of the Association, and include the following:

Advertising, Awards, Conference (and its 3 subcommittees: Exhibits and Sponsors, Local, Program), Constitution and Bylaws, Editorial, Executive, Finance, Membership, Nominating, Policy and Planning,

Names and contact information of committee chairs are included as **Appendix B**.

**VII. COMMITTEE MEETINGS**

Committees shall meet as required to conduct business with a minimum of one meeting each calendar year. The Committee Chair shall schedule and coordinate committee meetings through the PWEA Meeting Manager. Committee members will be notified of meeting dates by email or fax by the PWEA

Administrative Office. Committee members should be notified of the meeting as far in advance as possible.

Committee meeting dates will be posted on the PWEA web site calendar of events, the KWQM calendar of events, and in the PWEA email newsletter. Committee meetings may periodically be held by teleconference, coordinated by the PWEA Meeting Manager.

## VIII. COMMITTEE CORRESPONDENCE

All committees must document committee activity and actions in meeting minutes or by completing a PWEA Committee Meeting Report (included as **Appendix C**). A completed report (or meeting minutes) should be sent to the Executive Director who will distribute report to all committee members, including committee members who did not attend the meeting. The committee chair shall forward the minutes to their committee members and copy the Executive Director. The Chair should appoint a secretary who shall assist in the administrative functions of the committee. The report/minutes will also be included in the information packet for the next scheduled Board meeting.

All committee chairs are encouraged to attend Board meetings and to provide a report on the activities of their committee and communicate any concerns, needs, or suggestions to the Board. If the committee chair cannot attend a Board meeting, a written report must be provided to the Executive Director no later than one week prior to the Board meeting. Committee chairs that are not Board members shall have no voting privileges.

All committee chairs shall prepare a written summary of the activities, actions, and achievements during the past year and recommendations for the coming year for inclusion in the Annual Business Meeting report.

All committee chairs shall prepare an outline of projected activities the committee has planned for the year for presentation at the Board's October meeting.

All committee chairs must prepare and present a committee budget for the following year for approval by the Board at the December meeting. The budget should include all committee expenses as well as a proposed budget for any special event or activity. The Committee's budget is to be submitted by October 1 for review by the Finance Committee.

**No committee chair, vice-chair or member is authorized to make official statements on behalf of the PWEA unless otherwise directed by the Board.**

## IX. COMMITTEE RESPONSIBILITIES

### A. Advertising Committee

***Consists of a Chair, the Editor, and five(5) or more members, at least one shall be a member of the Exhibits and Sponsors Committee.***

1. Solicits advertisements for the KWQM, Annual Conference on-site program, etc.
2. Initiates an advertising campaign to increase advertising at least once a year.
3. Reports results of the advertising campaign to the Board.
4. Prepares ad contract for distribution at the Annual Conference.
5. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

### B. Awards Committee

***Consists of one (1) Past President, one (1) past award recipient from each of the Sections, and at least one Board member.***

1. Develops, administers, and coordinates a program to recognize the outstanding achievements of PWEA members and affiliates through presentation of the Federation and PWEA awards.
2. Works with the appropriate committee to solicit nominations and select members of the Association for each Federation and PWEA award through PWEA committees, local Section committees, and the KWQM.
3. Establishes a mechanism for selection of award recipients.
4. Forwards recommendations to the Board for each award at the April Board Meeting.
5. Prepares and periodically reviews "PWEA Guidelines for Selection of Award Recipients."
6. Recommends additions or deletion of PWEA awards to the Board.
7. Solicits sponsors for all PWEA awards.

8. Prepares awards description and awards criteria (included as **Appendix D**)
  9. Ensures award plaques are obtained.
  10. Ensures that all committees charged with selection of award recipients proceed on schedule.
  11. Responsible for adding names of High Hat award recipient on High Hat.
  12. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- C. Biosolids Committee**  
**Consists of a Chair and five (5) or more members.**
1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
  2. Provides assistance to the Board in matters related to PWEA activity in this area.
  3. Submits at least one article per year for publication in the KWQM.
  4. Reviews, at the request of the Editorial Committee, potential articles for publication.
  5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
  6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
  7. The Biosolids Committee submits a nomination for the Biosolids Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient..
- D. Collection System Committee**  
**Consists of a Chair and five (5) or more members.**
1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
  2. Provides assistance to the Board in matters related to PWEA activity in this area.
  3. Submits at least one article per year for publication in the KWQM.
  4. Reviews, at the request of the Editorial Committee, potential articles for publication.
  5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
  6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
  7. The Collection Systems Committee submits a nomination for the Golden Manhole Society Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.
- E. Conference Committee**  
**Consists of the First Vice President as Chair, the Second Vice President as Vice-Chair, and three (3) members who shall serve as Chairs of the three (3) Subcommittees of the Conference Committee: the Program Subcommittee Chair, the Exhibits and Sponsors Subcommittee Chair, and Local Arrangements Chair.**
1. Works with Administrative staff in making arrangements for the PWEA Annual Conference.
  2. Prepares the conference budget and submit to the Executive Director by October 1 for review or the Finance Committee.
  3. Selects conference location and facility with the assistance of the Meeting Manager.
  4. Coordinates meetings and activities of the Exhibits & Sponsors Subcommittee, the Program Subcommittee, and the Local Arrangements Subcommittee.
  5. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- F. Constitution & Bylaws Committee**  
**Consists of a Chair and five (5) or more members.**
1. Receives all suggestions for revisions and prepares all amendments to the Constitution & Bylaws for presentation to the Board and membership vote.
  2. Reviews the Constitution & Bylaws annually and prepares all amendments for presentation to the Board and membership for vote as necessary.
  3. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- G. Editorial Committee**  
**Consists of the Editor as Chair and five (5) or more members.**
1. Coordinates all publications of the PWEA including the KWQM, the web site and the monthly newsletter to members.
  2. Provides guidance and assistance to ensure all PWEA publications maintain the highest standards.
  3. Meets four (4) times a year.
  4. Publishes the KWQM four (4) times a year.

5. Reviews all articles submitted for publication for technical content.
  6. Has appropriate PWEA Committee review any potential article that deals with a topic specific to the functions and charges of that Committee prior to publication.
  7. Reviews and updates the written Procedures and Processes of the KWQM annually for incorporation into the Policies, Procedures, and Processes Handbook.
  8. Critiques each issue of the KWQM.
  9. Submits a financial report of the KWQM at each Board Meeting.
  10. Coordinates activities of the contracted Desktop Publisher.
  11. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- H. **Executive Committee**  
***Consists of the President as Chair, First Vice President, Second Vice President, Immediate Past President, Secretary-Treasurer, and Editor. A quorum consists of a simple majority of the Committee.***
1. Conducts management and fiscal duties of the Board in between scheduled Board meetings.
  2. Reports to the Board at each scheduled meeting, all actions taken with regard to the affairs of the PWEA.
  3. The Secretary-Treasurer acts as Secretary of the committee and shall take and distribute meeting minutes.
  4. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- I. **Exhibits & Sponsors Subcommittee**  
***Consists of a Chair and five (5) or more members, one of which shall also serve on the Advertising Committee. The Chair shall also serve on the Conference Committee.***
1. Develops an advertising plan, fee structure and activities to assure optimal vendor participation at the Annual Conference.
  2. Solicits and manages exhibits for the Annual Conference.
  3. Updates Exhibits and Sponsors database annually.
  4. After exhibitors' prospectus has been sent, make follow-up contacts with potential exhibitors.
  5. Reports activities to the Conference Committee.
  6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- J. **Finance Committee**  
***Chaired by a Past President. Also consists of the Immediate Past President, the Secretary-Treasurer, the Editor and three (3) or more members.***
1. Reviews proposed annual budget and other financial reports of the PWEA prior to submission to the Board for approval at the December Board meeting.
  2. Makes suggestions and recommendations for strengthening or improving the financial condition of the PWEA.
  3. Prepares an annual written report attesting to the financial condition of the PWEA as of April 1<sup>st</sup> of the proceeding year. Submits report to the Executive Director one week prior to the Annual Conference.
  4. Committee Chair attends the Annual Business Meeting and provides an oral report to the membership concerning overall financial status.
  5. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
- K. **Government Affairs Committee**  
***Consists of a Chair and five (5) or more members.***
1. Reviews and analyzes State and Federal legislation, regulatory policies, and proposed legislation that affect the wastewater industry.
  2. Recommends action or positions to the Board consistent with PWEA policies and objectives.
  3. Works with other agencies on training and education opportunities.
  4. Prepares position papers for Board approval on water quality issues as requested and presents information to appropriate government agencies.
  5. Provides information to the membership about existing and proposed legislation.
  6. Submits at least one article per year for publication in the KWQM.
  7. Reviews, at the request of the Editorial Committee, potential articles for publication.
  8. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
  9. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**L. Industrial Waste Pretreatment Committee**

***Consists of a Chair and five (5) or more members.***

1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
2. Provides assistance to the Board in matters related to PWEA activity in this area.
3. Submits at least one article per year for publication in the KWQM.
4. Reviews, at the request of the Editorial Committee, potential articles for publication.
5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
7. The Industrial Waste Pretreatment Committee is responsible for submitting a nomination for the Industrial Waste Excellence Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.

**M. Laboratory Practices Committee**

***Consists of a Chair and five (5) or more members.***

1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
2. Provides assistance to the Board in matters related to PWEA activity in this area.
3. Submits at least one article per year for publication in the KWQM.
4. Reviews, at the request of the Editorial Committee, potential articles for publication.
5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
7. The Laboratory Practices Committee submits a nomination for the Laboratory Analyst Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.

**N. Local Arrangements Subcommittee**

***Consists of the Second Vice President as Chair and members. The Chair shall also serve on the Conference Committee.***

1. Organizes social events for the Annual Conference.
2. Solicits prizes for the Annual Conference.
3. Reports to the Conference Committee.
4. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**O. Membership Committee**

***Consists of a Chair, three (3) Vice Chairs (one from each local Section), and five (5) or more members.***

1. Develops and administers programs to attract new members into the PWEA.
2. Develops and implements a program to retain current members.
3. Contacts members that have not renewed their membership.
4. Presents new membership policies and programs to the Board for approval.
5. Reviews and updates membership application.
6. Coordinates efforts and programs of the Federation with current PWEA membership activities.
7. Develops and update information package for new members.
8. Provides input for updating PWEA tabletop display for use at meetings and conferences.
9. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
10. Oversees Membership Recruitment and Golden Plunger Awards.

**P. Nominating Committee**

***Chair is a Past President. Consists of four (4) past PWEA Presidents with at least one member from each Section and at least one Board member.***

1. Solicits, receives and reviews nominations for PWEA offices of First Vice President, Second Vice President, Secretary-Treasurer, and Editor.
  - a. The past practice of nominations was to structure the leadership positions so that the Presidency of the Association rotated from Section to Section with each Section having the Presidency in turn. Each Section in the past has proposed an incoming active member as 2<sup>nd</sup> Vice President. To replace the outgoing President (also from that Section). Each successive year, that person moves up to the next higher position. The position of Editor and Secretary/Treasurer has been opened to all. The position of Secretary/Treasurer can also be used as a step to the 2<sup>nd</sup> Vice President's position. The position of Editor has been an active

member of the Editorial Committee who supervises the preparation of the magazine. The position of Federation Delegate is limited to a Past President with a term of three years. The offer is made in turn to active past presidents. If they pass because of a timing issue, they can have their name deferred to the next opening or advise that they are not interested and are passed over completely. The Nominating Committee typically meets by telephone to review nominees with each proposed nominee contacted and asked to confirm that they have the support of their employer and will dedicate the time and effort to fulfill the duties of the position. Typically, the nominating committee proposes one name for each position, but has on a few occasions proposed more than one nominee. Also, nominations can be made from the floor at the Annual Business Meeting, held yearly at the Annual Technical Conference.

2. Evaluates and selects a slate of officers who will best serve the interests of the PWEA.
3. Obtains consent of nominees to serve if elected.
4. Confirms that all nominees are active members of the PWEA and Federation.
5. Presents nominations to the Board at the April Board Meeting.
6. Presents the names of nominees to the membership at the Annual Business Meeting.
7. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**Q. Operator Certification Committee**

***Consists of a Chair and five (5) or more members, at least one (1) from each of the three (3) local Sections, who shall be valid Pennsylvania Certified Operators.***

1. Serves as a liaison between the PWEA and the following organizations:
  - a. Local Sections
  - b. State Operator Certification Board
2. Provides assistance to the Board in matters related to PWEA activity in this area.
3. Provides educational opportunities as required.
4. Serves as a sounding board for operator questions concerning certification.
5. Submits at least one article per year for publication in the KWQM.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**R. Policy and Planning Committee**

***Consists of the Immediate Past President as Chair and at least five (5) or more members, at least two of whom shall be Board Members.***

1. Reviews and updates the PWEA Policies, Procedures, and Processes Handbook annually.
2. Regularly evaluates functions and activities of committees to ensure PWEA goals and objectives are met.
3. Prepares, reviews, and updates Strategic Plan.
4. Holds an annual meeting with the Board and all committee chairs to review the Policies, Procedures, and Processes Handbook and the Strategic Plan.
5. Examines the relationship between the PWEA, the Sections, and the Federation and suggests ways to coordinate activities.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**S. Professional Wastewater Operations Committee**

***Consists of a Chair and a Vice Chair and at least five (5) or more members that are certified wastewater operators. The Chair also serves on the Board.***

1. Promotes the development and education of wastewater plant operators.
2. Provides a forum for operators to exchange information and network with their peers.
3. Provides assistance to the Board in matters related to PWEA activity in this area.
4. Submits at least one article per year for publication in the KWQM.
5. Reviews, at the request of the Editorial Committee, potential articles for publication.
6. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
7. Maintains a separate restricted assets line item to support PWO-related activities and reports to Board on balance of account at Board meetings.
8. Responds to questions and concerns of the PWEA membership with respect to plant operations.
9. Manages the Operations Challenge as follows:
  - a. Coordinates the activities related to the Annual Operations Challenge competition at the Annual Conference.
  - b. Solicits team applications and recruits applicants for the PWEA event to ensure meaningful competition.
  - c. Promotes membership in the PWEA by encouraging participation in the Operations Challenge.

- d. Selects at least one team to represent PWEA at the WEFTEC Operations Challenge Competition.
  - e. Establishes guidelines for team selection, training and budget requirements.
  - f. Responsible for fund-raising activities to support the competition at both the PWEA and WEFTEC levels. Funding for the PWEA Operations Challenge will be made possible through the committee's annual budget.
  - g. Prepares, tracks and reports the status of the budget and activities of the committee to the Board.
- 9. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
  - 10. Arranges for a plant tour at the Annual Conference.
  - 11. The PWO Committee submits a nomination for the William D. Hatfield Award to the Awards Committee; the Awards Committee is responsible for making final selection of award.
  - 12. The PWO Committee is responsible for submitting a nomination for the Ted Haseltine Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.

**T. Program Subcommittee**

***Consists of a Chair and members whom are currently serving as chairpersons of PWEA technical committees (or his/her designate). The Chair shall also serve on the Conference Committee.***

- 1. Solicits and reviews abstracts for the Annual Conference technical program.
- 2. Selects topics for the Annual Conference technical program.
- 3. Interfaces with other PWEA Committees to encourage their participation and input when developing the Annual Conference program.
- 4. Maintains the technical program quality and relevance to ensure the offering of PADEP approved Contact Hours for session attendance.
- 5. Coordinates Contact Hours through the Training Committee.
- 6. Organizes Annual Conference Program.
- 7. Submits program information for publication in conference brochure, in KWQM and on the web site.
- 8. Reports to the Conference Committee.
- 9. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**U. Public Education Committee**

***Consists of a Chair and five (5) or more members.***

- 1. Responsible for promoting public awareness and various public education programs.
- 2. Promotes career opportunities in the wastewater industry.
- 3. Encourage and coordinate student related activities including science fair programs and plant tours.
- 4. Assist with supplying information and articles for community newsletters and other venues of public interest.
- 5. Reviews, at the request of the Editorial Committee, related articles for publication in the KWQM.
- 6. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
- 7. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**V. Research Committee**

***Consists of a Chair and five (5) or more members, at least one (1) of which shall be a member of the Program Subcommittee.***

- 1. Submits at least one article per year for publication in the KWQM.
- 2. Reviews, at the request of the Editorial Committee, potential articles for publication.
- 3. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
- 4. Maintains a separate restricted assets line item to support student/plant research projects and reports to Board on balance of account at Board meetings.
- 5. Solicits funding for student/plant research fund.
- 6. The Research Committee is responsible for submitting the nominations for the Student Research Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.
- 7. The Research Committee is responsible for submitting a nomination for the Professional Research Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.

8. The Research Committee is responsible for submitting a nomination for the Operator Research Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.
9. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**W. Safety Committee**

***Consists of a Chair and five (5) or more members, at least one (1) from each local Section.***

1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
2. Directs its efforts toward issues associated with safety of collection systems and wastewater treatment plant operations.
3. Responsible for education of the membership in the area of safety.
4. Provides assistance to the Board in matters related to PWEA activity in this area.
5. Submits at least one article per year for publication in the KWQM.
6. Reviews, at the request of the Editorial Committee, potential articles for publication.
7. Provides technical presentations on safety issues to the Program Subcommittee for the Annual Conference Program.
8. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.
9. The Safety Committee submits a nomination for the recipient of the George W. Burke, Jr. Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient..
10. The Safety Committee submits a nomination for the Facility Safety Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.
11. The Safety Committee submits a nomination for the Collection System Safety Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient..

**X. Training Committee**

***Consists of a Chair and five (5) or more members, at least one (1) of which shall be a member of the Program Subcommittee.***

1. Provides assistance to PWEA technical committees with planning and organizing specialty conferences and workshops.
2. Regularly solicit input from members on educational and training needs as a basis for developing specialty conferences and workshops.
3. Explore funding possibilities from PADEP and USEPA and other sources for PWEA training programs.
4. Submits articles for publication in the KWQM.
5. Evaluates needs and promotes programs for workshop and conference attendees to receive PADEP approved Contact Hours.
6. Identifies and evaluates training needs across the state and provides a report to the Board on recommendations for training.
7. Reviews, at the request of the Editorial Committee, potential articles for publication.
8. Provides information for online training opportunities for members.
9. Prepares and submits annual plan and budget for committee expenses and activities to the Executive Director by October 1 each year.
10. The PWEA Training Committee submits a nomination for the David A. Long Memorial Educational Service Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient..

**Y. Utility Management Committee**

***Consists of a Chair and five (5) or more members.***

1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
2. Provides assistance to the Board in matters related to PWEA activity in this area.
3. Submits at least one article per year for publication in the KWQM.
4. Reviews, at the request of the Editorial Committee, potential articles for publication.
5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**Z. Water Reuse Committee**

***Consists of a Chair and five (5) or more members.***

1. Plans and organizes specialty conferences and workshops for education of the membership in this area.
2. Provides assistance to the Board in matters related to PWEA activity in this area.
3. Submits at least one article per year for publication in the KWQM.
4. Reviews, at the request of the Editorial Committee, potential articles for publication.
5. Provides technical presentations to the Program Subcommittee for the Annual Conference Program.
6. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**AA. Web Site Committee**

***Consists of a Chair and five (5) or more members.***

1. Provides direction and assists in development and maintenance of the PWEA web site.
2. Makes recommendations to continually enhance the PWEA's web site.
3. Encourages the membership to use the PWEA web site.
4. The Chair should also serve as a member of the Editorial Committee.
5. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**BB. Young Professionals Committee**

***Consists of a Chair and five (5) or more members.***

1. Encourages young members to participate in the PWEA.
2. Plans events attractive to younger members.
3. Plans at least one social event at the Annual Conference for younger members.
4. Develops and manages scholarship program for students pursuing environmental careers.
5. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.

**X. ASSOCIATION MANAGEMENT**

The PWEA Administrative office is located at P.O. Box 3367, 3119 Fairfield Road, Gettysburg, PA 17325. Contracted services include services of an executive director, meeting management, and clerical/administrative and are contracted through S. B. Professional Enterprises, Inc. Desktop Publishing for the KWQM is contracted through the Pennsylvania Medical Society. Rates for contracted staff services are determined annually and correspondence regarding rates is mailed to the PWEA President each year. The PWEA and S. B. Professional Enterprises, Inc. must provide notice of termination of the Association's management services contract in writing 90 days prior to the effective date. The PWEA and Pennsylvania Medical Society must provide notice of termination of the Association's KWQM Publishing and Web Site management services contract in writing 30 days prior to the effective date.

Contracted staff provides assistance to Association Officers, Board of Directors, Committees, and Members according to the executed contract. Contracted staff responds to inquiries from members, business, industry, and the public. PWEA contracted staff work in concert with the PWEA Board. Although contracted staff will carry out administrative functions, policy decisions are the responsibility of the PWEA Board. S. B. Professional Enterprises, Inc. staffing fees are based on a flat monthly fee according to services mutually agreed upon and outlined in the executed contract. Contracted Desktop Publisher fees of the Pennsylvania Medical Society are based on actual time worked by the Desktop Publisher (recorded in 15-minute increments) and expenses. Pennsylvania Medical Society invoices detail the Desktop Publisher's time and expenses related to production of the KWQM (supplies, printing, postage, telephone, etc.)

Contracted staff is entitled to reimbursement of travel and other related expenses incurred while working for the PWEA. The contracted Desktop Publisher will bill the Association for any travel time and expenses. Contracted Management and Desktop Publishing services provided are detailed in the executed contracts with S. B. Professional Enterprises, Inc. and the Pennsylvania Medical Society. Services provided through both contracts is included as **Appendix E**.

**A. Executive Director (contracted)**

S. B. Professional Enterprises, Inc. provides the services of this contracted position. Services include executive and management support to the Association's Board, Committees, and Members. Responsibilities and support include but are not limited to: policy planning; strategic planning; financial and budget planning; annual conference; magazine and publications; membership; member and vendor databases; general and special administrative and management projects. This position

provides the continuity and support that frees the Board from nonessential activity so it can shape the future of the organization.

A. **Meeting Manager** (contracted)

S. B. Professional Enterprises, Inc. provides the services of this contracted position. Services include pre- and post-meeting support to the Board, Committees, and Members. Responsibilities and support include but are not limited to: event planning, site inspections; contract negotiations; coordination of exhibits and sponsors; marketing materials such as flyers, brochures, or booklets; on-site support for the annual technical conference or as directed by the PWEA Executive Committee; assist with preparation of meeting budget; compilation of evaluation results.

B. **Clerical & Administrative** (contracted)

Clerical and administrative tasks are completed by S. B. Professional Enterprises, Inc.

C. **Desktop Publisher** (contracted)

The Pennsylvania Medical Society provides the services for this contracted position. The Desktop Publisher provides support to the PWEA Editorial Committee. Responsibilities and support include but are not limited to: attending Editorial Committee meetings; assist in compilation of materials for publication in the magazine; perform layout and design for the KWQM; coordinate artwork with advertisers and printer; obtain competitive printing quotes; customer service inquiries; secure postal permit and ensure compliance with postal regulations.

## XI. POLICIES AND GUIDELINES

### A. Budget

1. By August 31 of each year, each committee chair will be requested to submit their committee's annual budget. The completed committee budget must be returned to the Executive Director no later than October 1. Based on this information, the Executive Director in conjunction with the Finance Committee will prepare the annual budget, which will establish expenditure and income goals and project the financial position of the PWEA at the end of the budget year.
2. The budget must be approved by the Board and shall maintain the reserve level established by the Board.
3. A copy of the current Association budget is included as **Appendix F**.

### B. Expenditures

1. The Executive Director is authorized by contract to disburse funds in accordance with the approved budget.
2. No non-budgeted expenditure shall be paid without the prior approval of the Board or the Executive Committee.
3. The Executive Director shall sign all checks except check payable to S. B. Professional Enterprises, Inc.
4. The Secretary-Treasurer shall sign all checks payable to S. B. Professional Enterprises, Inc.

### C. Reimbursement Policies

1. Federation (WEF) Leadership Meetings/Conferences and WEFMAX Regional Exchange Meetings – The President, First Vice President, Second Vice President, Secretary-Treasurer and Federation Delegate(s) are encouraged to attend the Federation (WEF) Leadership Meetings/Conferences and WEFMAX Regional Exchange Meetings. The PWEA will reimburse persons in these positions for expenses in accordance with the PWEA Travel Policy and submitted on the PWEA Travel Expense Report, provided the travel expenses have been anticipated for and incorporated into the operating budget for the year that travel will occur. The Travel Policy and Expense Report Form are included in **Appendix M**.
2. Federation/MA Regional Exchange Meetings - Members of the Board and committee chairs are encouraged to attend the Regional Meeting conducted by the Federation. The PWEA will not reimburse any person for expenses, unless approved by the Board.
3. WEFTEC Annual Conferences – The PWEA will not reimburse any person for expenses, unless approved by the Board.
4. WEFTEC Operations Challenge Team - The PWEA will pay for the Team Registration Fee (not the WEFTEC Registration fee) for the winning team of the state competition, which is held annually at PennTec. All other expenses shall be limited to the current fund balance of the Operator's Challenge account, and must meet the requirements and limitations of the then-current policy on reimbursement.
5. Committee Meetings – Meal expenses for committee members shall be paid out of the committee's budget. The PWEA does not pay for travel expenses for committee members.
6. Speaker Expenses – Speaker registration fees for a specific event may be waived by prior approval of the Board. In certain cases, the Board may agree to pay for speaker expenses but only by approval prior to the event. Committees may pay for speaker expenses as long as the

expenses are taken from the approved budget of that committee. In no case will moderator expenses be paid.

7. Board Member Expenses - Expenses incurred by Board Members in carrying out assigned administrative duties of the PWEA shall be reimbursed upon presentation of sufficient documentation to the Executive Director and approval by the Board. These expenses should be estimated and pre-approved whenever possible.

**D. Membership Dues and Application:**

The current membership application and dues are included as **Appendix G**.

**E. Position Statements**

1. Position Statements are intended to present a detailed view and recommendation on a specific issue of importance to PWEA members. Position Statements include a full and fair exposition of the issue and the PWEA's consensus recommendations. Position Statements should be developed with the assistance of the appropriate subject matter committee and should be consistent with PWEA core values. They should focus on improving the scientific and technical foundation for water quality laws and regulations, the need for continued progress in controlling pollution, protecting public health and the health of aquatic ecosystems, and promoting sustainable management of water resources. The Position Statement should also educate members and other interested parties on issues related to water quality and other environmental resources.
1. Any statements representing PWEA's position or policy made to outside agencies or individuals or to members of PWEA must be approved by the Board or the Executive Committee.
2. When time is not of the essence, the Board must approve the position by majority vote at a regularly scheduled meeting before the position statement is distributed.
3. If determined by the President that time is of the essence and PWEA's position cannot be postponed until a regularly scheduled Board meeting, approval by the Executive Committee is sufficient. In that case, prior to consideration by the Executive Committee, the full Board must be polled on the position via email or other written communication, and the Executive Committee in making their decision, must consider the Board's input. Then, at the next regularly scheduled Board meeting, the Board must ratify the decision by majority vote. If the Board fails to ratify the decision, the position must be reversed.
4. In all cases, the agenda for the Board meeting must reference the pending vote, and the agenda must be distributed to all Board members to provide sufficient notice.
5. Any and all policy statements will be drafted on PWEA letterhead that does not list the names of the Executive Committee.
6. Individuals representing the PWEA at hearings, public meetings or as members of advisory committees are expected to take care that their statements are consistent with relevant PWEA policies and positions. The PWEA recognizes that in some cases, representatives are expected to answer questions or contribute to the deliberations of advisory committees, based upon their own professional or technical expertise beyond what is addressed in PWEA policies and positions. These individuals should take care to clarify the difference between their own opinion and those of the PWEA.

**F. Liability Insurance**

The PWEA carries an insurance policy. The policy includes basic coverage's for liability, medical expenses, personal and advertising injury, damages to premises rented, products, hired/non-owned automobile liability, and employment practices liability insurance (EPLI).

Limits of insurance are as follows:

Liability and Medical expenses	\$1,000,000
Medical expenses – any one person	\$10,000
Personal and advertising injury	\$1,000,000
Damages to premises rented to you (any one premise)	\$300,000
Products – completed operations	\$2,000,000 (aggregate limit)
Employment practices (EPLI)	\$5,000 (see below)
Hired/non-owned automobile liability	\$1,000,000

EPLI: The policy includes coverage of \$5,000 on a claims-made basis to cover both the costs of Employment Practices Liability Insurance (EPLI) judgments and your legal defense against these claims (protection against small claims). This includes a broad definition of "wrongful acts", including the following:

- Wrongful refusal to employ
- Wrongful promotion, evaluation, discipline, or termination
- Violations of sexual harassment or other workplace harassment
- Unlawful retaliation against a past, current, or future employee
- Violations of the Family Medical Leave Act

Exclusions: The policy includes exclusion for liquor liability, when the bodily injury or property damage is by reason of the following:

- Organization causes or contributes to the intoxication of any person, or
- Furnishes alcoholic beverages to a person under the legal drinking age or under the influence of alcohol, or
- Is in violation of any statute, ordinance, or regulation relating to the sale, gift, or distribution or use of alcohol

There is also exclusion for bodily injury or property damage arising out of the practicing for or participating in any sports or athletic contest or exhibition, fireworks display, musical concert, animal related activities, automobile races, biking events, or water related activities.

Who is insured? As an organization other than a partnership or joint venture, PWEA Executive Officers and Directors are insured, but only with respect to their duties as PWEA Officers or Directors. Also, any person or organization with which PWEA enters into a written agreement to provide insurance, but only with respect to bodily injury or property damages. There is also limited coverage for “volunteer” workers while performing duties related to the conduct of PWEA business.

Also, under the “Association Volunteer” endorsement, included are any persons who are volunteers, committee members, trustees, for PWEA, but are acting at the direction of, and within the scope of their duties to the PWEA, but excluding bodily injury or personal injury arising out of the course of their duties, or for property damage to property owned or used.

**G. Reserve**

1. A reserve goal of fifty percent (50%) of gross income should be maintained in savings.

**H. Fiscal Year**

1. The fiscal year of the PWEA will be January 1st to December 31st.

**I. Administrative Year**

1. The administrative year begins at the adjournment of the PWEA Annual Dinner and Awards Banquet.

**J. PWEA Logo**

1. The PWEA logo must be included on any publication, program, brochure, garment, etc. sponsored by the PWEA.
2. The logo may not be used on any document not sponsored by the PWEA without permission of the Board.
3. The logo is available in electronic format from the Executive Director.

**K. PA DEP Complimentary Memberships**

1. Each year the PWEA offers 13 complimentary memberships to DEP representatives, two from each of the six regions and one from the main office in Harrisburg.

**L. Whistleblower Policy**

1. The Whistleblower policy is designed to serve three purposes:
  - a. To encourage volunteers and staff to come forward with credible information on illegal practices or violations of adopted policies of the organization;
  - b. To specify that PWEA will protect the individual from retaliation;
  - c. To identify Board of Trustees and/or staff member to whom such information shall be reported. The Water Environment Federation will investigate any possible fraudulent or dishonest use or misuse of PWEA resources or property by members of the PWEA Board, Contracted Staff or other volunteers. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by PWEA up to and including civil or criminal prosecution. All members of the PWEA community are encouraged to report possible fraudulent or dishonest conduct. Reports of possible fraudulent or dishonest conduct should be reported to a member of the Board. PWEA will use best efforts to protect whistleblowers against retaliation. PWEA cannot guarantee confidentiality, however, and there is no such thing as an “unofficial” or “off the record” report. PWEA will keep the whistleblower’s identity confidential, unless the person agrees to be identified; identification is necessary to allow PWEA or law enforcement officials

to investigate or respond effectively to the report; identification is required by law; or the person accused of the fraudulent conduct is entitled to the information as a matter of legal right in disciplinary proceedings. Whistleblowers who believe that they have been retaliated against may file a written complaint with the PWEA Board.

#### **M. Board of Directors Responsibilities**

1. Being on the Board of Directors requires hard work, dedication and a willingness to make difficult decisions. For not-for-profit exemption by the Internal Revenue Service, there are three basic precepts or duties to help volunteer board members and officers do a good job and to minimize their personal liability when things go wrong. Those duties are care, obedience and loyalty.
  - a. Care means you have to actually work at doing the job of being a leader. You have to know what is going on, you have to prepare for meetings, and you have to actively participate in decision making any have to vote.
  - b. Obedience means you have to have a reasonable sense of state and federal laws as well as the PWEA bylaws and diligently make sure your organization is abiding by them.
  - c. Loyalty is the most difficult because it requires putting yourself in the position of the members and Association, regardless of your personal feelings or interests. It requires that everything you do be in the best interest of the members.
2. This does not mean that you are required to become an expert in association management. Instead, you are expected to make a good faith and reasonable effort to know as much as you can about the Association, its interests and operations and then exercise your best judgment on behalf of the membership. You should ask questions, demand data and information, and then make decisions based upon the data and information.

#### **N. Sharing Resources**

1. PENNTEC Conference booth space
  - a. Request for free booth space from other organizations should be address by the committee affected by the request on a case by case bases. If no committee is affected, the Board of Directors shall review the request. When making a determination, consider the value to the members and whether a free space is being offered for the requester's conference.
  - b. Final approval shall be made by the Board of Directors.
2. WEF meetings and conferences
  - a. Request by WEF to host a meeting or conference should be reviewed by the Board of Directors. If agreed to, WEF should provide agreement documentation.
3. Request from Sections for information
  - a. Request for information should be presented, by a Section Representative, to the Board of Directors.
  - b. Final approval shall be made by the Board of Directors.
4. Private companies can purchase a set of membership mailing labels. The fee for each set shall be set by the Board of Directors.

#### **O. Records Management Policy**

1. Records shall be retained in accordance with the Water Environment Federation (WEF) policy. The current policy "WEF Records Management Policy" approved: July 23, 2009 is include in the appendix as item O. The WEF policy should be reviewed each December and the most current version should be used.

## **XII. PROCEDURES AND PROCESSES FOR KEYSTONE WATER QUALITY MANAGER**

### **A. General**

1. The purpose of the Keystone Water Quality Manager (KWQM) is to serve as a conduit for the transfer of technical information between members of the PWEA. It provides educational and informational material to the PWEA membership while maintaining a high degree of quality.

### **B. Publication**

1. Four issues per year will be published.
2. Deadlines for each issue are listed in **Appendix H**.
3. All articles published as feature articles and including a byline must be accompanied by a written "permission to publish" from the author.
4. Articles may not be accepted for publication as a feature article if written by a manufacturer or supplier about the product they represent.
5. All reasonable efforts are to be made to include, in each issue, an article that highlights a Pennsylvania Wastewater Treatment Facility.

6. Each issue will contain a disclaimer stating that articles and opinions are those of the authors, not of the PWEA.
7. A financial report for the PWEA will be published annually.

**C. Editor**

1. The Editor will have overall responsibility for the KWQM.

**D. Desktop Publisher (Graphic Artist)**

1. Publish the KWQM four (4) times per year.
2. Select and coordinate with a printer selected for economy, cooperativeness and timeliness of printing.
3. Maintain client artwork and copies of executed PWEA Advertising Contracts; original Advertising Contracts are maintained at PWEA Administrative Office.
4. Attend all Editorial Committee meetings.
5. Coordinate all relevant correspondence.
6. Ensure that all "authored" articles and papers are accompanied by a "Permission-to-Publish" from the author.

**E. Management Services**

1. Maintain an up-to-date list of subscribers and advertisers.
2. Process payments for KWQM Advertising Contracts
3. Maintain original KWQM Advertising Contracts as necessary.
4. Invoice and attempt to collect balance due on all advertising monies owed.
5. Generate KWQM revenue/expense reports as needed or requested.

**F. Advertising**

1. The goal of KWQM advertising is to pay all costs related to publication.
2. Advertising rates will be updated yearly by the Editorial Committee. Current rates are listed in **Appendix I**.
3. All advertisements are subject to approval of the Editorial Committee. The Committee reserves the right to reject ads that are determined to be inappropriate.
4. The PWEA will not refund for any ad error or omission, but will provide an ad in an additional issue at reduced or no charge.
5. The advertiser assumes all liability for content of all advertisements printed, and also assumes responsibility for any claims arising from such ads.

**XIII. ANNUAL PENNTEC CONFERENCE PLANNING**

**A. General**

1. Educational Goals – opportunities for members to learn about the profession, technical information related to the wastewater industry, and for vendors to introduce their products.

**B. Registration and Fee Policies**

1. Fees should be set and expenses adjusted to provide budgeted net revenue goal of 25% from the event.
2. The fee to exhibit at our annual conference or any tabletop opportunity shall either be a non-member rate or a member rate. If the manufacturer and/or exhibitor has an employee that is a member, they shall be given the opportunity to exhibit at the member rate. In addition, if the manufacturer/exhibitor has a contract with a manufacturers' representative that is a member of the association, they also shall be given the member rate. A manufacturer with no employed member of the association or no manufacturer's representative that is an association member shall be required to pay the non-member rate for exhibiting.
3. Non-Member registration fees shall be at minimum equal to the member fee plus cost of WEF/PWEA membership for one year.
4. Pre-registration fees shall be less than on-site fees to encourage pre-registration.
5. One-day registration fee shall be one-half of the full meeting fee rounded up to the next higher ten dollars.
6. Spouse/Guest fees are to be evaluated each year based on the cost of benefits they receive
7. The following may have registration fees waived.
  - a. Members and non-members invited to speak or to present papers; for day(s) of their presentation only.
  - b. Federation Representative(s)
  - c. Full-time Students who present papers.
  - d. Members invited to speak at luncheons who will not attend any other meeting functions.
  - e. Life members.

**C. Planning Schedule:**

The planning schedule for the conference is included as **Appendix J**.

**D. Call for Papers and Abstract Submissions:**

1. The Call for Papers is to be advertised in the KWQM, the E-Newsletter, the web site, and the current year's On-Site Program. The deadline for receiving abstracts is August 31<sup>st</sup> of each year.
2. Abstracts should be between 200-300 words.
3. Staff will distribute all abstracts received to the PWEA Program Committee for review and selection.
4. The Program Committee will notify all submitters as to whether the topic they submitted is chosen for presentation at PennTec.

**E. PWEA and WEF Awards**

1. Announcement for awards nominations is to be advertised in the KWQM, the E-Newsletter, and the web site. Nominations deadline is December 31<sup>st</sup> of each year.
2. The Awards Committee works with the Sections and appropriate technical committees to select PWEA award recipients. The Awards chairperson should coordinate with the PWEA Meeting Manager in notifying WEF of the WEF award recipients. Members are responsible for self-submission for WEF Lifetime and Quarter Century Awards. Lifetime and Quarter Century Award pins are sent by WEF directly to the recipient. The Awards Committee is responsible for obtaining the names of WEF Lifetime and Quarter Century Awards for publication by PWEA.
3. Research Awards are selected by the Research Committee.
4. All award recipients are to be notified so they can plan to attend the awards program and accept their award.

**XIV. SPECIALTY CONFERENCE AND WORKSHOP PLANNING**

**A. General**

1. Workshop/training fees should be set so that total revenues exceed total anticipated expenses by 30%. This is required to sustain the organization and to support the PWEA Mission.
2. Non-member fees for one-day workshops shall be the member fee plus Twenty-Five Dollars (\$25).
3. The Board must authorize initial planning for each workshop/training session and receive reports as necessary to track the planning process. If at any time prior to the workshop/training, it appears that 30% revenue over expenses cannot be realized, the Board may cancel the workshop/training or take other necessary action to minimize losses. If time is of the essence, the Executive Committee may cancel the event to avoid a financial loss.
4. Timeline: The timeline for one-day Workshops is included as **Appendix K**.
5. Responsibilities: Responsibilities for workshops are described in **Appendix L**.

**XV. APPENDICES**

- A. Officers and Board Members
- B. Committee Chairpersons
- C. Committee Meeting Report Form
- D. Awards Description and Criteria
- E. Management Services
- F. Approved Operating Budget
- G. Membership Application
- H. KWQM Production Schedule
- I. KWQM Advertising Rates
- J. PennTec Planning Schedule
- K. Workshop Planning Schedule
- L. Workshop Responsibilities
- M. Travel Reimbursement Policy & Expense Form
- N. Conflict of Interest Policy
- O. WEF Records Management Policy
- P. Press Attendance at PWEA Events