

Policies & Procedures

FOR NORTHWEST OREGON SUBSECTION

A SUBSECTION OF PACIFIC NORTHWEST SECTION OF AMERICAN WATER WORKS ASSOCIATION

Revised & Approved: 6/18/15

OFFICER ROLES:

- **President:** Conducts the regular monthly meetings and ensures that the duties of the other three officers are being performed. Assists the other officers when needed and answers any concerns from the members. Works closely with the Subsection's Committee Chairs and facilitates the goal setting and spending plan meetings of the Subsection. Ensures that the Subsection goals are in line with the Section's strategic plan and national goals and policies set by AWWA. Prepares, delivers and presents the Subsection's annual report to the PNWS-AWWA Board at the Winter Trustees Meeting.
- **Vice President:** Schedules monthly meetings for the year and confirms meetings at least two months prior to the meeting date. Assists the Secretary and Treasurer, as needed, at the regular monthly meetings. Arranges for continuing education units (CEUs) through ESAC for the regular monthly meetings through the Subsection Education Committee. Works with the staff of the local host utility/entity on logistics of the regular monthly meeting (including program content & meal). Assists with the preparation and presentation of the Subsection's annual report.
- **Treasurer:** Receives the revenue from the monthly meetings, registration/event fees and other donations. Records and deposits said revenue into the Subsection bank account. Maintains a current and balanced account record. Enters the financial transactions of the Subsection into an accounting program. Reports the Subsection's account balance information at the regular meetings. Assists the other officers and sub-committee chairs with the Subsection's work plan and spending plan development, and oversees the implementation of the approved spending plan. Also assists with preparation of the Subsection's annual report.
- **Secretary:** Prepares monthly meeting minutes and submits them to the appropriate person to be included in the announcements for upcoming meetings. Takes meeting minutes at Subsection Board meetings and compiles them for occasional submittal to the bank. Assists the Treasurer with the collection of

money at regular monthly meetings, and may also assist the other officers with the preparation of the Subsection's annual report.

OFFICER RESIGNATION:

- A Subsection officer may choose to remove him- or herself from office by submitting a letter of resignation to the President.
- In the event of an officer resigning, the other Subsection officers have a number of options regarding replacement:
 - a. If the officer must resign during the term of office, the others may decide to hold an emergency election to find a replacement. The new officer must be brought in as Secretary.
 - b. The remaining officers may decide to fill in for the missing officer until the normal election cycle, and then to elect two new officers. The new recruits will have the option of becoming either the Secretary or Treasurer of the Subsection.
 - c. If the officer can resign at the end of the term of office then two new officers will be brought in for the next term. Depending on the time of year, an emergency election may need to be held to find a second incoming officer. The two new recruits will have the option of becoming either the Secretary or Treasurer of the Subsection.

SPENDING AND WORK PLAN: *(Subsection Officers)*

- The Spending and Work Plan is based on goals that are established in the fall by the officers, with significant input from the committee chairs, and is presented to the PNWS-AWWA Board of Trustees at the Winter Trustees Meeting as part of the Subsection's annual report.
- The draft Spending and Work Plan is available for Subsection members to review on or about the November regular monthly meeting. The members vote to approve the plan at the December regular monthly meeting.
- Following the Winter Trustees Meeting, if necessary, the Spending and Work Plan can be expanded to include the estimated income and expenses that will be necessary to achieve the goals established by the officers.

SCHOLARSHIPS: *(Scholarship Committee)*

- **Waterworks School, Subsection Training Events, & Section Conference:**
As part of the Spending and Work Plan, the Subsection may set aside funds to

allow for scholarships to be available to current members for attending training events. At the discretion of the Board, monetary support may be approved towards expenses depending on the financial stability of the Subsection at the time.

- **Higher Education:** Historically each fall, the Subsection receives requests from Clackamas Community College students in the water program for scholarship money. However, any student attending an accredited program of study related to drinking water may make a scholarship request to the Subsection. Generally, the Scholarship Committee recommends at least 4 scholarships be made, depending on the overall Spending and Work Plan constraints and the profitability of the annual Waterworks School.

MONTHLY MEETINGS: *(Subsection Officers)*

- The members should receive electronically e-mailed announcements and prior meeting summary information approximately two weeks before the date of the next regular business meeting.
- The Vice President manages the arrangements for each of the monthly meetings. A location and a topic and speaker for the program should be arranged at least two months prior to the meeting date.
- Payment for lunch expenses can be handled one of several ways, depending upon the desire of the meeting site host:
 - a. The Subsection can incur the total cost of the meal. Employees of the meeting site host are charged the standard cost for the meeting.
 - b. The Subsection splits the cost of the meal (Subsection must get a copy of the invoice). Employees of the meeting site host are not charged for the meeting.
 - c. The local site host incurs the full cost of the meal. Employees of the meeting site host are not charged to attend the meeting.
 - d. It is also possible to look for vendors, consulting firms, or other organizations that are willing to contribute to the purchase of the lunch.
- Monthly meeting attendees will be charged based on whether or not they are members of AWWA. Fees are decided by the officers and voted on by the membership. Monthly meeting attendees who are members of AWWA, either as individuals or as utility members, will be charged less than attendees who are non-members.

- The general meeting format is to have opening remarks of welcome and thanks, especially to the meeting site host. Following the opening, the President will hear reports from the Vice President and Treasurer before moving to committee reports, old business, and new business. Finally, the special speaker or program is introduced.
- A raffle drawing is held for a prize, which is usually a \$25 gift certificate to a store or restaurant, just prior to the meeting program.

SPECIAL EVENT MEETINGS:

- **Holiday Luncheon:** (*Subsection Officers*)
 - a. The date for the Holiday Luncheon is generally the second Friday of December. However, due to scheduling conflicts with the location or catering, or if the Board decides it is preferable, the third Friday of December is also an acceptable date.
 - b. Invitations should be extended to local vendors and product suppliers to attend and network with water suppliers and consultants.
 - c. Prizes to give away during the party are obtained by purchase through the Subsection's general fund budget and by donations from water systems, consultants and vendors.
 - d. As with the monthly meetings, attendees will be charged based on whether or not they are members of AWWA. The fee for lunch at the Holiday Luncheon is \$15 for AWWA members and \$20 for non-members.
 - e. A reminder for annual member update information is e-mailed to members at least 2 months prior to the meeting and with the meeting announcement in early December. The information is also posted on the Subsection webpage.
 - f. Raffle tickets for the prize drawing are given to everyone in attendance who purchases a lunch and also to students and retirees who attend.
- **Retiree's Luncheon:** (*Activities and Water for People Committees*)
 - a. The retiree's luncheon event is generally held during the regular August business meeting.
 - b. The luncheon is free to all retirees past and present and their spouses. Retiring members of the Subsection will be recognized with a brief introduction.

- c. The President recognizes the year's retirees and presents a commemorative Subsection jacket to each one.
- d. During the meeting, there is usually a contest to see who can chip a golf ball closest to the pin from about 90 yards away. The cost of the competition is \$5 for 3 golf balls, and contestants may purchase more than one "chance" of 3 golf balls if they desire. The winner receives half the income generated from the contest, and the remaining half goes to the NW OR Subsection Water for People Committee.

COMPETITIONS: *(Activities Committee)*

• **Meter Madness:**

- a. The Meter Madness competition involves individuals versus individuals rather than teams or utilities versus each other and should occur in January.
- b. The contestant who assembles the meter that is fully functioning in the shortest amount of time (including error penalties) is declared the winner.
- c. The winner receives a scholarship to attend the Section Conference as the representative of the NW Oregon Subsection. All participants at the Subsection event are eligible to compete at the Section Conference, but only the winner can receive the scholarship. The winner also receives a revolving trophy that they will be able to keep for a year.

• **Field Innovations:**

- a. The Field Innovations competition should take place in February and can occur during the same meeting as the Top Ops Contest.
- b. Each presenter is allowed to have up to 5 minutes to present his or her idea.
- c. The winner of the competition is determined by a vote of those in attendance.
- d. The winner receives a scholarship to attend the Section Conference as the representative of the NW Oregon Subsection. All participants at the Subsection event are eligible to compete at the Section Conference, but only the winner can receive the scholarship. The winner also receives a revolving trophy that they will be able to keep for a year.

• **Top Ops:**

- a. Top Ops competitive teams are formed according to the official national AWWA competition rules.

- b. The Top Ops competition is usually held in conjunction with the Field Innovations contest during the regular February meeting.
 - c. The winning team receives a scholarship for up to three team members to attend the Section Conference as the representative of the NW Oregon Subsection. All participants at the Subsection event are eligible to compete at the Section Conference, but only the winners can receive the scholarship. The winning team also receives a revolving trophy for winning the Subsection's competition.
- **Best Tasting Water:**
 - a. The Best Tasting Water competition should take place in March.
 - b. The rules of the Subsection competition follow those of the official national AWWA rules.
 - c. The first, second, and third place winners each receive an etched glass as a trophy.
 - d. The winning water provider receives a scholarship to attend the Section Conference as the NW Oregon Subsection representative in the Best Tasting Water contest. The first place winner also receives a revolving plaque to display for a year.
- **Tapping Contest:**
 - a. The Subsection shall encourage both men's and women's tapping teams to compete at the subsection level.
 - b. The Subsection contest shall occur at the April regular meeting.
 - c. The winning teams (men's & women's) each shall receive a scholarship for up to four team members to attend the Section Conference as the representatives of the NW Oregon Subsection. All participants at the Subsection event are eligible to compete at the Section Conference, but only the winner can receive the scholarship. The winning team also receives a revolving trophy for the Subsection's competition.

ANNUAL EVENTS / TRAININGS:

- **Waterworks School:** (*Waterworks School Committee*)

- a. The Waterworks School (WWS) is a huge annual training event that offers CEUs for water operators.
 - b. The WWS is generally held during the end of June on consecutive days that do not conflict with other AWWA local, regional, or national events.
 - c. If the WWS makes a profit, that money is given to the Scholarship Committee to be used for scholarships for students studying for water industry careers. The amount of each scholarship will vary from year to year.
- **Golf Tournament:** (*Water for People Committee*)
 - a. The main function of the golf tournament is to act as a fundraiser for the Pacific NW Section's Water for People Committee.
 - b. The balance of the golf tournament revenue, after expenses have been covered, will be applied to the Section WFP Committee.
 - c. The tournament is generally held in late July or early August.
 - **Wine for Water:** (*Young Professionals Committee*)
 - a. The goal of the annual Wine for Water event is to raise money for Water for People.
 - b. Most of the balance of the event revenue, after expenses, is donated to the Water for People organization while a small portion goes to fund the Young Professionals Committee.
 - c. The event is generally held in late August or early September.