

Chesapeake Section
American Water Works Association

Organization and Functions

Updated August 2023



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SECTION 1: INTRODUCTION

THANK YOU! Becoming active in any professional organization has many benefits to you and your career. We at the Chesapeake Section American Water Works Association (CSAWWA) are glad that you chose to become active in our organization, and we are grateful for every minute of valuable time that you volunteer. Your active involvement greatly enhances CSAWWA and we hope that this experience is equally beneficial to your professional growth.

Purpose of the Manual

The CSAWWA Organization and Functions manual was developed to capture the institutional knowledge of the Board Members and Committee Chairs to assist future leaders of the Section in carrying out their duties. Basic functions of the Section are described along with how the Section is connected to AWWA headquarters in Denver, Colorado. Specific duties are defined for each Board member and Committee, and detailed, step-by-step instructions for the various activities performed by each committee are provided. The intent of this manual is not to stifle the creativity of our volunteer leaders, but rather to provide the basic groundwork of what the expectation is of each committee/member, guidelines for committee planning, and examples of how things are typically done to take some of the unknown out of volunteer leadership and hopefully encourage active involvement from more of the Section's membership.

Procedures for Changing Manual Contents

The contents of this manual should remain relatively consistent year to year as much of it is vital to the structure of how the organization functions. However, some elements are always evolving in an effort to improve the process, and while CSAWWA intends to keep this document updated on a regular basis, your input is always welcome. If you see something that appears to be outdated and/or you would like to make some adjustments in the portion related to your committee, please bring the suggested changes to the attention of your trustee for review and discussion.

The exception to the above procedure concerns the Bylaws. The Bylaws of the Section are kept current by the Assistant Secretary-Treasurer. If any changes to the Bylaws are made, those changes should be routed to all SOP manual holders so the particular sections of the manual can be swapped out. Revision numbers and dates will not be changed for modifications to the Bylaws. It shall be assumed that the Bylaws contained in any copy of the SOP manual are always the most current version.

SECTION 2: CSAWWA ORGANIZATION

This section outlines the basic structure of CSAWWA. It includes:

- The basic rules that govern the operation of the CSAWWA and how decisions are made.
- A description of the CSAWWA organization.
- The make-up of the Board, what the basic responsibilities of each Board member are, how long each member serves on the Board, and what is required in order for a CSAWWA member to qualify to serve on the Board.
- A general discussion of the various CSAWWA committees, including ad-hoc committees and how they are formed.
- A discussion of the Chesapeake Section's relationship to the American Water Works Association (AWWA, herein referred to as the Association), and the key documents that govern this relationship.

Bylaws

The Bylaws of the Chesapeake Section AWWA (CSAWWA) are the body of rules that govern the organization and operation of the CSAWWA and were prepared in accordance with the Association's Articles of Incorporation and Governing Documents. This body of rules governs all facets of the CSAWWA's operations, including but not limited to the make-up of the Board, election of Board members, the scheduling of Board, Annual, and other meetings, and procedures to be followed if the CSAWWA were to be dissolved. In all conflicts with other policies and/or procedures of the CSAWWA, the Bylaws take precedence. A copy of CSAWWA's [Bylaws](#) is provided as an Appendix to this manual.

The Section (CSAWWA)

CSAWWA is a Section of the American Water Works Association. CSAWWA is dedicated to the promotion of public health and welfare by assisting the profession that works daily to keep our waters clean and safe.

Our Vision: Leading the Chesapeake Region in promoting quality drinking water and sustainable water resources.

Our Mission: Providing solutions and support for our members to effectively manage water, the world's most important resource.

Our current Strategic Plan is shown below.

CSAWWA Strategic Plan (Nov. 2022)

Chesapeake Section AWWA Strategic Plan

Vision

Leading the Chesapeake Region through promoting better water.

Mission

Providing our members with resources, opportunities, and support to effectively manage water, the world's most vital resource.



GOAL: Member Engagement & Development

CSAWWA will be the association of choice for water professionals in Delaware, DC and Maryland

Objectives:

- Retain and increase the size, diversity, and engagement of Section membership
- Increase attendance and geographical reach at Chesapeake Section events and programs
- Foster member engagement through committees
- Enhance the value experience for members



GOAL: Organizational stewardship

CSAWWA will effectively and efficiently manage its resources to serve its members and the water community

Objectives:

- Assure the long-term viability of CSAWWA by exercising financial prudence
- Optimize revenue base by conducting events jointly with CWEA and WWOA, e.g., Tri-Association Conference
- Strategically use excess funds to support involvement from underrepresented groups



GOAL: Knowledge Exchange

CSAWWA will be a premier regional forum for exchange of knowledge on water

Objectives:

- Assure that Section programming and events address the membership's areas of interest and need
- Develop programs that support the full range of water resource stewardship, including drinking water, water reuse and source water management
- Increase use of technology to create and share knowledge resources



GOAL: Water Policy & Leadership

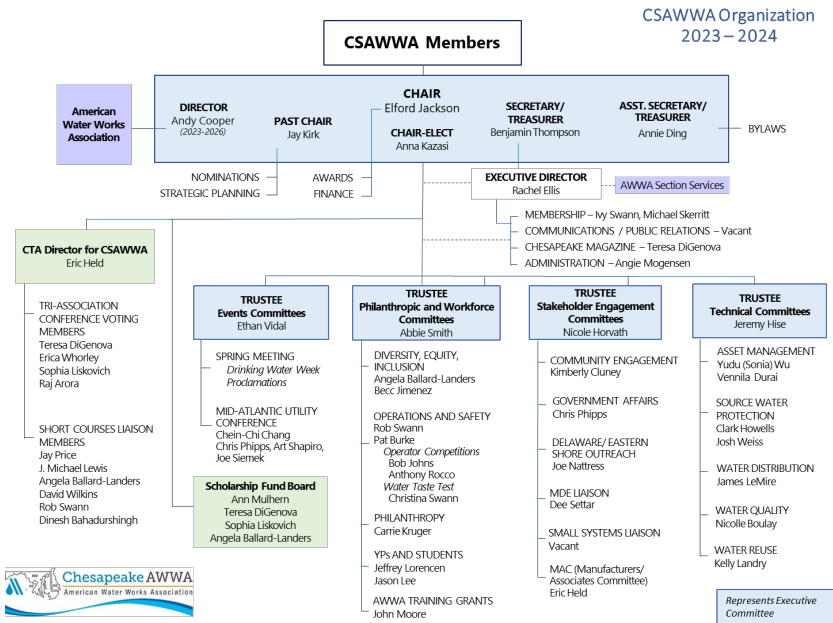
CSAWWA will be a valued and credible voice for water in the Chesapeake region

Objectives:

- Increase our awareness of state level water related legislation and regulations, and engage where appropriate to support our mission
- Enhance CSAWWA's credibility with decision makers
- Strengthen public trust through increasing the public's understanding of the value of water

The 2020-2021 CSAWWA organization chart below illustrates the relationships between the CSAWWA Board and committees.

2023-2024 CSAWWA Organization Chart



The Board of Directors

The Chesapeake Section Board is a committee of ten (10) members of the CSAWWA in good standing as elected by the CSAWWA as a whole at CSAWWA’s Annual Meeting. The Board is responsible for governing the day-to-day activities of CSAWWA, making sure that the strategic goals, fiduciary responsibilities, and the Bylaws and policies of the Association are complied with. The Board Members are:

- Chair
- Chair-Elect
- Secretary-Treasurer
- Assistant Secretary-Treasurer
- Trustees (four)
- Past Chair
- Director

These members are the only members of CSAWWA with voting powers (i.e., at Board meetings when a motion is made to approve an issue, only the ten Board members can/should vote).

Board Members

[A detailed description of the duties / procedures for each Board position](#) is provided in Section 3 of this manual.

CSAWWA Section Chair – The CSAWWA Section Chair is responsible for the management of CSAWWA’s activities during his or her term of office. The Chair can provide a “theme” or focus for the year at his or her discretion, which can be used to help guide the types of activities the various committees perform (special events, outreach efforts, etc.). The Chair makes sure that all activities of the CSAWWA are in accordance with the Bylaws and overall direction from the Association, and presides over all Board meetings. Chairs of each committee are appointed by the CSAWWA Chair, in advance of the annual Business Meeting that begins the Section Chair’s tenure.

Chair-Elect – The primary duties of the Chair-Elect are to help guide the CSAWWA in conjunction with the rest of the Board, and to fill-in for the CSAWWA Chair when the Chair is absent. The Chair-Elect has approval authority for the Vice-Chair position of the various committees.

Secretary-Treasurer – The Secretary-Treasurer is responsible for the finances of the CSAWWA, including the handling of all deposits and paying of all bills. The Secretary-Treasurer is the primary point of contact for the CSAWWA Executive Director, and approves their monthly invoice. The Secretary-Treasurer is responsible for ensuring that the annual review of the CSAWWA’s finances is performed, and for reviewing and signing off on the annual FF 990 tax filing.

Assistant Secretary-Treasurer – the Assistant Secretary-Treasurer assists the Secretary-Treasurer as needed with the management of the CSAWWA’s finances, and handles the recording of all meeting minutes unless the Executive Director is present and fulfilling that duty. The Assistant Secretary-Treasurer serves as the chair of the Bylaws Committee.

Past Chair – the Past Chair serves an advisory role on the Board and may also be called upon to fulfill the duties of the Chair if the CSAWWA Chair is absent and the Chair-Elect is also unavailable.

Director – The role of the Director is to represent the interests of the CSAWWA at all Association Board meetings, to report back to the CSAWWA on key initiatives planned by the Association, and to gather input from the Board on the proposed initiatives.

Trustees – these individuals are responsible for overseeing the activities of the various committees assigned to them by the CSAWWA Chair. Trustees should be knowledgeable of the activities being undertaken by each of their assigned committees, should help the chairs of their assigned committees navigate through budgeting and scheduling procedures, and should help the committee chairs anticipate potential problems with planned activities based on their experience. Trustees provide a “voice” for their assigned committees on the CSAWWA’s Board.

Board Member Term Limits

The Chair, Chair-Elect, Past Chair, Secretary-Treasurer, and Assistant Secretary-Treasurer positions have a term limit of one (1) year. Trustees have a term limit of two (2) years, with a pair of Trustees elected on opposing years (so there is always an overlap for continuity). Board Members and Trustees begin their term at the CSAWWA Annual Business Meeting. The Director serves for a period of three (3) years, and begins the term at the AWWA Board Meeting that takes place at the Annual Conference and Exposition in June.

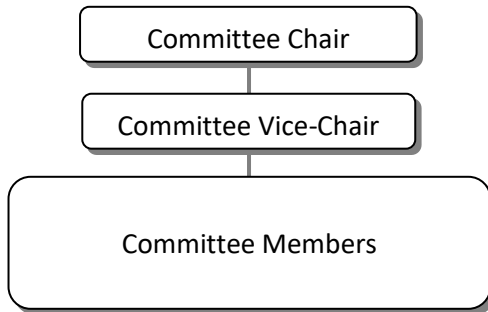
Board Member Requirements

In general, candidates for Board member positions must be members in good standing (i.e., active, current on dues, etc.). The positions that are open for election/nomination are Assistant Secretary-Treasurer, Trustees, and Director. All other positions are filled automatically via ascension in the ranks.

Committees

While the Board is responsible for oversight of the activities of CSAWWA and ensuring CSAWWA’s goals are being met, the committees are responsible for implementing activities to enable CSAWWA to achieve its goals. It must be said that the success of CSAWWA relies largely on the efforts of the various committees, the Committee Chairs, and the cadre of committee volunteers. Each Committee Chair is responsible for identifying volunteers to serve on his or her committee, including the critical position of Vice Chair, and providing the leadership necessary to keep those volunteers active and engaged.

An example structure for a typical CSAWWA committee is shown below.



Committee Chair – These individuals are responsible for managing the activities of the committee on which they volunteer, including preparation and submission of the committee’s budget, scheduling and coordinating the activities of the committee for the year, and identifying a candidate for the position of Vice-Chair. An individual must be a current member in good standing to serve as a Committee Chair.

Committee Vice-Chair – The Committee Vice-Chair assists the Committee Chair as needed with the management and scheduling of committee functions and to fill in for the Chair when the Chair is absent. The intent of this position is to enable the Vice-Chair to learn the duties of the Committee Chair, so that there is a smooth transition of the Vice-Chair to Committee Chair when the former Chair steps down (i.e., minimal, if any, loss of institutional committee knowledge after the transition). An individual must be a current member in good standing to serve as a Committee Vice-Chair.

Committee Member – These individuals are the workhorses of the committee, helping to brainstorm new ideas and implement those ideas the committee as a whole think would help to further the mission of the particular committee as well as CSAWWA as a whole.

The current [Organization and Function details for each committee](#) are provided in Section 4 of this manual along with any duties and procedures that may be specific to that committee. A listing of all active standing and ad-hoc committees can be found in the Table of Contents of this manual, which will link you directly to each committee’s information.

Ad-Hoc Committees

While there are a number of standing committees (e.g., Water Quality, Safety), the CSAWWA Chair has the discretion to create special committees to address issues that may arise, hot topics of interest to the water industry, or goals the Chair has for the year. These committees are typically high-level committees, meaning the volunteers serving on the committee are already well-versed in the workings of the CSAWWA and/or the Association as a whole. The Chair can either designate members for the committee or, as is often the case, will open it up for volunteers from other Board Members or committee chairs.

Ad-hoc committees typically last for one year or until their mission has been fulfilled; however, in some instances they have continued for several years in a row. Those ad-hoc committees that last are sometimes converted into standing committees. The decision on whether or not to continue the activities of a given ad-hoc committee rests in the hands of the incoming Chair.

Executive Director

In accordance with the Bylaws, CSAWWA may hire an Executive Director, for the purposes of administrative, financial and board support services. This is not a Board or voting position, but serves to support the section's programs, communications, and fiscal decisions. In addition to supporting Committee and Board events, the Executive Director may represent the section at outside events and will participate in AWWA leadership programs and training including but not limited to the Summer Workshop, Regional Meeting of Section Officers, and AWWA's Annual Conference and Exposition (ACE). The Executive Director will report to the Secretary-Treasurer.

Executive Committee

An Executive Committee comprised of the Section's ten (10) Directors will meet on a regular basis with the Executive Director throughout the year. The committee will address section business in between Board meetings to stay current as decisions are needed or changes occur. The section Chair-Elect will determine the frequency and dates of meetings just prior to the start of their service as Chair.

Relationship to Association

CSAWWA is a "Section" (or branch) of the overall American Water Works Association (AWWA) and operates under specific Bylaws and policies laid out by the Association. While CSAWWA has some autonomy in its activities, it must always adhere to the general policies and procedures of the Association. CSAWWA enters into written

agreements with the Association relative to formalization of the relationship between the Association and Section.

Affiliation Agreement

Affiliation Agreements were developed between the Association and each of its Sections to better define the relationship between the two entities and to provide a more solid legal foundation by which the Association could support the Section (i.e., CSAWWA). Issues such as the use of intellectual property of the Association, liability insurance, and non-profit status were all covered by the Affiliation Agreements. A copy of the most current [Affiliation Agreement](#) is included as an Appendix to this manual.

The Association and Sections also enter into formal Agreements with regard to Grant-funded training. US EPA Grants have been awarded to AWWA in the past, and AWWA depends on the Sections to deliver this training. [Annual Agreements](#) are established which specify the requirements and expectations. These agreements are included as an Appendix to this manual, with signed originals on file.

Annual Allotment

AWWA provides financial support to each of the Sections in the form of an Annual Allotment. The amount of the allotment is a function of the number of current members at the end of the calendar year. The Section can also request an assessment of dues that is a direct “pass-through” of funds that are added to Section Membership Dues (Chesapeake Section does not have an assessment). Throughout the year, Sections receive additional allotment payments, based on multi-section member dues paid each month.

AWWA Section Services

Each Section of the American Water Works Association is assigned an Association liaison. These individuals, titled Section Services Representatives, are intended to help address questions of policies, provide guidance in developing new initiatives, and generally support the Section as needed/requested. The Section Services Representative for the Chesapeake Section is:

Cody Finan
Section Services Representative – Region I
(303) 347-6207
cfinan@awwa.org

SECTION 3: BOARD MEMBER RESPONSIBILITIES AND PROCEDURES

The following paragraphs define in detail the duties of each of the members of the Chesapeake Section Board. The intent of this section is not to prescribe the actions to be taken by members of the Board, but rather to provide guidance as to the procedures that have been used by Board members in the past in fulfilling their typical duties. The result is this guidance document that should answer many questions you may have about what is required of each Board member position.

Chair

The position of CSAWWA Chair has many responsibilities, not the least of which is guiding the CSAWWA through the various challenges and hurdles that may crop up during the year. To provide more time to address those challenges as well as brainstorm new ideas to implement in the CSAWWA, the following paragraphs provide information and examples for some of the more basic duties of the Chair.

Board Meeting Agendas

The Chair is responsible for the development of the Agenda for each Board meeting and presiding over those meetings. In accordance with the Bylaws, at least one Board Meeting must be held each year. The Chair can choose to hold additional Board Meetings (the more typical ones with committee chairs invited to attend) as well as Board-only meetings. The Chair has the final say in how the meetings are held, and can change the order of events, the extent of discussion, etc., to suit whatever goals he or she has for the year. The Chair is also responsible for reviewing and approving the Board Meeting Minutes.

A typical Board Meeting Agenda is provided below. The Chair works with the Executive Director to prepare the formal agenda handouts and distributes them at the meeting(s).

- Call to order by the Chair
- Roll is taken by the Assistant Secretary-Treasurer
- Welcome and opening remarks by the Chair
- Secretary-Treasurer's financial report
- Director's report
- Discussion of old business items (from previous meetings or discussions)
- New business
- Committee reports
- Section Calendar of Events

Chair Chat Articles

The Chair is responsible for writing a “Chair Chat” article for each of the quarterly issues of Chesapeake Magazine while they are in office. The article can be as long or as short as desired by the Chair, but one page is typically allotted for the Chair Chat in the Chesapeake Magazine.

Nominations

The Chair, with Board approval, shall appoint a nominating committee of at least 5 members in good standing at least 90 days prior to the annual meeting of the Section or other Fully Noticed Meeting at which elections are designated. One of these members shall be the most recently available former Past Chair, who shall serve as Committee Chair. Members of the Nominating Committee shall have been Members of the Section for at least three years prior to the appointment. In addition, at least one Member shall have served as the AWWA Director, and two others shall have served as Chair of either the Section or its unincorporated predecessor. The Nominating Committee will have responsibility for identifying, selecting and nominating qualified Members for all elected positions.

Finance Committee

The Chair leads the Finance Committee in developing the next calendar year’s budget. the Budget should be developed for final approval at the first Board meeting after January 1 of the budget year.

Spring Meeting

At the CSAWWA annual Spring Meeting, the Chair presides over the meeting and gives the opening remarks / introduces the keynote speaker. During the opening remarks, it is important that the Chair announces the exhibitors that are present at the meeting, as well as thanks any and all sponsors who donated to the CSAWWA in support of the meeting. The Spring Meeting Committee Chair should provide the CSAWWA Chair with the bio for the keynote speaker.

During lunch, the Chair needs to go over some general business items which generally includes thanking the exhibitors and sponsors again, announcing the water taste test winners, providing preliminary information about the Annual Meeting, discussing anything special coming up at the Association’s Annual Conference and Exposition (ACE). The Past Chair will announce the Nominated Slate of Officers who will presumably be voted into office at the Annual Business Meeting.

Annual Conference Opening Ceremony

At the Tri-Association Conference (Tri-Con) Opening Ceremony each of the three association leads (Chair or President) gives a 5-minute briefing, to thank attendees, highlight section activities, or provide general comments on the industry.

Annual Business Meeting

One of the last duties of the CSAWWA Chair is presiding over the CSAWWA Annual Business Meeting, currently the Business Luncheon at Tri-Con. The Chair is responsible for the development of the meeting Agenda and presides over the initial portions of the meeting. While there is flexibility in the meeting Agenda, the order of activities is generally along the following outline:

- Call to order with welcoming remarks by the Chair
- Board vote to approve the minutes of the previous year's Business Meeting
- Presentation of the financial report for the year by the Secretary-Treasurer
- Presentation of the slate of officers for the next year by the Nominations Committee Chair (Past Chair) followed by a call for nominations from the floor
- Presentation of awards by the Chair, including the Chair's special awards and committee chair recognition (other awards are presented at the Awards Ceremony in the evening)
 - Life, Honorary, and Gold-Drop Member Awards – Visiting Officer
 - Operator of the Year Award – Chair (may be presented at Awards Ceremony)
 - Horizon Award – Chair
 - Best Technical Paper Award – Chair
 - Chair's Honor Award – Chair
- Gavel passing ceremony to Chair-Elect
- Speech by Chair-Elect, followed by the announcement of new committee assignments for the year and the presentation of the Past Chair pin and plaque to the outgoing Chair
- Introduction of the visiting Association officer by the Director
- Speech by visiting office
- Presentation of gifts to officer by Director
- Chair-Elect calls for a motion to adjourn

It is important that the Chair notify the various meeting participants ahead of time so that they know they have a speaking role in the business meeting and prepare accordingly (i.e., prepare and hand out minutes of the previous Business Meeting, etc.).

Awards Committee

The Chair is the Awards Committee Chair, and, working with the other committee members, is responsible for identifying who will receive the awards at the annual conference. The process of developing the list of awardees should realistically start in January so that there is sufficient time to solicit input on each of the awards to be given out and for the Awards Committee members to fully evaluate the nominations. The list of awardees should be finalized well enough in advance so that coordination with Tri-Con Committee can be made and the pamphlet for the awards ceremony finalized.

The Fuller and Lauter awardees are selected by the Fuller/Lauter Awards subcommittee; however, the Chair is responsible for coordinating with that subcommittee to ensure that the consideration and selection process moves forward as scheduled.

Refer to Section 4 of this manual for additional roles and responsibilities for the Awards Committee.

Awards Ceremony

The Chair is required to emcee CSAWWA's portion of the Awards Ceremony at Tri-Con. The list of awards typically given out at the Awards Ceremony and the individuals who give them out are listed below:

- Announcement of Operator Competition Winners – Chair
- Carl John Lauter Award – Director
- George Warren Fuller Award – visiting officer

Chair-Elect

The Chair-Elect position is a position of leadership and learning within the CSAWWA. On the one hand the Chair-Elect is next in line for the position of Section Chair and as such is active in the governance of the organization and direction of the activities of the CSAWWA. On the other hand, the Chair-Elect is learning what is involved in being Section Chair from the current Chair and developing a list of ideas to be implemented when it is their turn to lead the Section. During this time there are four key activities that the Chair-Elect is responsible for. These activities are described further below.

Board Meetings

The Chair-Elect attends all Board Meetings (with and/or without the Committee Chairs) and stands-in for the Section Chair if the Chair cannot attend the meeting(s). If the Chair-Elect must stand-in for the Chair, the Chair-Elect is not required to develop an

Agenda; rather, the Chair-Elect is responsible to implement the Agenda prepared by the Section Chair.

Tri-Association Conference Committee

The Chair-Elect serves on the Tri-Con Committee that meets monthly throughout the year, and supports development of the Technical Program for the conference. The schedule for the conference program needs to be agreed upon with the other Tri-Association Conference Committee members. The Chair-Elect will make sure that CSAWWA members contribute to the content and content review for technical presentations at the conference, in coordination with the Tri-Con Committee.

Additional discussion of the [Tri-Con Technical Program Committee responsibilities and procedures](#) is provided in Section 4 of this manual.

Confirm Your Cabinet for the Following Year

During the summer, the Chair-Elect is gearing up for the gavel passing ceremony, and an important effort to complete is contacting each of the Board Members and Committee Chairs to confirm they are “on board” for the year. Volunteers need to hear from the incoming Chair to be sure they are still going to be involved. Phone calls are a great way to make the personal connection and get feedback from the team – they are working for the same goals as you, and expect you to confirm their commitment.

Past Chair

The Past Chair serves as in an advisory role on the CSAWWA Board, helping to guide the activities of the Section and providing advice to the current Section Chair on the various duties required of the Chair. The Past Chair may be called upon to lead Board Meetings if the Chair and Chair-Elect cannot attend. The Past Chair serves as the chair of the Nominations and Strategic Planning Committees. [The duties of the individual committees](#) are described in detail in Section 4 of this manual with key issues noted below.

Nominations

The Past Chair leads the Nominations Committee, although the Section Chair selects the committee members. The goal is to announce the slate of nominations at the Spring Meeting to allow time for other names to be nominated for consideration prior to the Annual Business Meeting at Tri-Con.

The Past Chair reads the list of nominations at the Spring Meeting, including those individuals who are continuing in their current roles, those that are automatically

moving up to the next position (i.e., from Assistant Secretary-Treasurer to Secretary-Treasurer), and those positions that are open for nominations and who has been nominated. The Past Chair again reads the slate of nominations at the Annual Business Meeting and calls for any nominations from the floor. If no names are given, a call for a vote is made and the slate of nominations confirmed.

Strategic Planning

The Past Chair is the chair of the Strategic Planning Committee. At the beginning of the Past Chair's term in office, he or she should meet with the previous Past Chair to understand what the status of the plan is, if the previous year's goals were met, if there have been changes to AWWA's Strategic Plan, and any other information that would help the new Past Chair to finalize the Strategic Plan for the coming year. The goal is to complete the update to the strategic plan by the end of December so that the implementation of measures to achieve the stated goals can be made in January and progress towards those goals tracked for the remainder of the year. [CSAWWA's current Strategic Plan](#) is included in Section 2 of this manual.

Finance Committee

Now with several years of experience in Section leadership, the Past Chair's input with the Finance Committee is especially helpful in establishing the next year's budget.

Secretary-Treasurer

Board Meetings: Financial Report

The Secretary-Treasurer will provide a financial report at each Board Meeting. The reports are prepared by the Executive Director who will deliver the report during the Board Meeting, should the Secretary-Treasurer's not be in attendance.

Executive Director Reports and Invoices

At the beginning of each month, the Executive Director prepares a report and invoice for payment, for the previous month's effort. The Secretary-Treasurer will review the monthly submittal and ultimately approve the payment request. The Section Chair will also receive copy of the submittal for review prior to approval.

Affiliation Agreement

In 2010, CSAWWA signed an [Affiliation Agreement with AWWA](#) to affirm the relationship between the Chesapeake Section and AWWA. Copy of the agreement is

included as an Appendix to this SOP. The Secretary-Treasurer will see to the implementation of the agreement stipulations, and will monitor for any updates or modifications to the Affiliation Agreement.

AWWA Training Grants

AWWA has been successfully pursuing grants from Federal Agencies both in partnership with others, and as a prime contractor. For the US EPA, CSAWWA delivers one operating training session each in Maryland and Delaware each year of the award. Training is provided in collaboration with the Southeast Rural Community Assistance Partnership (SERCAP), which is the local arm of the Rural Community Assistance Partnership (RCAP). The section has conducted these training sessions successfully since 2015. The Secretary-Treasurer will support the committee members and staff in complying with the grant requirements and delivering the training successfully.

Bookstore Credit

Annually, AWWA provides each Section with a \$600 credit for books and videos from the AWWA Bookstore. The Secretary-Treasurer will request input from the Board and Committee Chairs to establish the purchase list. The Executive Director will store the materials and assure that they are distributed as planned throughout the year.

Assistant Secretary-Treasurer

Board Meetings: Roll Call

The Assistant Secretary-Treasurer will call roll at the beginning of each Board Meeting. In their absence, the Secretary-Treasurer will call roll.

Bylaws

The Assistant Secretary-Treasurer is responsible for maintaining the Section's Bylaws, and will Chair the Committee that develops and manages any updates that may be required. Procedures and requirements for making changes to the Bylaws are prescribed in the Bylaws. Both AWWA and the entire CSAWWA membership must be provided with any proposed changes to the Bylaws, and have opportunity to comment on them prior to their adoption.

Trustees

Section Trustees are the link between the Board and the individual CSAWWA Committees. They help the Committees achieve the stated goals for the year, and make

sure the desires of the Board are relayed effectively back to the Committee Chairs. While the basic duties of the Trustees are the same as discussed previously in Section 2 of this manual, the manner in which these duties are performed and which committees report to each trustee can vary from year to year at the discretion of the Chair.

At a minimum, each Trustee should check in with his or her assigned committees in advance of Board Meetings to understand what activities are being performed, what issues have arisen, if Board support is needed for any activities, etc. Ideally the Trustee will attend committee meetings and events to show support, and be present to provide first-hand assistance for any issues that arise. Trustees should in turn report to the Board at least quarterly to keep Board members apprised of the activities, progress and issues associated with each committee. Trustees should track the following items for each committee they are coordinating:

Committee Reports

Prior to a CSAWWA Board Meeting, Trustees will contact their Committee Chairs to reinforce the Executive Director's call for Committee Reports. [Committee Reports](#) should be prepared on the Form included as an appendix to this manual. In addition, if a committee is planning an event, an [Event Planning Checklist](#), also included as an Appendix, should also be prepared and submitted to the Trustee.

Committee Budgets

When the Finance Committee schedules its Budget Meeting, Trustees will assist the Chair and Executive Director in collecting Committee Budgets. Committees that do not submit a budget on time may be unable later to obtain Board support for un-budgeted expenses. Trustees are responsible for assuring that Committee plans are incorporated into CSAWWA's annual budget.

Director

The Director is a member of the Board of the Section, and the Board of Directors of the Association. As such, the Director has a dual role, representing the interests of the Section to the Association, and the interests of the Association back to the Section. In this way, the Director unifies the actions of the Section and the Association, presenting the views of each to the other, and protecting the interests of the Section at meetings of the Board of Directors of the Association. Specific duties of the Director entail:

Section Board Meetings

The Director attends Section Board meetings, and presents a Director's Report, describing key issues at the Association level that are of interest to, or potentially impact the Section.

“From Your Director” Articles

The Director is responsible for writing an article for each section newsletter. The article can be as long or short as desired by the Director, but one page is typically allotted for the From Your Director Article in the Chesapeake Magazine.

Annual Conference/Annual Business Meeting

The Director serves as primary host for the visiting Association Officer, coordinating his/her travel plans to the annual Section Conference, briefing the Officer on issues of interest to the Section, introducing the Officer to the Section at the Annual Business Meeting, and presenting a gift to the visiting Officer as a sign of the Section's appreciation. The Director also presents the Carl John Lauter Award at the awards ceremony, and introduces the visiting officer, who presents the Fuller Award.

Association Board Meetings and Related Activities

The Director attends Association Board meetings, which as a minimum include a Winter Board meeting in January, and a Summer Board Meeting at ACE. The Director is responsible for reviewing information in advance of the Board meetings, so as to understand the impacts of issues affecting the Section and the Association. The Director participates in the election of Association Officers, the Director at Large and the Service Provider Director at Large. Between the semi-annual Board meetings, the Director participates in conference calls as appropriate for matters that require Board action or input. The Director also may participate in Association level committees.

Chesapeake Tri-Association (CTA) Director

CTA is an autonomous 501c3 corporation formed jointly by CSAWWA, CWEA, and WWOA to coordinate the business of the Tri-Association Conference (Tri-Con) and the WWO Short Courses. The primary responsibilities are to assure fiscal responsibility and adequate insurance is in place for these two joint events.

Each of the three associations has one (1) representative who serves as a Director of CTA. To that end, every other year, the CSAWWA Board will discuss, select, and invite a representative to serve as CTA Director prior to the August Tri-Con monthly meeting.

The CTA Director will serve a two-year term, without a term limitation. The CTA Director shall:

- have served as CSAWWA Board Member in the past
- commit to Tri-Con Committee meeting attendance
- have been active on one or more Tri-Con Committees and
- have served as a CSAWWA Tri-Con Committee Voting Member

The CTA Director is not a voting member of the CSAWWA Board. At the discretion of the Board, exceptions to these requirements may be made on a case-by-case basis.

Executive Director

While also not a voting member of the Board, the Executive Director works primarily to manage the business aspects of CSAWWA. The Executive Director supports the Board and Committee Chairs with fiscal and managerial support for all activities as needed. They also represent the Section to AWWA, and coordinate communications and efforts with the Association and other section leaders. The Executive Director reports to the Secretary-Treasurer.

SECTION 4: COMMITTEE RESPONSIBILITIES AND PROCEDURES

General

Each committee has been created with a designated goal, objective, or mission statement that helps to guide the focus of the committee, its volunteers, and activities. It is the expectation of CSAWWA that each committee will conduct regular committee meetings as well as plan events, activities, and/or training functions throughout the year for the benefit of CSAWWA members.

The following pages provide a description of the steps to be taken in performing the duties common to all Committee Chairs. These duties include event planning, budgeting, reporting, and succession planning. The proper fulfillment of these duties is critical to the success of the individual committees but also to the long-term health of CSAWWA.

Budgeting

The following procedures should be employed in developing committee budgets for the year. It is imperative that all committees prepare a budget and submit the budget on-time to their Trustee, copying the Secretary-Treasurer and the Executive Director.

- 1) Following the Board meeting at the CSAWWA Annual Meeting, Committee Chairs should convene their committees and determine what activities are going to be performed over the course of the year (special fundraisers, seminars, etc.).
- 2) While Committee Chairs can make initial budget requests even if the committee has not met and determined the activities for the year, it is better if the budget submitted is as close to final as possible to allow the Finance Committee to make decisions on Section-wide budget issues as early as possible.
- 3) Once the Committee Budget Request Form has been distributed to Committee Chairs, the Committee Chair should immediately fill out the form and return it to their Trustee on or before the date requested, copying the Secretary-Treasurer and Executive Director. The [Committee Budget Request Form](#) is included as an Appendix to this manual. Budget request forms should be completed with consideration of all possible expenses and income, not just a bottom line number.

- 4) Most committee activities should yield a net-positive income for CSAWWA. Seminars and training events should be priced as “money-makers” for CSAWWA, which can then offset any losses from activities viewed as membership enticing events (which are usually break even or worse to attract attendees).
- 5) Activities that are integrated with other CSAWWA events such as the Spring Meeting need to clearly indicate same.
- 6) As much as possible, committee budgets should be prepared based on real costs, not estimates. For example, for printing costs or rental costs, quotes from reproduction houses or exhibit halls should be obtained and included with the budget request form.
- 7) The completed budget should be sent to the committee’s assigned Trustee, and a copy provided to the CSAWWA Chair, Chair-Elect, Secretary-Treasurer, Assistant Secretary-Treasurer, and Executive Director.
- 8) If, during the course of the year, budget needs change, the Committee Chair should submit a modified budget request form and a written explanation of the need for the budget amendment to the Secretary-Treasurer, Executive Director, and their Trustee.

Event Planning

Section 3 of this manual provides information on planning an event, such as a seminar or workshop. Also, an [Event Planning Checklist](#) included as an Appendix to this manual provides a good checklist to help you plan and budget for an event. Your Trustee and the Executive Director are available to assist, so engage them early and often as your event takes shape.

Reporting

Committee Chairs (or Vice Chairs) are required to submit reports for each Board meeting, even if they do not attend, and an annual report at the end of the service year (at the Annual Conference). These reports are important because they provide a record to future leaders of what activities were performed, what the successes and failures were, and who served on the committee (so future leaders can contact the former committee members to ask questions and draw from institutional knowledge). These reports are also a communication vehicle for important issues requiring Board action.

Committee reports should be submitted to Trustees at least two weeks prior to the Board meeting so that the Trustees have time to read the reports, discuss any issues with the Committee Chairs, and alert the Board of any issues requiring action at the next Board meeting. Additionally, each Committee Chair is required to submit the list of their committee members to the Secretary-Treasurer two (2) weeks prior to the first Board meeting following the Annual Conference. While not specifically a “report”, this helps the Board understand where the committee stands personnel-wise and identifies if a particular committee needs help finding volunteers. The [Committee Report Form](#) is included as an Appendix to this manual.

Succession Planning

Possibly the most critical requirement of a committee chair is the performance of succession planning. Poor succession planning results in stalled committees, lost institutional knowledge, and a lot of additional time for Trustees to keep the committees active. To avoid this, committee chairs are required to identify a Vice-Chair at the beginning of the year (i.e., following the Annual Conference) and shall submit the proposed Vice Chair to the Chair-Elect for approval. The Vice-Chair should be a member in good standing, and should be someone that is willing to take on the role of Committee Chair in the absence of the committee chair at meetings and/or at the completion of the service year. The Vice-Chair should also be someone who is familiar with the workings of the particular committee such that there is not a major learning curve upon the Vice-Chair taking over the leadership of the committee. Finally, the Committee Chair should make sure that all of the standard operating procedures for that committee are up-to-date in this manual prior to handing over the reins to the Vice-Chair.

At the conclusion of a Committee Chair’s run at the helm of a particular committee, all files must be transferred to the incoming committee chair (former Vice-Chair) no later than two weeks before the CSAWWA Annual Conference. This is to allow the incoming Committee Chair a chance to get acquainted with the materials prior to attending the first Board Meeting of the year.

Committee Functions

Committees carry out the work of the Section. The Board of Directors determines policies, provides leadership, and exercises control to guide the committees in their work to help the Chesapeake Section attain its goals.

The Board has set forth the following general policies governing committee activities and member involvement on committees, as further described in the committee functions:

- 1) Each Committee Chair shall strive to have diversity of membership on their committee. This shall include diversity of race, gender, physical ability, age, geographic areas of the Section, and professions. Committee chairs are encouraged to enlist members who have not previously served on a committee.
- 2) Personal pronouns referring to either masculine or feminine gender shall be considered interchangeable.
- 3) Should there be any conflict with these committee descriptions and the Section Bylaws, the Bylaws shall govern.
- 4) The term "shall" is considered mandatory and the term "may" is optional.
- 5) In accordance with the Governing Documents of the Association, all ex-officio members are non-voting committee members. However, it is clearly understood that they are not bound by decisions made by a committee when they are acting in an official capacity as a member of the Section Board.
- 6) It is the responsibility of the outgoing committee Chair to transfer committee files, working documents, records, and other appropriate materials to the incoming Committee Chair at the Section Annual Meeting, or as soon as practical thereafter.
- 7) Committee Chairs shall submit the list of their committee members to the Section Secretary-Treasurer two (2) weeks prior to the first regular Board meeting following the Section Annual Meeting.
- 8) The activities of all committees shall be subject to the guidance and direction of the Board unless otherwise specified.
- 9) The Section Chair shall be a member ex-officio of each committee or may designate a member to serve in his or her place.

Specific Committee Duties

Asset Management

This committee shall help water utilities manage their physical information and human assets using advanced asset management concepts by sharing information on best practices. Information that is shared should include methodologies for preparing asset inventories, evaluating asset condition and predicting failure, setting levels of service goals, developing likelihood, consequences and risks of failure, determining residual life, life cycle costs and renewal costs, prioritizing projects based on value, optimizing maintenance activities, and developing strategies for managing information to support these objectives. The committee's intent is to promote proactive and cost-effective management of water utility assets. (A. Fuller, 7-10-18)

Awards

Committee Members and Organizations: The Committee shall consist of the Section Chair, Director, Chair Elect, Past Chair and Secretary-Treasurer. The Section Chair shall serve as Committee Chair.

In addition, a subcommittee of the Awards Committee shall be established as described below to select both a nominee for the George Warren Fuller Award and an awardee for the Carl John Lauter Award.

Committee Functions: This committee shall administer all active award programs of the Section except the Fuller Award, the Lauter Award, Community Relations Award and the Dick C. Heil Memorial Scholarship Award. The list of awards for which this committee is responsible may change from time to time as the Section Board deems necessary. A detailed description of the current awards and the Committee duties for each are as follows:

Operator's Award - This award is administered by the Chesapeake Section's Operations Committee. The recipient is selected by the Operations Committee from nominations made by member utilities. The award is presented at the Annual Meeting of the Chesapeake Section AWWA by the Section Chair or their representative. Upon selection of an awardee, the Section Executive Director or paid staff shall secure a plaque to be presented to the awardee at the Section Annual Meeting.

Best Technical Paper Award - The Awards Committee shall select the best technical paper presented at the Annual Meeting. The committee shall meet

within 30 days of the Annual Meeting to make this selection. The award will be presented at a Section Meeting.

Heroism Award - Any act of heroism should be called to the attention of the committee for evaluation. To be eligible for the award, the nominee must, within the past twelve months have performed on or off the job a significant rescue toward saving another person or persons from loss of life or extreme injury and must have risked his own life in the process. The committee shall investigate and make recommendations as to any act of heroism on the part of a water utility employee in the Section and, upon approval of the Section Chair and Secretary-Treasurer, shall refer the recommendations to the National AWWA Heroism Award Committee. If approved by AWWA, the Section at its next annual meeting will present the award.

Coleen Dooley Horizon Award - This award is sponsored and provided by the Chesapeake Section AWWA. An “up and coming” professional in the Section shall be recognized with an appropriate award recognizing exemplary service to the Section or the water/wastewater industry. Candidates for this award shall be presented to the Section Chair at least 60 days prior to the annual conference. The Awards Committee shall make a selection prior to the Annual Conference and award an appropriate award to the awardee in a special event at the Annual Conference.

The Chair’s Honor Award - This is given by the outgoing Section Chair to a volunteer who has demonstrated outstanding leadership and commitment to CSAWWA’s goals and mission. The award provides the Chair, who has a unique perspective of section activities during their tenure, the opportunity to recognize one or more volunteers who have contributed to the continued strength and success of the section.

George Warren Fuller and Carl John Lauter Awards Subcommittee

Subcommittee Members: The Section Chair shall designate the five (5) most recent, available Fuller awardees as the Fuller and Lauter Awards Committee. Of these designated committee members, the most senior Fuller awardee shall serve as the Committee Chair.

Subcommittee Functions: The Fuller and Lauter Awards Subcommittee shall annually select from the membership of the Chesapeake Section (provided a suitable candidate is available), a qualified and deserving person to be designated by the Section for the Fuller Award and, similarly, a qualified and deserving person for the Carl John Lauter Award.

George Warren Fuller Award: The committee shall prepare a citation of not less than thirty nor more than forty words, and compile a biographical data on each nominee sufficient for announcement purposes. This same biographical information shall be transmitted in a timely fashion to the person that is to make the award presentation. On behalf of the Section, the committee shall also invite appropriate family member(s) or others to the award ceremony, and shall do so in a manner to control the confidentiality of this award. The committee shall be responsible for a nominee being present at the Annual Meeting when the announcement is made. Although a nominee's name shall be held confidential until it is announced at the Annual Meeting, a nominee may be informed of his or her selection if necessary to do so to ensure that the nominee attends the presentation. In any event, the public and membership shall not be informed of a committee's selection until it is announced at the conference.

The criteria for the selection of the recipient of the Fuller Award shall be in accordance with the most recent recommendations of the Board of Directors of the Association. The Committee Chair shall secure a copy thereof for the committee from the Executive Director of AWWA. Other details and conditions of the award are outlined in Section 4.C.1 of the Section Handbook.

Carl John Lauter Award: The Fuller and Lauter Awards Subcommittee shall also select annually from the membership a person who has provided outstanding service to the Chesapeake Section for the Section's Carl J. Lauter Award.

A biographical sketch on each of the selected awardees, and brief citation shall be prepared by the committee and submitted to the Section Director so that the Director can make the award presentation at the Annual Meeting. The awardee's name shall also be held confidential until formally announced at the Annual Meeting.

AWWA Training Grants

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Chair, Vice Chair and at least three (3) members to be selected by the Committee Chair.

Committee Functions: This committee delivers operator training sessions in Maryland and Delaware, focused on the Safe Drinking Water Act. In 2015, AWWA rolled out a new training program that Sections would deliver to operators, with focus on small

systems. The program content was developed by AWWA, and section volunteers and staff work with staff from the Rural Communities Assistance Partnership (RCAP) to deliver the seminar in every state. CSAWWA signs an annual Agreement with AWWA, committing to deliver the training in Maryland and Delaware. Trainings must be completed, either in person or virtually, with CSAWWA submitting for operator credit approval.

By-Laws

Committee Members and Organization: The Assistant Secretary-Treasurer shall serve as the Committee Chair.

Committee Functions: It shall be the responsibility of this committee to review the Section Bylaws for the purpose of considering any additions and/or revisions, which may be deemed necessary and advisable. Usually, the committee is given some guidance and direction by the Board. The committee shall submit all recommendations for revision to the then existing Bylaws in writing to the Section Board for approval. Upon approval by the Board, the Committee Chair shall present the recommended revision(s) to the membership for approval in accordance with Article XI of the Section Bylaws and Articles of Incorporation, Bylaws and Governing Documents of the Association.

The committee shall be charged with the responsibility for:

- 1) Preparing and/or revising the "Organization and Function" description of the Section Committee based on the guidance and direction of the Board.
- 2) Preparing and/or revising the Chesapeake Section Officer Committee Handbook, which shall provide the Section officers and committees with a detailed guideline for the accomplishment of their responsibilities, proper protocol, suggested methods and standard operating procedures. This manual shall incorporate the governing documents of AWWA, as well as the Section Bylaws, organizational structure and committee descriptions.

Chesapeake Magazine

Committee Members and Organization: This Committee shall consist of an Editor, the Government Affairs Committee Chair, Tri-Con Committee Chair, Membership Committee Chair, and Trustees. Other volunteers from the membership are welcome.

Committee Functions: The Committee shall be responsible for the preparation and publication of the Magazine, and the Editor will serve as the liaison with the contracted publisher of the Magazine. The Editor coordinates with the Chair and Director for their

standing pieces “Chair Chat” and “From Your Director” respectively. Committee Members will assist with providing technical content for the Magazine, and all Trustees are expected to assist with identifying and creating content.

Communications/ Public Relations

Committee Members and Organization: The committee will consist of a Chair and a Vice-Chair as well as members at large who are interested in helping the section share information about programming, news, and educational content with its members and the public at large. Primary communication channels include the website www.csawwa.org, the quarterly *Chesapeake Magazine*, email blasts, and LinkedIn. Committee members include the magazine Editor.

Committee Functions: The committee will coordinate with section volunteers and leaders who are working on events and programs for the membership. Support includes writing copy, producing flyers, and developing ad schedules to keep membership informed about events, and to promote them for success. All members are encouraged to take and submit photos for inclusion in magazines and for the official record.

This Committee shall also promote AWWA and the Section through an active public information service and by encouraging all members to practice good public relation activities at all levels of the water supply industry.

Community Engagement

Committee Members and Organization: The committee will consist of a Chair and a Vice-Chair as well as members at large who are interested in planning events as well as attending events.

Committee Functions: This committee will coordinate CSAWWA involvement in community activities, such as festivals, career days, STEM programming and other opportunities that allow members to share their work for water with their community. The committee also serves as a clearinghouse of resources for members who want to explore outreach and community engagement opportunities but lack the time to develop their own teaching materials and activities. Particular attention will be paid to opportunities to interact with K-12 students, as they explore the world and their interests.

Delaware/Eastern Shore Outreach

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. Members of this committee will work together to encourage events and member participation from Delaware and the Eastern Shore of Maryland.

Committee Functions: The committee will encourage geographic events and participation through available channels, including:

1. Liaison to Delaware/Eastern Shore Counterparts in other water-related organizations – i.e. WWOA, Delaware Rural Water, SERCAP, and others
2. Identify opportunities for training/events in conjunction with other water-related organizations for members and potential members in Delaware and Eastern Shore of Maryland.
3. Support Chesapeake AWWA Section attendance at water-related conferences in the geography
4. Support Section efforts for training under EPA or other grant programs, such as RCAP seminar program, in Delaware/Eastern Shore of Maryland.
5. Outreach in conjunction with membership committee to utilities in the geography to identify new utilities or individuals for membership in AWWA and Chesapeake Section.
6. Work with other committees to serve as a liaison to the Delaware Office of Drinking Water

Diversity, Equity, Inclusion

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Committee Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Committee Chair, Committee Vice Chair and a minimum of at least three members selected by the Committee Chair.

Committee Functions: The Chesapeake Section of the AWWA welcomes all persons who are interested in the purposes of the section and qualified for membership in AWWA to join and participate in the activities of the Section. The principal function of the DEI Committee, therefore, shall be to encourage diversity of race, creed, gender, physical ability, age, and profession in the Section not only in its membership, but also in its leadership and in the participation in its activities.

The committee's role shall primarily be one of advisory to the Section and of outreach to the industry. The committee shall work with and through other committees to achieve

its goals. The committee shall establish designated liaisons with the Membership, Small Systems, Strategic Planning, and Student Activities Committees.

Finance

Committee Members and Organization: The Committee shall consist of the Section Chair, Director, Chair Elect, Past Chair, Executive Director, Secretary-Treasurer and Assistant Secretary-Treasurer. The Section Chair shall serve as Committee Chair.

Committee Functions: The committee shall prepare a detailed annual budget for the Section. This will involve the consideration of funding requests by other committees, projecting income and expenditures, making recommendations on meeting registration fees and charges for advertisements, subscriptions, seminars, and other services. It may also involve other financial related matters such as banking procedures and sources of income. The committee recommendations must be submitted to the Section Board for review and approval. In addition, the committee will assure the proper tax filings are prepared and submitted by a Certified Public Accountant.

Government Affairs

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Committee Chair, Committee Vice Chair, a liaison to the Maryland Board of Certification (detailed below), a liaison to the Delaware Board of Certification, and a minimum of three (3) other members to be selected by the Committee Chair. The Committee Chair shall also serve as a member of the Section Communications Committee.

Committee Functions: The committee shall keep abreast of impending Federal, State and Local legislation that may be introduced or that is being actively considered in the various legislative bodies within the Section boundaries that could have a significant impact on the water works industry. The committee shall also keep in contact with and cooperate with the AWWA Director of Government Affairs covering the federal government activities on water. The committee shall report on such legislation to the Section Officers and Board of Trustees and make recommendations through the Section Chair for appropriate action. Duties involve establishing lines of communication with the various elected officials, legislative committees and staff to enable prompt access to information on impending legislation and providing expert testimony at public hearings on matters affecting the water supply industry, including operator certification.

The Committee Chair and Vice Chair will coordinate with AWWA's DC Office in planning CSAWWA participation in the annual Fly-In in DC.

The committee shall, in cooperation with the Section Communications Committee, prepare an annual legislative newsletter and/or any appropriate newsworthy article for publication in the Section's newsletter. The Government Affairs Committee Chair shall serve as the co-editor of the legislative newsletter.

Manufacturers and Associates Committee (MAC)

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Committee Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Committee Chair, the Committee Vice Chair, and a minimum of three (3) members to be selected by the Committee Chair. The members of this committee shall meet the qualifications of the AWWA Consultant, Manufacturer/Associate, and Technical Service Membership categories.

Committee Functions: This committee shall be responsible for the Section Activities of the Manufacturers and Engineering members of the section. The committee shall participate with the Arrangements Committee in organizing the Exhibit Hall at the Annual Meeting.

MDE Liaison

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair subject to the approval of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Committee Chair, Committee Vice Chair and minimum of six (6) members to be selected by the Committee Chair.

Committee Functions: This committee will attend MDE Board of Water Works monthly meetings, and represent CSAWWA in reviewing training content for operator license requirements. It shall be the particular responsibility of the committee liaisons to the state boards of certification to attend as many of the meetings of these Boards as possible to represent the interests of Section operators in certification matters. The liaisons shall also be responsible for tracking MDE's policies, procedures and training requirements. Provide CSAWWA training events to Board Members, and develop relationships with MDE Compliance staff. Also responsible for seeing that MDE information published in the Section's newsletter.

Membership

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair subject to the approval of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Committee Chair, Committee Vice Chair and minimum of six (6) members to be selected by the Committee Chair.

Committee Functions: This committee shall be responsible for the Section Activities in recruiting new members, retaining the existing membership, maintaining an up-to-date membership roster and serving as liaison with the AWWA Membership Committee. The Committee shall establish designated liaisons with the Diversification Management Committee. The work of this committee may involve making presentations to appropriate groups on the benefits of AWWA membership, preparing a special letter welcoming new members into the Section, conduct a “Member Appreciation” effort such as production of an annual calendar, and developing programs to recognize the attendance of new members at the Section meetings.

The committee shall develop and maintain an active membership promotion program. This may involve membership information booth and program presentation, participate at the Section's Annual Meeting in such areas as new member recognition, and soliciting the support of employers to encourage membership.

The committee shall be responsible for contacting members who are delinquent in the payment of their dues or who have otherwise terminated their membership to encourage their continued participation or reinstatement in the Section.

The committee shall specifically identify the utilities in the Section area that are not Utility Members of AWWA. The committee shall prepare and implement a plan to recruit utility members using the recruitment tools developed by the staff of AWWA and the important technique of personal contact.

The committee shall prepare an annual committee budget to be submitted to the Finance Committee.

Mid-Atlantic Utility Conference

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Committee Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The

Committee shall consist of the Committee Chair, the Committee Vice Chair, and a minimum of three (3) members to be selected by the Committee Chair. The Committee Chair shall solicit committee membership from those with utility systems concerns.

Committee Functions: The Utilities Committee will plan and deliver a Utility Conference each year as appropriate. The conference will focus on utility management challenges and successes, with panelists and presentations from utilities across the Mid-Atlantic and beyond.

Nominations

Committee Members and Organization: In accordance with the Chesapeake Section Bylaws, and at least ninety (90) days prior to the Annual Meeting, the Section Chair, with Board approval, shall appoint a Nominating Committee of at least five (5) members. All members of this Committee shall have been a member of the Section for a minimum of three (3) years prior to the appointment. In addition, at least one (1) member shall have served as Director of the Section, and two (2) others shall have served as Section Chair. **One of these members shall be the most recently available Past Chair who shall serve as the Committee Chair.**

Committee Functions: The detailed duties of this Committee are as described in the Section Bylaws.

Operations and Safety

Committee Members and Organization

The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Chair, Vice Chair, and a minimum of three (3) members to be selected by the Committee Chair. Where possible committee members should be chosen from areas providing a broad base of perspectives and interests relating to operations and small systems, including but not limited to members representing:

- State water supply regulatory office
- State rural water program
- Public information and/or political activist group

- Large water supply and distribution
- Small municipal water supply and distribution
- Extremely small water supply and distribution
- Small system management
- Water System Operators, Mechanics, Electricians, and Instrumentation Techs
- Maryland Center for Environmental Training

The committee shall also develop and implement a safety program for the section involving information, training and recognition and shall promote and encourage the utilities to conduct their own activities and special programs. The committee shall also serve as the Section liaison to the AWWA Safety Committee and conduct the Awards System Program as instituted and directed by the National AWWA Safety Committee. This may involve:

- 1) Develop a Safety Awards Program for the Section. This involves the mailing, collecting, analyzing of safety questionnaires and the selection of recipients of the Section annual Safety Awards.
- 2) Assist the AWWA Safety Committee in such areas as the distribution of information, the collection of statistical information and their awards program.
- 3) Operate and maintain a record keeping system on safety statistics for the Section in an effort to determine specific safety problem areas and training needs and a catalogue of available safety training programs and seminars.
- 4) Conduct special safety programs, seminars and related activities for the Section. This may be accomplished in cooperation with the Section Education Committee, the AWWA Safety Committee, State and Local health and occupational safety agencies, product associations such as the Chlorine Institute and utilities.
- 5) If requested, assist the Program Committee by providing a safety-related program for the Section annual meeting technical program.
- 6) Prepare safety-related news articles for the Section Publication Committee.

Committee Functions

The committee shall investigate needs relevant to operations and prepare recommendations on projects for other appropriate section committees. The

Committee shall maintain liaison with appropriate committees and other organizations involved in training or assistance and from joint ventures where practicable.

The Committee shall evaluate training availability and methods as to appropriateness and availability to operators. The Committee shall sponsor the "Operators Day" Sessions at the Annual Conference, the Top Ops and other operator competitions, an operations training session at the Spring Meeting, and provide liaison between the Board and AWWA's Short Course Committee Representatives. The Committee shall provide the Board with the names of the candidates chosen to receive scholarships to the Short Course.

The Committee shall evaluate the regulatory situation relevant to operators and small water systems. Report training needs to the Education Committee, and regulatory recommendations to the Government Affairs Committee. The Committee shall establish designated liaisons with the Diversification Management Committee.

Philanthropy

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Committee Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Committee Chair, Committee Vice Chair, CSAWWA Secretary-Treasurer, and a minimum of three (3) members to be selected by the Committee Chair.

Committee Functions: The purpose of the Philanthropy Committee is to identify causes, groups and/or activities that are important to furthering the Section's Mission, to present recommended support for these causes, groups and/or activities to the Section Board for approval, and to implement the approved support activities. The magnitude of support activities shall be evaluated year-to-year based on discussions with the Section Secretary-Treasurer.

It is understood that the causes, groups and/or activities warranting support of the Section will vary from year to year based on the strategic Mission and Objectives of the Section; however, the following are considered to be in line with our section's goals:

- AWWA Water Equation
- Water For People
- Engineers Without Borders
- Water Buffalos

Scholarship Fund Board

Committee Members and Organization: An independent Board of Directors will be established and maintained in accordance with the Fund's Bylaws (provided in Section 5 of this document). An Endowment fund has been established under this Charter, to provide a self-sustaining source of scholarship funding.

Increasing the scope of the Section's scholarship program is an important piece of the Section's outreach to student groups, and is aimed at increasing the number of people joining the water industry – whether management, operations or engineering. The Committee shall work on furthering scholarship efforts via two paths:

- 1) Near-term development of scholarship opportunities. The Scholarship Board shall support the YPs and Students Committee in establishing relationships with area high schools, universities, and technical colleges; and identifying opportunities for awarding scholarships to deserving students considering career paths in the water industry. Schools will be assessed for diversity in the population, including gender/race, career (i.e., operations vs. engineering/consulting), and geographic diversity across the Section. The Board will not participate in the scholarship awards program, but will ensure that the program is delivered fairly and expediently.
- 2) Long-term development of a scholarship program as part of the annual Section budget. Looking at the successful scholarship programs of other sections, including the Pacific-Northwest Section, the Committee shall develop a plan for developing a self-funding scholarship program. This plan would consider avenues of funding (donations from outside agencies, annual Section budget line items, fundraising events like 50/50 raffles, etc.), means of communicating the program, and ultimate funding goals (how many scholarships per year and of what magnitude).

Short Courses

Committee Members and Organization: This week-long training session is jointly run by a committee representing volunteers from CSAWWA, CWEA, and WWOA. Each association provides five voting members to the committee, who must be approved by the voting members of the previous year's committee.

Committee Functions: This volunteer committee provides complete programming and management of the week-long WWO Short Courses training for over 275 operators each year. The event takes place at a college or university that allows use of dormitory space for students, dramatically reducing the cost to attend. Committee members coordinate the full week of training for each of ten different licensing categories. On the last day of

classes, Maryland Department of the Environment proctors the licensing exam for operators. With the concentrated study during the week, operators have a better chance at passing their licensing exam.

Small Systems Liaison

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Chair, Vice Chair and minimum of (3) members to be selected by the Committee Chair.

Committee Functions: The committee shall plan and promote programs and services addressing the operational and management needs of small, rural water systems in the Section.

Source Water Protection

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect.

Committee Functions: The Source Water committee's primary focus is on developing and enhancing the relationship between the water utilities and the agricultural community, particularly NRCS to take advantage of the farm bill funding available for source water protection. The committee will work to provide updated information to the water utilities regarding opportunities to enhance source water protection and highlight the benefits of an effective source water protection program to smaller utilities lacking management programs.

Spring Meeting

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Chair, Vice Chair and at least three (3) members to be selected by the Committee Chair.

Committee Functions: The committee shall plan, arrange, conduct, set the date and handle in its entirety, the Section annual Spring Meeting. It should meet early in the fall of the year, soon after the committee is formed, to consider any offers that may have been received and all other possibilities for a Spring Meeting. The possibilities considered and the recommendations of the committee shall be presented by the Committee Chair to the Section Board for approval at its meeting which is usually held shortly after the first of the next year. The Spring Meeting is normally held during the early part of Spring, frequently in Drinking Water Week, and as a joint event with CWEA. The date shall be subject to the approval of the Section Board.

Strategic Planning

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee shall consist of the Committee Chair and at least five (5) members selected by the Committee Chair, one of which shall be the Chair-Elect. To the extent possible, the committee members should be chosen from areas providing a broad base of perspectives and interests relating to strategic planning, including but not limited to members representing:

- Large water supply
- Small municipal water supply
- Consultant membership
- Manufacturer membership
- Water supply regulatory authority
- Health
- Public relations

Committee Functions: The objective of the Strategic Planning Committee is to develop, for Board review and approval, a 5-year planning document for the Section. In addition to the long-term planning, the Committee shall recommend a specific short-term plan covering Section activities for the next year. These planning activities are to be accomplished by reviewing and modifying, amending or updating, as necessary, existing strategic plans of the Section.

The Committee shall remain abreast of the strategic planning efforts of AWWA through the Section Director so that the Section's planning is consistent with AWWA goals, policies, and financing. The Committee shall establish designated liaisons with the Diversification Management Committee.

Tri-Association Conference (Tri-Con) Committee (CSAWWA participation)

Committee Members and Organization: CSAWWA and its partners WWOA and CWEA provide committee volunteers who work as a team to deliver the annual Tri-Association Conference. The CSAWWA Chair-Elect will oversee the section volunteer efforts for the annual Tri-Association Conference, or “Tri-Con”. The Committee shall consist of four (4) voting members from the section, as well as other volunteers on the committee associated with CSAWWA. The Section Chair-Elect will participate with the other Section Board Members in the identification of the four voting members.

Each Tri-Con voting member must:

- be an active CSAWWA member.
- commit to monthly meeting attendance in person or by phone. (Quorum of voting members is required for Tri-Con business.)
- commit to participation on at least one Tri-Con committee.

Each association is required to nominate a Chair for the conference every three years, whom all three associations’ voting members of the Tri-Con Committee confirm at the kickoff meeting for that year’s conference.

Committee Functions: In addition to monitoring overall section participation in planning the Tri-Con, the Chair-Elect will assure that CSAWWA has a lead member on the conference Technical Program Committee, to plan and develop the technical program with CSAWWA membership in mind. This involves participating in the selection of the subjects for the program, and scheduling and obtaining the speakers to present the subjects. The Chair-Elect will seek the assistance of the other Section Committees as needed, to assure that quality abstracts are submitted and that there are adequate volunteer reviewers to rank abstracts.

Water Distribution

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Committee Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Committee Chair, the Committee Vice Chair, and a minimum of three (3) members to be selected by the Committee Chair. The Committee Chair shall solicit committee membership from those with water distribution systems concerns.

Committee Functions: The committee shall, in cooperation with AWWA, address the concerns of water distribution operators, encompassing the various aspects of water distribution systems and protecting the public water supply from point of entry to the

tap. The committee will also consider the concerns of other interested parties of reliable water supply (e.g., firefighters, plumbers, public health officials, etc.).

Applications for certification of training hours with regulatory agencies governing licensed water distribution operators in Maryland, Delaware, and the District of Columbia, will be made applicable. Announcements of committee-related training sessions will be made using licensed/certified operator records where available.

Water Reuse (Joint with CWEA)

Water Reuse Position Statement

Adopted by CSAWWA Board on July 16, 2004

The Water Reuse Committee is a Joint Committee of the Chesapeake Sections of AWWA and WEF. The mission of the committee is to promote, educate, and encourage dialogue on the appropriate uses of reclaimed water. The two associations agree on the following position with respect to water reuse:

The Chesapeake Water Environment Association (CWEA) and the Chesapeake Section of the American Water Works Association (CSAWWA) jointly support the practice of beneficial water reuse as an important component of water resource management for the District of Columbia, Maryland and Delaware. Both CWEA and CSAWWA encourage consideration of reclaimed water by both public and private sectors.

Treatment technologies are presently available for providing safe and reliable water supplies from reclaimed water for appropriate non-potable uses. Reclaimed water has been successfully and widely demonstrated for meeting non-potable water demands. Non-potable uses of reclaimed water include industrial cooling, manufacturing, agricultural and landscape irrigation, construction water, vehicle washing, toilet flushing, air conditioning, and fire fighting. Because it can have a higher nutrient content, reclaimed water can be a superior source for irrigation.

We support continued research and development efforts to ensure that reclaimed water satisfies public health goals to allow its use in indirect potable applications. Indirect potable use includes the introduction of highly treated reclaimed water to surface water or groundwater that is ultimately used as a potable supply.

The use of reclaimed water offers major benefits for our region. First, by using reclaimed water, there will be fewer nutrients in the Chesapeake Bay and its tributaries, thus healthier ecosystems will be promoted. Secondly, the demand on freshwater supplies will decrease, resulting in less strain on local environments; this is important during times of drought. Thirdly, reclaimed water used for irrigation can significantly improve

the aesthetic and economic value of public and private lands, due to its abundant supply and relatively high nutrient content.

Water Quality

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. A Committee Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The committee shall consist of the Committee Chair, the Committee Vice Chair, and a minimum of four (4) members to be selected by the Committee Chair. Where possible, committee members should be chosen from areas providing a broad base of perspectives and interests including but not limited to members representing:

- State water supply regulatory agencies
- Large public water purveyors
- Medium and/or small public or private water purveyors
- Engineering and consulting firms

Committee Functions: The committee's purpose shall be to address issues relating to both water quality and environmental concerns related to drinking water. The committee shall promote the concept of providing the public with the highest quality water practicable and shall assist water utilities in achieving this objective. The committee shall disseminate to members information on source water quality, drinking water treatment, distribution system water quality and current and potential future regulations.

The committee shall undertake the following tasks:

- 1) Identify water quality issues or concerns to the Section.
- 2) Educate the water utility industry concerning implementation and compliance with regulations including the Safe Drinking Water Act (SDWA) and its Amendments.
- 3) Promote the concept with utilities in the Section of working toward the goal of exceeding minimum water treatment and quality requirements set forth by regulations.

- 4) Disseminate water quality-related information in the Chesapeake Section through contributions to newsletters or other communications tools and the annual meeting.
- 5) Develop new or endorse existing AWWA position statements concerning water quality issues.
- 6) Foster ideas/opportunities for the AWWA Research Foundation.
- 7) Establish and maintain a liaison with the Maryland Department of Environment, Delaware Office of Drinking Water, and Environmental Protection Agency (Responsible for District of Columbia), relative to committee activities.
- 8) Promote environmentally responsible alternate uses for water plant waste streams.

YPs and Students

Committee Members and Organization: The Committee Chair shall be appointed by the Section Chair. The Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of Chair, Vice Chair, and a minimum of three (3) members to be selected by the Committee Chair.

Committee Functions:

It shall be the responsibility of this committee to identify, develop, and implement events and functions, which will promote membership and participation by students and young professionals in the Section. The committee shall maintain liaison with colleges and universities in the Section area to promote interest in the field of water treatment, distribution, and management of water supply resources. The committee shall work towards developing a mentoring network between young professionals and Section leaders that will not only nurture and develop professional relationships but also encourage young professionals to actively participate in Section activities.

Students are defined as being actively enrolled in college and university; associates, bachelors, masters, and doctorate students all qualify. Young professionals are considered members under the age of 35 working for utilities, regulatory agencies, consulting firms, or academic institutions; all members are considered water industry professionals. While the committee encourages and promotes participation from students and young professionals, the committee realizes that a diverse group of

committee members increases the creative ability and functionality of the committee. Therefore, members of all ages are encouraged to participate on the committee.

SECTION 5: GENERAL INSTRUCTIONS

Introduction

The following sections discuss general procedures that are to be followed as part of performing assigned responsibilities.

The Budget Process

The budget is one of the most critical parts of managing the activities of the CSAWWA in any given year. A well thought out and executed budget plan for the CSAWWA can lead to success or trouble for initiatives. The following steps are to be followed in preparing the budget for the year.

- 1) At the first Board Meeting following the election of officers, the Secretary-Treasurer will distribute the budget forms to each of the committees, provide an initial indication of the budget allotted to each respective committee, and provide a date on which the budget forms are needed back. The committees will then complete the budget forms and promptly return them to the Secretary-Treasurer and their respective Trustees. The process of completing a [Committee Budget Form](#) is discussed in detail in Section 4 of this manual.
- 2) Following the initial Board meeting (typically held the last day of the CSAWWA Annual Conference), and collection of Committee Budget Forms, the CSAWWA Chair shall schedule a meeting of the Finance Committee. The purpose of this meeting, to be held in the fall, is to review the finances of the previous year, review any outstanding bills or payments, and establish the next year's budget.
 - a) The Secretary-Treasurer (or their designee) should bring the previous year's financials and the empty budget for the current year (for comparison purposes).
 - b) An initial entry for committee and discretionary/variable budget items should be input to make sure that an initial budget can be arrived at that meets the bottom-line goal for the year.
 - c) The committee should agree on a bottom-line number for the year – profit, loss, or break-even, understanding that the goal of the CSAWWA is not to make lots of money (especially since the CSAWWA is a non-profit entity). Additionally, the CSAWWA's reserves should be reviewed and a decision made as to whether or not additional monies will be put into savings.
 - d) Where questions exist on budgets, the Finance Committee will attempt to contact the Committee Chair. If the chair cannot be contacted, the Finance Committee will make an executive decision

regarding that committee's budget. If no budget form is submitted prior to the committee meeting, the Finance Committee will assign a budget to that committee (typically whatever was arrived at during the initial Finance Committee meeting). In all matters of the CSAWWA's budget, the decision of the Finance Committee shall be considered final.

- 3) Once the Finance Committee has reached consensus for the upcoming year's budget, they will provide to the remaining Board Members for review, discussion, and vote. The goal is to have an approved budget by December 31 of the year prior to the budget year.
- 4) While the budgeting process is an important exercise for the Finance Committee and the Board as a whole, the budget itself is a starting point. Throughout the course of the year, things can change with regard to revenue and expenses. When additional funding is requested for unforeseen opportunities, the Board can vote to approve them during the course of the fiscal year, if unspent funds are available.

Scheduling Events

In addition to the development of a solid budget, the proper scheduling of events is an important component to the success of CSAWWA's mission. It is therefore imperative that the following procedures are followed when planning/scheduling an event.

- 1) At the start of the year (September), plan all major activities requiring scheduling. These should already have been identified through the budgeting process.
- 2) For each event to be scheduled, select a preliminary date. Committee Chairs should check to be sure that the preliminary date would not create a conflict with other events:
 - a) Check the Chesapeake Section calendar for already-scheduled events
 - b) Check the calendars of other associations for already-scheduled events (WVWA, CWEA, VA AWWA, PA AWWA, etc.)
 - c) Check the calendars of major associations to identify potential conflicts (e.g., ACE, DSS, WQTC, WEFTEC)
- 3) Send the list of activities requiring scheduling with preliminary dates to the Trustee assigned to the committee.
- 4) Trustees will present the list of events to be scheduled at the first Board meeting of the year and preliminary conflicts identified. Committees with conflicts should meet after the meeting to work through the issues and refine their proposed dates.

- 5) Provide the final list of events and dates to the Executive Director for inclusion in the master CSAWWA calendar (*the [2019 CSWWA Calendar of Events](#) is included as an Appendix to this manual*).

It is critical that event dates be identified as early as possible in the year so that events can be spaced out and conflicts avoided. If events cannot be scheduled until later in the year, it is even more imperative that the proposed date(s) be checked against existing association calendars to look for previously scheduled meetings. Events should be spaced out by at least two (2) weeks to avoid drop-offs in attendance at one or both events.

Joint Events with Other Groups

While CSAWWA has been successful over the years in holding various events, the successes have been magnified when those events were held jointly with other organizations.

- 1) **Chesapeake Tri-Association, Inc.** – CSAWWA is an equal member with the Chesapeake Water Environment Association (CWEA) and the Water and Waste Operators Association of MD, DE, and DC (WWOA) in Chesapeake Tri-Association, Inc. (CTA). This corporation represents the three associations in delivering the annual Tri-Association Conference (Tri-Con) and the WWO Short Courses.

CTA has three Directors on its governing Board, one each from the three associations represented, who are nominated and confirmed by the organization they represent. Each association determines how they will select their CTA Director, and the Director should be confirmed at the Annual Business Meetings held during Tri-Con.

The two events hosted annually – Tri-Con and Short Courses – are governed by committees that are comprised of an equal number of voting members from each association. The CTA Board provides core support for fiscal and insurance compliance. In 2018, a Memorandum of Understanding (MOU) was signed by the three associations, and a copy of this [MOU](#) is included as an Appendix in this manual.

- 2) **Joint Events with CWEA** – CSAWWA hosts a number of events jointly with CWEA each year:
 - a. Career Fair, February
 - b. Spring Meeting, May
 - c. Joint Water ReUse Seminar, November

For each of these joint events, proceeds or losses are evenly split between the two associations. There is an informal attempt to share the workload among committee volunteers and support staff.

Event Planning – General Guidelines

Planning a Committee event such as a seminar, workshop, or facility tour, is an excellent way to bring professional value to members, but it requires committed and thoughtful planning. CSAWWA has an [Event Planning Checklist](#) which is provided as an Appendix to this manual, for things to consider when planning a CSAWWA Event, such as:

- a. Budget
- b. Flyer
- c. Venue
- d. Catering
- e. Agenda, Program
- f. Registration
- g. Sponsors
- h. Vendor Displays
- i. Photos, SoMe sharing (do we need a clause for photo permission on flyers?)
- j. Final wrap of financials
- k. Magazine Story

Each event will need some sort of flyer so that it can be promoted on the website and through social media. AWWA and CSAWWA branding is protected by copyright, and approved logos are available in the [Event Flyer Standards](#) Appendix to this manual.

In general, plan to have the event Agenda and Flyer completed one full month before the event. Your committee will need at least 2-3 months of planning ahead of that to finalize the Agenda and Flyer. Larger events, like the Spring Meeting, Career Fair, and Tri-Con can take up to a year to plan!

CSAWWA's mission is focused on education, so events should have some element of training or technical content. Networking is an excellent tool for events also, as interaction with colleagues can spark new ideas and valuable partnerships. Finally, an element of fun can be a great way to keep the event positive and energetic.

The Event Checklist is an important tool to help guide the planning and budgeting of your event, and staff are always available to answer questions or provide registration and promotions support. The [Event Planning Checklist](#) is included as an Appendix to this manual.

CSAWWA Travel Protocols

General

AWWA holds several events annually, to which CSAWWA will send members of the Board or other leaders. These events are shown below, and the Finance Committee establishes the budget and headcount for CSAWWA representatives to attend. While general eligibility is included below, other volunteers may be considered eligible on a case-by-case basis. All volunteer designations are those individuals in the noted roles at the time of budget approval.

Membership Summit (*winter*) – This event is typically 1 ½ days in February, and has been in Denver, CO for several years. Membership Chair, Membership Vice-Chair, Trustee, or Board Members are eligible.

YP Summit (*winter*) – Typically 1 ½ days in conjunction with Utility Management Conference. YP Chair, YP Vice-Chair, Trustee, or Board Members are eligible.

Mid-Atlantic Utility Conference (*spring*) – The Executive Director typically attends the entire conference and assists with Section business.

AWWA Annual Conference and Exposition (*ACE, June*) – Three nights plus registration to AWWA’s annual conference. Priority board attendees are the Chair, Assistant Secretary-Treasurer, and one additional at the discretion of the Executive Committee. In addition, CSAWWA sends its winning Operator Competition Teams to ACE, with up to \$1,200/person in travel expenses covered by CSAWWA.

Summer Workshop (*July*) – 1 ½ days in Denver, CO for section leadership training and networking. Board members are eligible.

Tri-Association Conference (*fall*) – The Executive Director typically attends the entire Tri-Association Conference and assists with Section and Tri-Con business.

Regional Meeting of Section Officers (*RMSO, fall*) – [Chesapeake Section is one of 11 AWWA Sections comprising Region 1 of the Association](#), as shown in Section 2 of this manual. Annually, the Region’s section leaders gather to discuss successes and challenges that our volunteer and staff leadership face. Priority board attendees are the Chair-Elect, Secretary-Treasurer, and one additional at the discretion of the Executive Committee.

Assignment

During the annual Finance Committee Budget Meeting, the Board will set the budget and headcounts for CSAWWA representatives to attend AWWA events. Given these budgets, the following general calendar will be followed in confirming attendees:

January: Accept volunteers, or nominate and confirm attendees for ACE and Summer Workshop

June: Accept volunteers, or nominate and confirm attendees for YP Summit, Membership Summit, and RMSO

In determining who should represent the Section at travel events, the Board will consider the following:

- Budget
- Responsibilities at Events
- Position (e.g. Executive Director, Board Member, Trustee, Committee Chair)
- Relevance/Experience and
- Active Membership/Contribution

Arrangements and Documentation

Section staff will generally provide hotel reservations, as well as registration support for ACE. Smaller AWWA events require the individual to register online. Travelers are responsible for making any air travel and rental car requirements that may be needed. Meals are generally not reimbursed without prior authorization.

Responsibilities of Section-Sponsored Travelers

Section-Sponsored Travelers must

- Represent the Section at the Event;
- Submit receipts timely for reimbursement using the [Expense Report Form](#), provided as an Appendix to this manual; and
- Provide a follow-up report to the Board about the event for the Board Meeting immediately following the event. This report may be included in the Section Magazine. Photos from the event are also encouraged.



SECTION 6: APPENDICES

Bylaws

BYLAWS OF THE CHESAPEAKE SECTION, AMERICAN WATER WORKS ASSOCIATION, INC.

Amended and Approved October 1, 2020

Article I – NAME

Section 1.1

The name of this organization shall be the Chesapeake Section of the American Water Works Association (hereinafter the "Section" or the "CSAWWA"). The American Water Works Association may hereinafter be referred to as "AWWA" or the "Association."

This Section was formed as a corporation of Maryland on October 27, 2010. This Section succeeds the unincorporated Chesapeake Section of the Association.

Article II – OBJECTIVES

Section 2.1

The objectives of this Section are to promote public health, safety and welfare through the improvement of the quality and quantity of water delivered to the public and the development and furtherance of understanding the problems related thereto by:

- a) advancing the knowledge of the design, construction, operation, water treatment, and management of water utilities;
- b) advancing the knowledge of the problems involved in the development of resources, production and distribution of safe and adequate water supplies;
- c) educating the public on the problems of water supply and promoting a spirit of cooperation between consumers and suppliers in solving these problems; and
- d) conducting research to determine the causes of problems of providing a safe and adequate water supply and proposing solutions thereto in an effort to improve the quality and quantity of the water supply provided to the public.

Article III – HEADQUARTERS AND OPERATIONS

Section 3.1

The headquarters of the Section shall be at the office of the secretary-treasurer of the Section, unless otherwise designated by the Section's governing board (the "Board of Directors").

Section 3.2

These bylaws and all other matters pertaining to the operation of the Section shall be construed to be consistent with the Articles of Incorporation, Bylaws, and Board Policy Manual of the AWWA and the Affiliation Agreement entered into between the Section and Association

(collectively, the “AWWA Documents”). In the event of any conflict between these bylaws or the policies and procedures of the Section and the AWWA Documents, the AWWA Documents shall control.

Article IV – MEMBERSHIP

Section 4.1 The membership of the Section shall consist of those Members of AWWA in good standing who reside in or have principal business activity in the geographic boundaries of the Section, including members with primary membership in another Section (multi-Section Members) and those assigned to the Section by the Chief Executive Officer of the Association (hereinafter “members”).

Section 4.2 The geographic boundaries of the Section are defined as the District of Columbia and the States of Delaware and Maryland.

Article V – VOTING BY MEMBERS

Section 5.1 All Members of the Section, including multi-Section Members, are eligible to vote. Each Member shall have one vote.

Section 5.2 Occasions where a vote of the membership is required include: the election of Section officers and/or other members of the Board as described herein; approval of a proposed amendment of these bylaws; approval of a special dues assessment of the Section membership; or in any event for which the Board, by resolution, requires a vote of the Section membership.

Section 5.3 Except as otherwise specified in these bylaws, the required vote to approve any matter put before the Members at a fully-noticed meeting shall be a majority of the Members in good standing on the date of the vote; provided, however, that the Board of Directors may resolve, in its discretion, to require only the vote of a majority of the Members present, at a meeting of which written or electronic notice was delivered to all such Members at least ten (10) days before the date of the meeting (a “Fully Noticed Meeting”).

Section 5.4 Members may, to the extent permitted by law, take action without a meeting by means of a written consent action signed by a majority of Members in good standing on the date of the action.

Article VI – SECTION FINANCES

Section 6.1 Dues shall be assessed against Members as required for membership in AWWA. The Section may, in accordance with the procedures defined in the AWWA Documents as well as any other guidelines established by AWWA, apply for permission to levy a Section dues assessment, which shall be in addition to, and not a substitute for, AWWA membership dues. Any Section dues assessment would be levied annually at the time of membership renewal, and the revenue collected would be used to increase the funds available for Section uses consistent with the objectives in Article II. Once approved, changes in a Section dues

assessment can be authorized by a vote of the Board of Directors for submission to and approval by the AWWA Executive Committee. Only the Association can determine and collect dues and assessments.

- Section 6.2** The Section reserves the right to collect fees for Section activities and events, as appropriate (e.g., registration fees for annual meetings and other educational programs). Such fees will be established in accordance with these bylaws, the policies and procedures of the Section, and the AWWA Documents.
- Section 6.3** The Section’s finances shall be managed in accordance with these bylaws, the AWWA Documents, the Section’s Organization and Functions Document, and all applicable financial laws, rules and regulations of the United States and the State of Maryland. The Section shall conduct an independent financial audit or review no less than once every three years. The audit or review shall be conducted by a qualified accountant who is not employed by or affiliated with (a) any employee or independent contractor of the Section involved with the Section’s finances nor (b) any officer or non-officer trustee of the Section.

Article VII – SECTION GOVERNANCE

Section 7.1 Authority and Purpose of the Board of Directors

Section 7.1.1 The property, affairs, and business of the Section shall be managed by a Board of Directors, and the Board of Directors shall have full power to establish and modify the policies for the conduct, management, and direction of the business and affairs of the Section, except for those matters specifically reserved or granted to Members by statute or by the AWWA Documents.

Section 7.1.2 The Board shall have the authority to hire a Section employee, who may be designated as an “Executive Director” of the Section for the purposes of providing administrative, financial and board support services to the Section on a fee for services basis. A fixed term contract between the Section and the Executive Director shall stipulate the specific services to be performed, and the terms, method and amount of reimbursement for said services. The contract shall state that the Executive Director shall report to the Secretary- Treasurer.

Section 7.2 Members and Structure of the Board of Directors

Section 7.2.1 The Section shall be governed by its Board of Directors, which shall include the following eight (8) elected members: Chair, Chair Elect, four Trustees at-large, an AWWA Director, the most recent available Past

Chair, and any other officer or officers of the Board as may be appointed by the Board for the proper functioning of the Section.

Section 7.2.2 The Board of Directors shall also include a secretary-treasurer and an assistant secretary-treasurer who may be elected by members.

Section 7.2.3 The Officers of the Section shall be the Chair, Chair Elect, Past Chair, Secretary-Treasurer, Assistant Secretary-Treasurer and the AWWA Director.

Section 7.2.4 The Board of Directors shall not exceed 10 members.

Section 7.3 Eligibility to Serve on Board of Directors

Section 7.3.1 Any member of the Section (a “Member”), including a Member who is also a member of another AWWA Section (a “multi-Section Member”), shall be eligible to hold elective office in the Section.

Section 7.3.2 Multi-Section members may hold office in only one Section at a time.

Section 7.3.3 Two or more offices may not be held by the same individual, with the exception of the combined office of secretary-treasurer or assistant secretary-treasurer.

Section 7.4 Nominations for Members of the Board of Directors

Section 7.4.1 The Section shall conduct an appropriate nomination and election process for the following members of the Board of Directors: chair, chair elect, past chair, AWWA Director, secretary-treasurer, assistant secretary-treasurer, and four (4) trustees at-large.

Section 7.4.2 The AWWA Director shall be nominated and elected in a manner and for a term consistent with Article III of the Bylaws of the Association.

Section 7.4.3 The Chair, with Board approval, shall appoint a nominating committee of at least 5 members in good standing at least 90 days prior to the annual meeting of the Section or other Fully Noticed Meeting at which elections are designated. One of these members shall be the most recently available former Past Chair, who shall serve as Committee Chair. Members of the Nominating Committee shall have been Members of the Section for at least three years prior to the appointment. In addition, at least one Member shall have served as the AWWA Director, and two others shall have served as Chair of either the Section or its unincorporated predecessor. The Nominating Committee will have responsibility for identifying, selecting and nominating qualified Members for all elected positions.

Section 7.4.4 The Nominating Committee shall select from the Section Membership a nominee for assistant secretary-treasurer and each expiring trustee at-large term on the Board. Such nominations shall be announced by printed or electronic announcement delivered pursuant to Section 5.3 herein to the membership at least thirty days prior to the beginning of the Annual Meeting of the Section. Each candidate for office shall be a

member in good standing of the Section and of the Association, and each must signify a willingness to accept the nomination.

Section 7.4.5 Supplemental nominations for AWWA Director, Assistant Secretary-Treasurer, or the two (2) Trustees at-large with expiring terms may be made from the floor during the Annual Meeting if: 1) the nominee accepts the nomination, 2) the nominee is present at the Meeting, and 3) the nomination is made by at least three (3) Members in good standing. In the event of the nomination of more than one member for any one office, the election for that office shall be by ballot as required under Section 7.5.4 of these Bylaws.

Section 7.5 **Election of Members of the Board of Directors**

Section 7.5.1 Members of the Board of Directors shall be elected at the annual business meeting of the Section, at a Fully Noticed Meeting, or if approved by the Board of Directors, by any other process permitted by law.

Section 7.5.2 The Chair shall call to order a nominating session of each Annual Meeting of the Section and submit to the Membership the names of candidates for the Board of Directors which had been properly submitted to the Board in accordance with the nominating procedures set forth herein at Article VII. The Chair shall then invite further nominations from the floor, in accordance with Section 7.4.5.

Section 7.5.3 If there is a single candidate for a position on the Board, affirmation may be formalized by voice vote of the Section.

Section 7.5.4 If more than one candidate is nominated for a vacant position on the Board, a show of hands, or if necessary, a secret ballot of all members present at the meeting shall be called for by the Chair.

Section 7.5.5 The candidate receiving the greatest number of votes for an elected office at the Section's annual business meeting or at another Fully Noticed Meeting shall be elected to the office even if that candidate receives less than a majority of the votes cast. If more than one seat of a similarly named position, such as a Trustee at-large, is up for election at the same meeting, there shall be separate votes for each available seat.

Section 7.6 **Terms of Office for Section Board of Directors**

Section 7.6.1 The term of office of the AWWA Director shall be three (3) years unless otherwise provided in the Bylaws of the Association.

Section 7.6.2 The term of office of the Chair, Chair-Elect, Past Chair, Secretary-Treasurer, and Assistant Secretary-Treasurer shall be one (1) year. These terms shall commence following the turning over of the gavel of office during the Section annual business meeting or other Fully Noticed Meeting at which they are elected or succeed to office and shall terminate at the turning over of the gavel of office at the annual business meeting or other Fully Noticed Meeting at which their successors are

elected. Upon expiration of their terms, the Chair will accede to Past Chair, and the Chair Elect shall accede to the Office of Chair.

Section 7.6.3 Upon expiration of the term of the Secretary-Treasurer, the Secretary-Treasurer shall accede to the office of Chair Elect. The Assistant Secretary-Treasurer shall accede to the office of Secretary-Treasurer, and a new Assistant Secretary-Treasurer shall be elected to fill the resulting vacancy.

Section 7.6.4 The term of office of Trustees at-large shall be two (2) years. Two (2) Trustees at-large shall be elected at each annual meeting.

Section 7.6.5 No member of the Board shall succeed him/herself in the same office.

Section 7.6.6 Limitations on terms of office shall not apply where a member is completing an unexpired term for another Board member.

Section 7.7 Vacancies on Board of Directors

Section 7.7.1 If a vacancy occurs in the office of AWWA Director, the Board shall provide a successor to serve for the remainder of the vacated term either by appointment by majority vote by the remaining members of the Board of Directors or, in the alternative, by election by the Members of the Section as prescribed in Article VII hereof. The Section chair or secretary-treasurer shall notify the Chief Executive Officer of the Association of such appointment or election.

Section 7.7.2 If a vacancy occurs in the office of the chair, chair-elect, past-chair, trustee at-large, secretary-treasurer or assistant secretary-treasurer, the Board of Directors shall appoint a suitable replacement to complete the term of the vacant position.

Section 7.7.3 The voting members of the Board of Directors may, by a unanimous vote of the other directors, remove from the Board for cause any officer or trustee at-large before the expiration of the director's term of office if that officer or director is found to have willfully failed to carry out the director's duties and responsibilities. The Members may also vote to remove, with cause, any officer or Director by a majority vote at any Fully Noticed Meeting of Members.

Section 7.7.4 Removal from Board of Directors by the Board: Four (4) elected members of the Board of Directors may petition in writing for the removal for cause (as defined by the Board) any officer or trustee at-large before the expiration of that member's term. Such petition for removal shall state specific reasons for which the petitioners are requesting removal of the affected member and shall be filed with the Past Chair, who shall forward a copy to the affected member at least thirty (30) days prior to the meeting of the Board at which the petition is to be considered. The affected member shall have the right to make an oral or written response to the petition prior to or during the meeting at which the petition is to be considered and/or may be represented at that meeting by another

member of the Section. A unanimous vote in favor of the petition by all of the other elected members of the Board is required for removal of the affected member.

Section 7.7.5 Removal from Board of Directors by the Section: An elected member of the Board of Directors may be removed for cause from Trusteeship by formal action of the Section on a petition for such removal. Fifteen (15) members of the Section may petition for the removal of a Director. Such petition for removal shall state specific reasons for which the petitioners are requesting removal of the affected Director and shall be filed with the Past Chair, who shall forward a copy to the affected member at least thirty (30) days prior to the meeting of the Section at which the petition is to be considered. The affected Director shall have the right to make an oral or written response to the petition prior to or during the meeting of the Section at which the petition is to be considered and/or may be represented at that meeting by another member of the Section. A vote of a majority of the Section membership at the meeting is required for removal of an elected Director.

Section 7.8 **Duties of Board and Officers**

Section 7.8.1 Except as may otherwise specifically be provided herein, or as directed by the Board, the Chair shall (1) supervise and coordinate the affairs of the Section, (2) direct such actions as are not inconsistent with these Bylaws, (3) preside at the meetings of the Section and of the Board, (4) appoint the Nominating Committee and all ad-hoc committees of the Section, and (5) appoint all chairs of committees of the Section.

Section 7.8.2 The Chair-Elect shall assist the chair in the performance of his/her duties, shall perform the duties of the Chair in the Chair's absence, shall serve on such committees and perform such other regular duties as may be assigned by the Chair or the Board. If both the Chair and Chair-Elect are unable to fulfill the duties of the Chair, then the Past Chair will assume these duties.

Section 7.8.3 The Past Chair shall assist the Chair and Chair-Elect in the performance of their duties, shall serve as Chair of the Nominating Committee, and shall act in any of the other officer positions when assigned by the Board of Directors.

Section 7.8.4 The Secretary-Treasurer shall attend all meetings of the Section and the Board and shall carry out, or oversee, the duties of both the Section Secretary and the Section Treasurer, as defined in paragraphs 7.8.5 and 7.8.6 below.

Section 7.8.5 When acting as Secretary, the Secretary-Treasurer shall see that all notices of meetings and other required notices are timely delivered to the Members, shall duly record the proceedings thereof, shall ensure that records and reports are kept properly and filed by the Section as required

by law; shall carry on such correspondence and other business of the Section as may be necessary; and, in general, shall perform all duties incident to the office of secretary of a corporation.

Section 7.8.6 When acting as Treasurer, the Secretary-Treasurer shall have or provide for the custody of the funds or other property of the Section and shall keep or see to the keeping of a separate book account of the same; shall collect and receive or provide for the collection and receipt of monies earned by or in any manner due to or received by the Section; and shall deposit or see to the deposit of all funds of the Section in such banks or other places of deposit as the Board may from time to time direct and designate. All funds of the Section deposited to the credit of the Section shall be subject to withdrawal by the Secretary-Treasurer, the Chair, or their Board-approved designee. The Treasurer shall assure payment of all lawful charges and expenses of the Section and shall make a report to the Section at its Annual Meeting, and whenever so required by the Board, showing all transactions as Treasurer and the financial condition of the Section. The Treasurer shall perform all duties incident to the office of treasurer of a corporation, and in general, the handling of all funds of the Section and the use of Association funds allocated to the Section shall be in accordance with this section, and with Article V, Section 5.1.4(1) of the Board Policy Manual of the Association and as otherwise approved by the Board of Directors of the Association.

Section 7.8.7 In the absence of the Secretary-Treasurer, the Assistant Secretary-Treasurer shall perform the duties of the Secretary-Treasurer and shall perform such other regular duties as may be assigned by the Secretary-Treasurer or the Board.

Section 7.8.8 The AWWA Director shall serve on the AWWA Board of Directors. As a director of the Association, the AWWA Director shall represent the Section and serve as its voice on the AWWA Board. The AWWA Director shall be bound to adhere to the obligations of AWWA and its Board of Directors as set forth in the AWWA Documents. The Section acknowledges that, in the course of the AWWA Director's duties, the AWWA Director may be faced with decisions that benefit AWWA and its Sections but not necessarily the Section from which the AWWA Director comes. Whenever the interests of the Section and the Association are in conflict in a matter being considered by the AWWA Board, the AWWA Director is bound to disclose such conflict to the AWWA Board and may, in certain cases, be required to abstain from deliberations or voting on such matters by the AWWA Board of Directors.

Section 7.8.9 Trustees at-large shall assist the chair and the chair-elect in the performance of their duties. They may be assigned by the Board to serve on committees as liaisons or full members. Each Trustee shall be

responsible for the performance of the committee(s) assigned to that Trustee as set forth in the organization chart of the Section as adopted by the Board from time to time and shall report to the Board on the responsibilities charged to the assigned committee(s) at all regular, special and annual meetings of the Board when requested to do so by the Board Chair.

Article VIII – MEETINGS

- Section 8.1 The Board of Directors shall hold a meeting to conduct the business of the Section at least once before each Annual Meeting and at such other times the Chair or any three members of the Board jointly deem necessary. Notice of Board meetings shall be delivered to all members of the Board.
- Section 8.2 Special meetings of the Board shall be held whenever called for by (1) the Chair, (2) at least four members of the Board or, (3) the written request of at least twenty members in good standing of the Section. Written notice of each Special meeting shall be delivered to all members of the Board not less than five (5) nor more than forty (40) days before the date on which the meeting is to be held. Each such notice shall state the time, place and purpose(s) of the meeting, and only the purpose(s) for which the special meeting was called shall be discussed at this meeting.
- Section 8.3 Action by the Board at any Board meeting shall be by affirmative majority vote of the members of the Board attending the meeting. When a meeting is impractical, or a quorum is not present, action may be taken by letter ballot or by any other method permitted by law upon written unanimous consent of the Board.
- Section 8.4 Quorum for the transaction of business at any meeting of the Board shall be a majority of the Board.
- Section 8.5 The Section shall hold at least an Annual Meeting each calendar year to elect directors and conduct other business of the Section as may be necessary. The geographical location and headquarters of the Annual Meeting shall be recommended by a designated committee and approved by the Board.
- Section 8.6 Quorum for an Annual Meeting or Fully Noticed Meeting of the Section shall be twenty (20) Members in good standing.
- Section 8.7 For the purpose of achieving the objectives of the Association and the Section, the Section is expected to hold an annual conference at which technical papers are presented and water industry issues are discussed. The location of such a conference is determined by the Section.
- Section 8.8 The Section may participate in a Joint Annual Conference or other functions with another organization or organizations, which shall be

established in a formal Memorandum of Understanding approved by the Board.

Section 8.9 All Board of Directors and committee meetings shall convene in accordance with the Section Organizations and Functions document and be conducted according to the latest edition of “Roberts Rules of Order,” unless otherwise provided in these bylaws.

Article IX – COMMITTEES

Section 9.1 The Section may establish committees to conduct or manage Section programs and business.

Section 9.2 The Board of Directors has the authority to create and dissolve committees within the organization.

Section 9.3 The Chair shall appoint the nominating committee and other committees in accordance with the requirements set forth herein and by the Section’s directory for committees and organizational chart, as may be adopted from time to time by the Board.

Section 9.4 The Chair will be an ex-officio member of each of the Board and Section committees, or he/she may designate a member of the Board to serve in his/her place.

Article X – ESTABLISHING SUBSECTIONS

Section 10.1 For ease of organization, the Board of Directors may divide a geographic area within a Section’s boundaries into subdivisions that are still governed by the Board of Directors.

Article XI – AMENDMENTS TO BYLAWS

Section 11.1 These bylaws may be altered, amended or repealed, or new bylaws may be adopted in each case not inconsistent with any provision of Maryland law or any of the Association’s bylaws or rules, as follows.

Section 11.2 Amendments to these bylaws may be proposed to the Section at an Annual Meeting by either an affirmative vote of a majority of the Board of Directors, or by written petition signed by 30 eligible voting members of the Section. Proposals initiated by members of the Section shall be submitted to the secretary-treasurer, who shall bring the proposal to the attention of the Board for submission to the Section.

Section 11.3 Proposed bylaws amendments may be adopted at any fully noticed meeting of the Section by a majority vote of eligible voting members present at the meeting; provided, however, that all members shall have written notice of the proposal at least 30 days in advance of the meeting at which the vote is to be held.

Section 11.4 At the discretion of the Board, the bylaws may also be amended by a mailed ballot or other form of written consent, with an affirmative vote of a majority of the ballots returned by eligible voting members. All

eligible voting members shall be provided a copy of the proposed amendment(s) and shall be given at least 30 days to return the ballot.

Section 11.5 If the amendment(s) are approved by the Section’s membership, the secretary-treasurer shall submit the amendments to the Association, for requested approval by the AWWA Executive Committee.

Section 11.6 Grammar, punctuation and spelling corrections may be made at the discretion of the Chief Executive Officer of the Association. The Board will be advised of these corrections and may call for a confirming vote of the members of the Section members, although such a vote is not required.

Section 11.7 Amendment(s) shall be effective only after having been approved by the AWWA Executive Committee and by Section members. Amendments that are adopted by the Section members but are not approved by the AWWA Executive Committee shall be ineffective.

Article XII – DISSOLUTION

Section 12.1 In case of dissolution of the Section, all funds or property that may have been derived from the general funds of the Association shall be returned to the Association.

Section 12.2 Any remaining balance of Section funds or property shall be disposed of by transfer and distribution to the Association, another Section of the Association, or to any one or more nonprofit or charitable organizations or foundations with like purposes or goals that is organized and operated in an area included in an AWWA Section (hereinafter referred to as the “receiving organization”).

Section 12.3 The receiving organization(s) shall be selected by vote of the majority of the Section members present in person or by proxy at a meeting of the Section called for this purpose. If for any reasons such disposition cannot be effected, then such funds shall be so distributed pursuant to the order, judgment or decree of a court having jurisdiction over the assets and property of the Section.

Section 12.4 The following shall be characteristic of the receiving organization:
That it be operated exclusively for scientific or educational purposes;
That no part of the net earnings of which inures to the benefit of any private shareholders or individual;
That no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; and
That it does not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

The receiving organization would then qualify under the provisions of Section 501(c)(3) of the United States Internal Revenue Code, as they now exist or as they may hereafter be amended.

Article XIII – INDEMNIFICATION

Section 13.1 Indemnification of officers and trustees at-large of the Section is provided by the Association as described in the Association Bylaws, Article VI, Section 6.01.

Article XIV – GENDER REFERENCE

Section 14.1 Personal pronouns referring to either the masculine or feminine gender in these Bylaws shall be considered interchangeable when applicable and as the context requires or permits.

Scholarship and Award Fund

Article I Establishment

Per the Chesapeake Section – American Water Works Association (CSAWWA) bylaws, this Scholarship and Award Fund is hereby established in recognition of the need for creation of a self-funding scholarship and award program by which it can contribute some portion, or all of the costs, of scholarships and awards and the education and training of its current and/or future members who are pursuing a career in the waterworks industry, does hereby resolve:

1. The CSAWWA Scholarship and Award Fund (hereinafter referred to as the “Fund”) is hereby established and set aside for the purposes herein stated. All assets received by way of gift, by will, or otherwise designated to the Fund and all assets authorized by the CSAWWA Governing Board and Officers (CSAWWA Board) are assigned to and shall be a part of the Fund principal.
2. The principal shall be perpetually maintained as a trust fund for the purposes hereinafter set out. A managing group Strategic Outreach and Scholarship Committee, hereinafter referred to as the “Scholarship and Award Fund Board” is hereby established. The Scholarship and Award Fund Board shall manage and invest the funds, collect the income therefrom, and pay the expenses which are necessary and relate to the fund. The Scholarship and Award Fund Board members shall not be compensated for serving as members of the Board, unless the compensation is authorized by the CSAWWA Board.
3. The purpose for which the trust fund is organized is to encourage the making of and to receive gifts, benefactions and other donations by deed, will, direct gift, or otherwise, to establish and maintain scholarships and awards to be awarded to current and/or future members of the American Water Works Association – Chesapeake Section.
4. Fund monies shall not be withdrawn or used by CSAWWA or any other entity for purposes other than those stated above.

Article II
Organization

1. The Scholarship and Award Fund Board, hereinafter referred to as the “Board”, shall consist of four members, all of whom shall be members of the Chesapeake Section, American Water Works Association. The Board shall be comprised of the following members with respective terms. Board members can be reappointed to consecutive terms.

<u>Member</u>	<u>Term</u>
Four members of CSAWWA	
5 years	
CSAWWA Executive Director	Varies

2. After adoption of this Charter, the CSAWWA Board shall appoint an initial four members of the CSAWWA to the Scholarship and Award Fund Board. The appointed Board members shall be divided into four (4) groups with one (1) Board member in each group. Initially, the Group 1 member shall be appointed for a term of 1 year, the Group 2 member shall be appointed for a term of 2 years, the Group 3 member shall be appointed for a term of 3 years, and the Group 4 member shall be appointed for a term of 4 years. Thereafter, at each CSAWWA Board meeting held at the annual Tri-Association Conference, the CSAWWA Board shall appoint a member of the CSAWWA for a new 4-year term as a successor to the member of the group whose term expires at that time and may fill any vacancy in any other group for the unexpired term of that vacancy. Upon election of a successor, the Board member whose term has expired shall roll off the Board. to ensure that a new Board member is added each year while three other existing members remain to provide continuity of the Board at each Annual Business Meeting.
3. In the event of a vacancy on the Board, the CSAWWA Board shall appoint a CSAWWA member to complete the unexpired term.
4. The CSAWWA Board shall elect the following Board members: a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.
5. The Board shall meet at least twice per year at a time fixed by resolution of the Board and more frequently as it may be deemed by it for the best interests of the Fund.

- Special meetings of the Board may be called by the Chairperson or any two members by providing twenty-four (24) hours written or oral notice to the members of the Board. No notice of regular meetings of the Board needs to be given to the members other than recording in the Board minutes the resolution of the Board fixing the time and place of such meeting. Each member is charged with knowledge of the contents of the minute book. If any member is not present, consent in writing to the minutes by that member of the Board shall constitute his/her approval of the action reflected in the minutes and taken at the meeting and such action shall have the same force and effect as though he/she had been present and voting at the meeting reflected by the minutes.
6. A quorum shall consist of three (3) members. To be considered present and a member of a quorum, a Chairperson or Vice-Chairperson may be physically present at the location of the meeting or may be present through a telephone connection with each and every other member of the quorum. The affirmative vote of a majority of the Board members present and voting shall carry any motion or resolution.
 7. The Board shall establish written policies and procedures as may be necessary for the conduct of its business. It shall adopt, and may amend, standards and guidelines within the stated purposes of this Fund to guide in the expenditure of the income from the Fund. All policies and procedures shall be reviewed by the CSAWWA Board in accordance with procedures and bylaws adopted by the CSAWWA Board.
 8. The Board may maintain accounts with banks and brokerage firms as it may authorize and determine. All checks and other documents transferring or expending any funds or assets in the Fund shall be executed by the Board Treasurer or their designee. This section (Article II, Section 8) is intended as a grant of authority and is not intended to limit in any way the investment powers granted in this document.
 9. At its discretion, the Board may employ, at the expense of the Fund, such professional counseling on investments and legal matters as it deems to be for the best interest of the Fund. It is also empowered to employ a corporate trustee to invest assets of the Fund under customary agency relationships and to delegate to it in the name of the CSAWWA any powers with reference to investments held by the Board.

10. The Board shall report in writing to the CSAWWA Board at each regularly scheduled meeting of the CSAWWA Board, or whenever specifically requested by the chair of the CSAWWA. The report shall cover the period since the last written report. The report shall contain a list of all receipts and disbursements for the period, a list of all assets in the Fund as of the end of the period, and recommendations for upcoming scholarships and awards. The report shall be comprehensive and shall contain all information believed by the Scholarship and Award Fund Board to be important. The report shall be signed by the chairperson, or in his/her absence the vice-chairperson, and the secretary.
11. The Board shall prepare an Annual Report to be presented to the CSAWWA Board at the first CSAWWA Board Meeting of the new fiscal year. The Annual Report shall be a summary of all receipts and disbursements for the preceding year; a list of assets of the Fund; a copy of all policies and procedures adopted by the Board during the preceding year; and any other information believed by the Board to be important. A summary status of the Scholarship and Award Fund shall be provided to the general membership of the CSAWWA at the Annual Business Meeting.
 - 11.1 The Board Annual Report to the CSAWWA Board shall include a line item budget for proposed discretionary trust disbursements. Discretionary disbursements, as used in this section, means those monies spent, after expenses are paid, to achieve the purposes of the Fund. The CSAWWA Board shall have the power, by a majority vote of the quorum present, to veto the proposed budget, but shall have no power to alter or amend the proposed budget. If the proposed budget is vetoed, the Board shall prepare an alternative budget which shall be presented to the CSAWWA Board. If the alternative budget is rejected by a majority vote of the quorum present, then the CSAWWA Board shall review the proposed distributions line by line and may veto any proposed distribution by a majority vote. Any item not so vetoed shall be funded. Funds disbursed according to specific instructions of a donor/trustor shall not be subject to veto.
12. The Board shall maintain complete and accurate books of accounts in accordance with standard accounting procedures and may employ such professional help as it deems necessary for this effort.

13. The Secretary or other Board designee shall maintain complete and accurate minutes of all the meetings of the Board and supply a copy thereof to each member within fourteen (14) days after the meeting.
14. The Chairperson, and in his/her absence the Vice-Chairperson, shall preside at all the Board meetings.
15. No member of the Board shall engage in any transactions with the Fund in which the member of the Board has direct or indirect financial interest and members shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Fund.
16. If any use of the Funds proposed by the Board poses a Conflict of Interest of any voting member of the Board, said member shall recuse himself/herself from all discussions of or voting on such use or any related use that might pose or might result in an appearance of, a Conflict of Interest to said voting member.

Article III

Powers of the Scholarship and Award Fund Board (The Board)

The Board (established under Article II), or any successors, is hereby authorized to have and exercise in its absolute discretion with reference to the Fund for and on behalf of and in the name of the Chesapeake Section of the American Water Works Association the following powers in addition to all powers held by the CSAWWA with reference to the Fund, to wit:

1. To receive the income, profits, and proceeds of the Fund, and to collect and provide receipts for the same, and pay all administrative and other necessary expenses in connection with it.
2. To refuse any restricted gift when, in their judgment, receipt of that gift would not be in the best interest of the Fund.
3. To purchase or otherwise acquire, and to retain, whether originally a part of this Fund or subsequently acquired, any and all stocks, bonds, notes or other securities, including stocks or interests in investment trusts, as it may deem advisable and for the best interest of the Fund and purposes for which it is established. Investments need not be diversified and may be made or retained with a view to a possible increase in value. The Board may at any time render

liquid the Fund, in whole or in part, and hold cash or readily marketable securities of little or no yield for such period as they may deem advisable.

4. To execute and deliver any and all instruments in writing which it may deem advisable to carry out any of the foregoing powers. All documents relating to the transfer or expenditures of any income or assets in the Fund or encumbrance thereof shall be signed by the Chairperson or Vice-Chairperson and Treasurer of the Board.
5. Interest, dividends, and royalties shall be considered income.
6. The proceeds of liquidating investments shall be considered principal.
7. The Board shall not permit income to accumulate unreasonably but shall use it with all diligence to accomplish the purposes for which this Fund has been established.

Article IV **Amendments**

Article I cannot be amended. The remaining Articles may be amended by a majority approval of the CSAWWA Board.

Article V **Removal of Board Members**

Board members shall be held to the prudent person standard. If a Board member becomes seriously disabled or if a member commits a breach of trust, the CSAWWA Board may for such cause shown remove that Board member. Such removal shall only be effective upon an affirmative vote to remove by a majority of the total CSAWWA Board.

Article VI **Dissolution - - Successor Trustee**

1. If, in the opinion of two-thirds (2/3) of the total CSAWWA Board, the purposes of the CSAWWA Scholarship and Award Fund can be accomplished more effectively in another manner, the CSAWWA Board may abolish the Fund, and all assets of the Fund shall be transferred to the CSAWWA general fund and non-dispersed principal returned to the donor(s).



2. Upon dissolution of the CSAWWA, the American Water Works Association or its successor shall become the Trustee of this Fund and shall administer the Fund in accordance with the terms of this instrument.
3. If the American Water Works Association, or its successor does not exist or refuses to become Trustee, then the Board of Directors shall apply to the Superior Court of Maryland for appointment of a successor Trustee(s).

AFFILIATION AGREEMENT

This Agreement, effective as of the 10th day of July, 2009, between the American Water Works Association (“AWWA”) and the undersigned Section of AWWA (the “Section”), sets forth the terms and conditions of the relationship between AWWA and the Section.

WHEREAS, the parties wish to prescribe the manner in which the parties may use the intellectual property that one party elects to provide to the other for its use from time to time, including logos, emblems, names, marks, free publications and other proprietary material, in each case excluding property that is covered by a separate license or other agreement (the “IP”);

WHEREAS, the parties also wish to ensure that AWWA can continue to indemnify all “Eligible Persons” of the Section who are to be indemnified under Section 6.01 of AWWA’s Bylaws and, if practicable, support that indemnification with a directors and officers liability insurance policy (a “D&O Policy”); and

WHEREAS, the parties recognize that AWWA’s qualification as a non-profit tax-exempt entity requires it to ensure that activities conducted by the parties under its name are consistent with AWWA’s stated mission of promoting education, scientific scholarship, and technical advancement related to water quality and safety by, among other things, funding research, publishing information, standards and journals and creating vital forums for technical experts and commercial entities to exchange knowledge and expertise (the “Mission”).

NOW, THEREFORE, IT IS AGREED:

1. **Guiding Principles.** AWWA and the Section will adhere to the Guiding Principles of this Affiliation Agreement, namely: (a) Conducting their daily operations and relationships with one another in a manner consistent with AWWA’s Strategic Plan, Vision, Guiding Principles and Mission; (b) Striving to protect, develop, and enhance the reputation and value of the AWWA brand; (c) Maintaining reasonable indemnification policies consistent with AWWA’s Articles of Incorporation, Bylaws and Governing Documents for the benefit of all parties; and (d) Cooperatively developing means to maintain D&O Policy coverage for Eligible Persons and to preserve the tax exempt status of the parties, including the modification of existing business practices when it is reasonable and advisable to do so.

2. **License.** (a) AWWA grants to the Section a nonexclusive license to use AWWA’s IP in connection with the Section’s activities in furtherance of the Mission, but only after the Section gives written notice to AWWA of each intended use of the IP and, after such notice, AWWA does not decline permission to use the IP as proposed.

Correspondingly, the Section grants to AWWA a nonexclusive license to use the Section's IP in connection with AWWA's activities in furtherance of the Mission, but only after AWWA gives written notice to the Section of each intended use of the IP and, after such notice, the Section does not decline permission to use the IP as proposed. (b) Each of the Section and AWWA will strictly abide by the other's guidelines and requirements related to use of the IP if and to the extent that such guidelines and requirements are provided in writing to the using party. (c) Each party will only use the IP exactly as provided or published by the other party, without any changes, omissions or additions except those approved in writing by the licensor of the IP. (d) If the owner of the IP changes any of the licensed IP, the using party will promptly adopt and incorporate such changes to the extent practicable. The using party will also promptly notify the owner of the IP if it becomes aware of any use of the licensor's IP that is unauthorized or clearly inconsistent with the Mission. (e) AWWA may revoke the Section's IP license if the Section materially breaches this Agreement and the Section may revoke AWWA's IP license if AWWA materially breaches this Agreement. The revocation of one party's IP license on account of such breach will not cause the revocation of the non-breaching party's license, which will remain in full force and effect subject to the terms of this Agreement. (f) Nothing herein obligates either party to license any particular IP to the other party or precludes a party from requiring the payment of licensing fees or other charges pursuant to existing or future separate agreements relating to such IP.

3. Fidelity to Mission. (a) Each of the parties will conduct its business in a manner that is consistent with the Mission and with AWWA's Bylaws, Governing Documents and Statements of Policy (collectively, the "Documents"), as currently in effect and as they may be amended from time to time. (b) In order to avoid potential conflicts of interest, the Section will not engage in any business or activity other than acting as a Section of AWWA. The parties acknowledge, however, that the Section may be affiliated, by common membership or ownership, joint offices, shared assets, overlapping Boards of Directors or otherwise, with other entities that are involved in other businesses or activities, so long as the activities of such affiliated entities that conflict with AWWA or the Mission are fully disclosed to AWWA.

4. Activities. Each of the parties will give the other access to information concerning new fundraising campaigns, events and other significant activities ("Activities") and to final versions of new literature, brochures, or other written materials that are to be published or circulated by the other party ("Materials") in connection with Activities. Such access may be afforded by posting on a website or intranet or in the party's other written publications. If AWWA believes that any Activities or Materials are contrary to the Mission or are likely to materially and adversely affect the tax exempt status of the Section or AWWA, then AWWA will so advise the Section, and the Section will take reasonable steps to eliminate or reduce such effect by modifying or terminating the Activities or Materials. Correspondingly, if the Section believes that any Activities or Materials of AWWA are contrary to the Mission or are likely to materially and adversely

affect the tax exempt status of the Section or AWWA, then the Section will inform AWWA's Board of Directors of its concern, and the AWWA Board will consider the appropriate response to the issue at its next regularly scheduled meeting. Activities of AWWA or the Section that are declared to be in support of a specific affiliated corporation, subgroup, council or committee of AWWA (a "Group") will be conducted in a manner consistent with the narrower mission and purpose of such Group. If the Section engages in fundraising activities that are represented to be for the benefit of a particular Group, the funds so raised will be promptly remitted to that Group and, when practicable, within the same calendar year.

5. **Training Regarding Tax Exempt Status.** In order to support the Section's efforts to ensure that its Activities do not inadvertently endanger the tax exempt status of either party, AWWA will make available, at no cost to the Section, specialized training to officers, directors, employees, managers and volunteers of the Section concerning the requirements of applicable tax exemptions, including but not limited to restrictions on political activities, fundraising, outside business activities, conflicts of interest and other corporate governance issues. Such training shall be provided to the Section no less often than once per year, typically in conjunction with other scheduled AWWA or Section meetings. Correspondingly, the Section agrees that, in order to ensure the efficacy of such training, it will cause appropriate personnel to participate in such training, in person and that the Section will in any event cause at least one Section officer, director or other person who is meaningfully involved with management of the Section's Activities to attend or otherwise participate in one training session each year, provided, however, that the Section's obligations to participate in such training shall not under any circumstances require the Section to expend any funds on travel, lodging or other expenses.

6. **D&O Policy.** During the term of this Agreement, AWWA will take all reasonable steps necessary to keep in effect a D&O Policy that covers all "Eligible Persons" of the Section who are entitled to indemnification from AWWA under Section 6.01 of AWWA's Bylaws. AWWA shall not be obligated to provide D&O Policy coverage or indemnify any Eligible Person with respect to actions or omissions for which indemnification is not permitted by law.

7. **Parties' Responsibilities.** While the Section will receive some funding from AWWA, the parties acknowledge that each party is responsible for the costs of its own operations and activities. Each party is also responsible for the conduct of its own business and activities, including its own tax, corporate and organizational filings and compliance, employees, including payroll, insurance and benefits requirements, and all other legal or business requirements arising from its activities.

8. **Proceedings.** If AWWA's Board of Directors determines, by a majority vote, that the Section has willfully and materially breached this Agreement or

the Documents, then AWWA may, after notice and a reasonable opportunity to cure has been given to the Section, commence a disciplinary proceeding against the Section (a "Proceeding"). A Proceeding shall be conducted in accordance with rules adopted by the Board of Directors that ensure fairness and a reasonable opportunity for the Section to defend its actions. In a Proceeding, only progressive sanctions may be imposed against the Section, beginning with a formal reprimand of the Section for the first Proceeding that finds a willful and material breach, then financial sanctions may be imposed in the second such Proceeding, and finally suspension or termination of the Section's affiliation with AWWA may be imposed in the third such Proceeding. If the Section is the prevailing party in a Proceeding, then AWWA shall reimburse the Section for the reasonable travel expenses incurred by the Section in connection with a Proceeding.

9. **Miscellaneous.** (a) This Agreement has an initial term of one (1) year but such term shall be automatically extended for another year each year on the anniversary of its effective date. (b) This Agreement may be terminated prior to the end of its original term or any extension thereof (i) by written agreement of the parties or (ii) a Proceeding or another action authorized by the Documents that dissolves the Section or otherwise terminates the Section's affiliation with AWWA. (c) Each of the parties agrees to defend and indemnify the other party against any loss, damage or liability (including reasonable attorneys fees) that the other party incurs as a result of the indemnifying party's breach of this Agreement. (d) This Agreement does not create a partnership, agency, or joint venture between the parties and does not entitle either party to enter into contracts, assume liabilities or obligations, or take any other action that binds the other party. (e) This Agreement, considered together with the Documents, (i) is the entire agreement of the Parties with respect to its subject matter, (ii) supersedes all prior agreements, arrangements or understandings of the parties, (iii) may not be assigned by either party without the permission of the other party, and (iv) may be amended only by a writing signed by the parties, provided, however, that the parties acknowledge that it is their mutual intent to amend this Agreement or to enter into a new agreement for the purpose of memorializing the parties' understanding as to the "Business Relationship Issues" previously identified by the parties, including but not limited to training and education, membership and communications, and such other issues as the parties may choose to address, and provided further, that the parties acknowledge that this Agreement does not give the Section any right to veto or block amendments to the Documents, which may continue to be amended in accordance with their terms. (f) The failure of a party to enforce a provision of this Agreement in one instance shall not waive the party's right to enforce that or any other provision thereafter. (g) If any term of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of the remainder of the Agreement, which shall remain in full force and effect. (h) The parties acknowledge that, in addition to the remedies prescribed by this Agreement, they retain the other remedies existing at law or in equity, including the right to seek injunctive relief to protect a party's IP, which right is expressly acknowledged to be reasonable and necessary to

ensure such protection, and such other remedies shall remain available to the parties. (i) Other than a dispute concerning a party’s IP, any dispute between the parties concerning this Agreement must be first considered in a Proceeding and only thereafter may be the subject of litigation or arbitration between the parties. (j) This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

AMERICAN WATER WORKS ASSOCIATION
AWWA
(“AWWA”)
(“the Section”)

Chesapeake Section

By: _____ By: **Eric Held** _____

Its: **Section Chair** _____

Date: _____ Date: _____

USEPA Training Agreement

DocuSign Envelope ID: EE4C35F4-1127-4E40-8802-5D0623EE5994



American Water Works
Association

Dedicated to the World's Most Important Resource™

6566 West Quincy Avenue
Denver, CO 80235-3098
T 303.794.7711
www.awwa.org

RCAP Subagreement between the Association and Section (Round 8)

SECTION: Chesapeake
STATE(S): Delaware & Maryland

Background: The Rural Community Assistance Partnership (RCAP) was awarded a cooperative agreement from the US Environmental Protection Agency (EPA). The American Water Works Association (AWWA) serves as a subcontractor to provide one workshop per state, including Puerto Rico. For FY22-24, AWWA was awarded funding to provide sixteen (16) additional workshops between October 1, 2022 - March 30, 2024.

Since 2014, AWWA has partnered with RCAP to provide training and technical assistance for small public water systems across the U.S. and Puerto Rico to achieve and maintain compliance with the Safe Drinking Water Act.

The period of performance for this 8th eighth round of RCAP funding begins on October 1, 2022.

Goal: To provide AWWA Sections with developed interactive educational content, which the Sections will coordinate with RCAP to deliver 67 workshops in all 50 states and Puerto Rico. The target audience is 20 small system attendees per workshop. Small systems are defined by the EPA as serving 10K people or less.

The Association responsibilities:

1. Host quarterly calls to provide updates and facilitate questions
2. Provide the *Small Systems Field Guide* or a small systems-focused *Standard* as a resource (free of charge) to Small System attendees following the workshop
3. Provide (free of charge), training supplies for instructors and 20 attendees maximum to conduct the Sampling/Water Quality Learning Lab
4. Process Section payment requests upon receiving completed workshop data

The Section responsibilities:

1. Review the Area 1 Toolkit Round 8 on the [microsite](#).
2. Deliver one or more workshops in each of the Section's designated states by December 31, 2023. **Sections are to provide the Association with the workshop date by February 28, 2023**
3. Communicate and coordinate with the RCAP Region/State Staff to:
 - a. Participate in meetings with the state primacy agency
 - b. Select a date, time, and delivery method (virtual or in person)
 - c. Utilize the lessons provided on the [EPA Area 1 Site](#) (microsite) to determine which training lessons to select for specific regional needs
4. Utilize the workshop pre/post test questions provided by the Association based on the lesson plans selected from the [microsite](#)

(Note: These items must be graded before being submitted to the Association)

5. In consultation with the RCAP Regional Staff:
 - a. Determine qualified instructor(s) and provide ample time for their review and tailoring of content
 - b. Provide any additional facilitation support necessary to conduct the Learning Lab and/or interactive activities
6. Market and advertise to small systems (10,000 or less). Note: If target attendance of 20 small system attendees is not met Sections are to provide a written justification to the Association with all post-workshop information
7. Promote the accompanying eLearning courses to small systems as listed on the [Small Systems page](#)
8. Provide Association-developed training materials and handouts for the attendees
9. Provide requested support during workshop
10. Report data to the Association within **15 business days after the workshop** conclusion in the required format noted on the EPA Area 1 site under forms.
11. If Section is providing continuing education credits and certification, provide certificates to attendees within 30 days of workshop.
12. If the Association is providing continuing education credits, Section must provide needed materials to grants@awwa.org **90 days before the workshop** to ensure the workshop is approved. AWWA will send certificates.

Additional Responsibilities for In Person Workshops:

1. Arrange and pay for a training facility (if needed)
2. Arrange and pay for audio and visual equipment (if needed)
3. Complete the valuation form for space use four weeks prior to the workshop. The form is available on the [EPA Area 1 Site](#).
4. Utilize Association-developed training materials to attendees
5. Attend and provide onsite support during the entire workshop

AWWA Training Services Workshop Delivery Support*

1. If Sections are unable to identify volunteer trainers to deliver a workshop, they must contact the Association **90 days prior to the workshop** and the Association will assign staff from AWWA Training Services
(Note: AWWA Training Services' funding is limited so the earlier the notification the greater the chance a trainer will be available)
2. AWWA Training Services can provide the following services:
 - ✓ Project management
 - ✓ Registration
 - ✓ Marketing support in collaboration with the Association
 - ✓ Post-workshop reporting
3. Please reference the [2023 RCAP/AWWA Round 8 Workshop Checklist](#) available on the [microsite](#) or email grants@awwa.org to learn about AWWA Training Services responsibilities.

***Section Responsibilities When Utilizing Training Services**

1. Communicate and coordinate with AWWA Training Services to:
 - ✓ Participate in meetings with the state primacy agency (if necessary)
 - ✓ Select a date, time, and delivery method (virtual or in person)
 - ✓ Review the lessons provided on the [EPA Area 1 Site](#) to determine which training lessons to select for specific state/regional need
2. Market and advertise to small systems (10,000 or less).
(Note: If target attendance of 20 small system attendees is not met Sections are to provide a written justification to the Association with all post-workshop information)
3. Promote the accompanying eLearning courses to small systems as listed on the [Small Systems page](#)
4. If Section is providing continuing education credits and certification, provide certificates



- to attendees within 30 days of workshop.
5. If the Association is providing continuing education credits, Section/AWWA Training Services must provide needed materials to grants@awwa.org 90 days before the workshop to ensure the workshop is approved. AWWA will send certificates.

Section Payment:

Delivery of one workshop	Delivery using AWWA Training Services
\$4,200	\$1,500

Payment to the Section is made upon completion of one or more workshops per state and submission of reporting data to the Association.

NOTE: Grant funds do not allow reimbursement of food and beverage expenses. The Section may provide at its discretion and expense.

Cost to Attendees:

Free to all attendees

Continuing Education Credits (CEUs): The Section has the option to apply for OPERATOR CEUs and provide certificates for its workshop(s). If the Section chooses not to do so, the Association will process. If the Association is processing the Section CEUs the Section must provide all required workshop materials 90 days prior to the workshop.

CEU Processing Responsibility

- Section
 Association

Section contact for CEU questions

Name	na
Email	na
Phone	na

Additional Section contact

Name	Rachel Ellis
Email	info@csawwa.org
Phone	443.924.4671

Designated Section representative and address to ship Learning Lab supplies and Small Systems Field Guides

Name	Rachel Ellis - DO NOT SEND LAB SUPPLIES
Email	info@csawwa.org
Mailing Address	4871 Fairbank Rd., Tilghman, MD 21671



Return by January 20th, 2023 to grants@awwa.org

The Section agrees to participate in the above titled US EPA Project. The Association will pay per workshop completion to the Section for the successful delivery of one or more workshop(s) in the Section's designated state(s) per the responsibilities listed within this agreement and any subsequent guidance provided by the Association.

AWWA

SECTION

DocuSigned by
Barbara Martin
8493234C0094945E

(Signature)

Barbara Martin

(Print Name)

Director - Engineering & Technical Services

(Title)

1/16/2023

(Date)

DocuSigned by
Rachel Ellis
E7E0A7F8B80A31E7

(Signature)

Rachel Ellis

(Print Name)

Rachel Ellis

(Title)

1/16/2023

(Date)

Tri-Con MOU

MEMORANDUM OF UNDERSTANDING

Chesapeake Section, American Water Works Association (CSAWWA)
Chesapeake Water Environment Association (CWEA)
Water and Waste Operators Association of Maryland, Delaware, and the District of
Columbia (WWOA)

TRI-ASSOCIATION CONFERENCES

The Chesapeake Section, American Water Works Association (CSAWWA); Chesapeake Water Environment Association (CWEA); and Water and Waste Operators Association of Maryland, Delaware, and the District of Columbia (WWOA) seek through this Memorandum of Understanding (MOU) to establish a basis for holding Tri-Association Conferences. Through membership in Chesapeake Tri-Association, Inc. (CTA), the organizations have pledged to better serve our members through collaborative educational efforts. The Tri-Association Conference has become a highly successful event, and it is agreed by all three organizations that this event should be held on an annual basis. To that end, the organizations agree to plan, organize, and conduct annual Tri-Association Conferences, subject to the following governing principals, and in conformance with the Bylaws of CTA.

1. The name of the conference shall be “Year” Tri-Association Conference, or “Year” Tri-Con.
2. The annual Tri-Association Conferences shall be held at a location with the capacity to handle the conference requirements, as determined by the Tri-Association Conference (Tri-Con) Committee.
3. Each Tri-Association Conference will be managed by the Tri-Association Conference Committee consisting of four (4) individuals from each organization. CSAWWA, CWEA, and WWOA will annually designate their respective four representatives who shall have voting rights for that organization and, in the event of a mid-year vacancy, will designate a replacement representative. No one voting member can represent more than one organization. Additional non-voting conference volunteers also may serve the committee. Voting members will determine the role of these non-voting conference volunteers on a case-by-case basis.
4. The Tri-Association Conference Committee will have the following committee positions as elected by the assigned voting members at the first annual planning meeting: 1) Tri-Con Chair; 2) Tri-Con Chair-Elect; 3) Treasurer; and 4)

Secretary. The previous year's Tri-Con Chair will serve on the committee as Past-Chair. The selected Tri-Con Chair shall be a current voting member, and shall have served on the Tri-Association Conference Committee the previous year. The Tri-Con Chair-Elect shall be a current voting member. The Tri-Con Chair position will rotate annually among the three member associations.

5. The current year Tri-Association Conference Committee members will be responsible for selecting the location and dates for the subsequent Tri-Association Conference unless these are already established through existing multi-year venue contracts. In addition, the current year Tri-Association Conference Committee will be responsible for scheduling the first planning meeting for the subsequent Tri-Association Conference. The Tri-Association Conference Chair will forward the initial planning committee meeting date and location at least two weeks in advance to the President or Chair of each member organization.
6. Chesapeake Tri-Association, Inc. may also do business as Tri-Association Conference. All contracts, agreements, and other obligations in the amount of \$5,000 or greater must be approved and executed by the CTA President or an individual with express written authority to do so as delegated by the CTA President.
7. The Tri-Association Conference Committee will maintain a separate bank account for the Tri-Association Conference, as a sub-account of the CTA, established and maintained by the CTA Treasurer. CTA will be responsible for assuring the integrity of this bank account and for proper filing of taxes. The Tri-Con Treasurer will manage all account deposits and dispersals with the exception of the final conference proceeds disbursements to the three member organizations, which will be the responsibility of the CTA Treasurer.
8. The Treasurer of the Tri-Association Conference Committee will assure that all bookkeeping and accounting for the Tri-Con is complete by December 1st of the conference year.
9. Net proceeds from the Tri-Association Conference will be equally divided among the three member organizations. If the conference realizes a net loss, the amount of the loss shall be equally divided among the three member organizations.
10. The Treasurer of CTA will be responsible for issuing disbursement of proceeds to each organization prior to December 31 of the conference year. The Treasurer of CTA will be responsible for proper tax filing annually, and for

filing an annual Financial Report to the Presidents/Chair of each member organization.

11. The Treasurer of CTA will be responsible for negotiating, purchasing, and maintaining the insurances necessary for conduct of the Tri-Association Conference.
12. Each year, following the conference and prior to disbursing proceeds, the Tri-Con Treasurer will recommend that a certain amount of that year’s proceeds shall remain in the Tri-Con bank account as seed funds for the subsequent year conference.
13. No party may amend this MOU without the written consent of the other parties, and until after the fulfillment of any existing contracts, obligations, and liabilities.
14. Changes to this MOU may only be made after the proposed changes are first submitted in writing with justification to the CTA Board of Directors. Within 90 days, the requested change(s) must be approved by the unanimous written agreement of the three member associations. Upon unanimous approval, the amended MOU will be distributed and published and will be effective immediately upon signature by each of the three member associations.
15. Withdrawal from this MOU by any of the member associations must be made in writing with justification to the CTA Board of Directors. It is understood that in such case the withdrawing association is expected to fulfill all obligations through the end of the first ensuing Tri-Con. Failure to fulfill such obligations will be considered sufficient grounds to withhold all or part of the proceeds from that year’s conference.

Approved and Executed on Behalf of CSAWWA:

_____ Date

Chair

_____ Date

Witness

Approved and Executed on Behalf of CWEA:

_____ Date

President

Witness

Date

Approved and Executed on Behalf of WWOA:

President

Date

Witness

Date

Original on file, signed by A. Cooper (CSAWWA), J. Kaberline (CWEA) and Steve Fox (WWOA)



2022 COMMITTEE REPORT

TO: CSAWWA BOARD

FROM:

DATE:

Provide a summary of activities completed or planned:

Provide the names of 2020-2021 Committee Members:

•

COMMITTEE/EVENT BUDGET REQUEST

Committee:

Trustee:

List proposed major activities for the year:

- 1)
- 2)

Estimated budget expenses and income applicable to your Committee/Events:

Expenses			Income		
Printing	\$	-	Registration Income		\$
Postage	\$	-	List Estimated attendance		
Room Rental	\$	-	List Estimated Fee		
Catering	\$	-	Sponsorship Income	\$	-
Equipment Rental	\$	-	Donations	\$	-
Speaker Fees	\$	-	Other	\$	-
Administrative Support	\$	-		\$	-
Giveaways	\$	-		\$	-
Other	\$	-		\$	-
Total Expenses	\$		Total Income		\$
			Net Income (expenses)		\$

Signed: _____
(Committee Chair)

Date: _____

E-mail your completed form, with appropriate backup material, to your Trustee by deadline below (your trustee is shown in the section organization chart). Please also email copy to Rachel Ellis, Executive Director, info@csawwa.org

CSAWWA EXPENSE REPORT

Event Name	
Date	
Location	

Date	Merchant/ Item – receipt required for each item	Amount
Total Reimbursement Due:		

Pay To	
Address	
Phone	
Email	

Submit completed Form with receipts by email to CSAWWA at the address shown below.

Thank You!

CSAWWA EVENT PLANNING CHECKLIST

Event name: _____ Committee: _____

Date: _____ Chair: _____

Location: _____ Vice Chair: _____

Number of Attendees Expected: _____

Is this a joint event with another association? _____ Partner Assoc.: _____

Checklist: Assign responsibilities to committee members (as applicable) or Section Staff. Attach detailed plans separately if needed. Alert staff asap of any needed support:

- | | |
|---|--|
| _____ Flyer | _____ Sponsor recognition |
| _____ Online registration | _____ Membership table items |
| _____ Promotion/advertising plan | _____ Name badges |
| _____ Venue/catering contract and payment | _____ Photographs at event |
| _____ Operator CEU application | _____ Event wrap-up for Board and <i>Chesapeake Magazine</i> |
| _____ CEU certificate printing | |

Budget: list out and estimate income and expenses. Attach detailed budget separately if needed.

Income (registrations, sponsorships, vendor displays)	
Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REVENUE	\$ _____

Expenses (food and beverage, room rental, signs, printed agenda or handout, giveaways/bling)	
Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COST	\$ _____

NET PROFIT OR LOSS: \$ _____

Prepare and submit to Trustee and Executive Director no later than eight weeks before event

EVENT FLYER STANDARDS

Below is the basic information to include on an Event Flyer.

You are free to customize layout and fonts, but any colors should be consistent with Our logo.

Please use one of the logos included below – they are the most current versions and can be obtained in a variety of formats from the Executive Director.

EVENT TITLE

- Date, time
- Location
- Agenda with times
- Prices
- Online registration information/link
- Sponsorships or vendor display opportunities?

