

**IOWA WATER ENVIRONMENT ASSOCIATION**

**MANUAL OF POLICIES AND PRACTICES**

**JUNE 8, 2017**

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## **ADMINISTRATIVE PROCEDURES**

### Fiscal Year

The fiscal year of the Association shall be January 1 through December 31 each year.

### Reserve Funds

The Secretary-Treasurer or Treasurer shall create a Reserve Account separate from the operations accounts which shall be restricted to extraordinary expenses of the Association. The amount in the Reserve Account shall be at least 30 percent of the annual operating budget, exclusive of the regional accounts. An additional 30 percent shall be retained in operating reserves for cash flow purposes.

### Investment Strategy

Secretary-Treasurer or Treasurer is authorized to invest Association funds in government secured investment instruments. Investment strategies should be structured to provide adequate cash flow. Interest income on Reserve Account funds shall remain in the Reserve Account.

### Association Records

The Secretary-Treasurer or Treasurer shall maintain records of the Association for 10 years before transferring records to the Association historian. The historian shall review the records and retain those records appropriately needed for historical value and may dispose of any other records not retained.

## **ANNUAL MEETING**

Secretary-Treasurer and Assistant Secretary-Treasurer or Secretary and Treasurer Registration  
Registration fees for the Secretary-Treasurer and Assistant Secretary-Treasurer or the Secretary and Treasurer is waived.

### Retired Member Registration

Retired members who have been members of the Association for at least fifteen years shall pay one-half the registration fee being charged for the meeting. This applies to the member only; there will be no adjustment for the spouse program registration.

### Young Professional Member Registration

YP members, as defined by WEF, shall pay a registration fee as set by the Executive Board for the meeting. Meals, tours, and other fees are not waived. (As of March 11, 2013, WEF defines a YP member as someone with less than 5 years of experience in the water quality industry and less than 35 years old.)

### Student Registration

The registration fee for student members attending the technical sessions at the annual meeting is waived. Meals, tours, and other fees are not waived.

### Speaker's Registration

The registration fee for individual speakers is waived for the day of their scheduled presentation. The meal of the day will be provided at no charge. If the speaker participates in the remainder of the annual meeting, then the speaker will be required to pay the appropriate registration fee.

### Non-Member Registration

All technical program registrations for non-members shall be at least 20% higher than the amount for member registration. Non-members may apply the surcharge toward membership in the Federation if a membership application form is completed within two weeks following the end of the annual meeting.

### Special Operator Registration

Each year, the Executive Committee shall establish a special operator registration fee. This special registration shall be limited to operators and shall be limited to attendance at the technical program only. Meal fees, CEU registration fees, or any other fees are not waived as a result of this special registration fee.

### Registration Refunds

Full refunds for any pre-registration receipts shall be made by the Secretary-Treasurer or Secretary provided a request is received at least three business days prior to the beginning of the annual meeting. No refunds will be made for requests later than three business days in advance of the meeting except for emergency circumstances.

### Payment to Speakers

The Program Committee is authorized to provide for an honoraria or expenses to invite speakers to participate in the annual meeting. The decision of the amount allocated would be made by the Program Committee, with said amounts to be covered by registration fees.

### Program Printing and Distribution

Printing and mailing of the programs or notices for the annual meeting will be handled by the Program Committee.

### Spouses' Auxiliary Program

Planning for the annual meeting is the responsibility of the Local Arrangements Committee, the Program Committee, and the officers of the Spouses' Auxiliary. By March 1, the Spouses' Auxiliary shall submit a program budget to the Executive Committee for approval. Registration fees for the auxiliary program attendants shall be set by the Executive Committee.

### Facility Requirements

The following general guidelines are adopted to evaluate potential meeting locations.

Seating capacity for 300 for the luncheon and banquet.

One room with capacity of approximately 300 for the main meeting room.

One room with seating capacity of 80 for concurrent sessions.

Two rooms for one day with seating capacity of 50 in each for workshops.

Minimum 4,000 sq. ft. for exhibit area in close proximity to main meeting room.

Minimum 100 motel rooms in close proximity to the meeting location.

### Exhibitor Arrangements

Exhibitors are accepted on a first-come/first-served basis provided their exhibitor fee is paid.

The exhibit fees will be set by the Executive Committee.

### Hospitality Rooms

Hospitality rooms may be hosted by individuals or companies and are the sole responsibility of those individuals or companies. These rooms shall not be open during any event at the annual meeting or during the noon hour of any meeting day.

### Hospitality/Social Hour

A hospitality/social hour is authorized prior to the WEF awards banquet. This hour is to be paid for through registration fees. There is a limit of two free drinks per individual at the hospitality hour. Each full conference registrant and banquet ticket purchaser will receive two tickets for the hospitality hour as part of their registration package. Cash bar is permissible.

### Cancellation and Refund Policy

The cancellation and refund policy specified in Attachment G shall be followed for all IAWEA sponsored conferences.

## **EXECUTIVE COMMITTEE**

### Meetings

The Executive Committee shall meet at least four times a year.

### Liaison with Standing Committees

Each Executive Committee member shall be liaison with one or more of the Association standing committees. The liaison shall be responsible to report on activities of the respective committee at the quarterly meetings of the Executive Committee. The following liaisons have been established.

<u>Committee</u>	<u>Liaison</u>
Aims and Objectives	President-Elect
Annual Conference	Past President
Program	Past President
Local Arrangements	President-Elect
Awards	Vice-President
Biosolids	Regional Director
Collection Systems	Regional Director
Education	Regional Director
Exhibitor & Vendors	Assistant Secretary-Treasurer or Secretary
Financial Review	Federation Delegate
Government Affairs	Federation Delegate
Historian	Secretary-Treasurer or Treasurer
Industrial Pretreatment	Federation Delegate
Laboratory Practices	Regional Director
Maintenance	Regional Director
Membership	Regional Director
Newsletter	President
Nominating	Past President
Operator Certification	Regional Director
Public Relations & Education	Regional Director
Research	Federation Delegate
Safety	Regional Director
Small Communities	Vice-President
Water for People	Regional Director
Website	Regional Director
Young Professionals	Regional Director

### Duties of Officers

The President shall:

1. preside at all meetings of the Executive Committee,
2. direct or appoint appropriate personnel to conduct all technical sessions at the annual meetings,
3. preside at the annual business meeting and banquet,
4. be an ex-officio member of all committees,
5. appoint the members of all committees,
6. act as liaison with the Executive Committee to the Newsletter Committee, and
7. appoint liaison members from Executive Committee to all committees except those defined in duties of other offices.

The President-Elect shall:

1. preside in the absence of the President or at the President's direction;
2. act for the president when required,
3. act as liaison with the Executive Committee to the Aims & Objectives Committee,
4. be a member of the Local Arrangements Subcommittee and act as liaison with the Executive Committee, and
5. be a member of the Program Subcommittee.

The Vice-President shall:

1. assist the President and the President-Elect,
2. act in the absence of the President or President-Elect, and
3. be a member of the Awards Committee and act as liaison with the Executive Committee.

The Secretary-Treasurer shall (if office is filled):

1. function under the direction of the President and/or the Executive Committee and maintain an accurate record of the affairs carried out or acted upon at all meetings, notify membership of all Executive Committee action as directed by the Executive Committee, maintain records of the Association, including an accurate list of membership and perform other duties as assigned by the President or Executive Committee,
2. consult with the officers of the Association as to the custody and investment of funds, establish an account in the name of the Association, and be delegated and authorized to issue checks on the account,
3. see that all monies due to the Association and Federation are collected and transferred to the Federation and proper accounts and custody; and see that all expenditures are properly entered into the records of the Association and that bills and vouchers for their payment are proper and in order,
4. present an annual report at the annual business meeting of the Association, including a balance sheet of the books, which books shall be made available for review by persons appointed by the Executive Committee,
5. establish an account in the name of the Association for regional program activities and along with the designated Regional Coordinator, be delegated and authorized to issue checks on the account,
6. respond to calls made to the Association 800 number, maintain an adequate supply of promotional materials for use at Association meetings,
7. prepare, or cause to be prepared, and submit all required tax returns,
8. provide for awards materials for awards presented by the Association and Federation, and
9. act as liaison with the Historian.

The Assistant Secretary-Treasurer shall (if office is filled):

1. maintain membership database on a quarterly basis; shall provide mailing lists to committees, newsletter, and educational agencies when requested,



2. work with the Exhibitor & Vendors Committee Chair on the Annual Meeting, to include registration and receipt of payments,
3. be delegated and authorized to issue checks on behalf of the Association and fill in for the Secretary-Treasurer during prolonged absences of the Secretary-Treasurer,
4. be responsible for the administration, invoicing and collection of dues of IAWEA Municipal and Iowa Only members,
5. coordinate Federation Meeting arrangements, and
6. work under the direction of the Secretary-Treasurer.

The Secretary shall (if office is filled):

1. function under the direction of the President and/or the Executive Committee,
2. maintain an accurate record of the affairs carried out or acted upon at all meetings,
3. notify the membership of all Executive Committee action as directed by the Executive Committee,
4. maintain records of the Association and perform such other duties as assigned by the President or Executive Committee,
5. coordinate Federation Meeting arrangements,
6. respond to calls made to the Association 800 number and maintain an adequate supply of promotional materials for use at Association meetings,
7. provide for awards materials for awards presented by the Association and Federation,
8. maintain membership database on a quarterly basis, provide mailing lists to committees, newsletter, and educational agencies when requested, and manage the Association's email list service permissions,
9. be responsible for the administration, invoicing and collection of dues of IAWEA Municipal and Iowa Only members,
10. work with the Exhibitor Coordinator on the Annual Meeting, to include registration and receipt of payments,
11. be delegated and authorized to issue checks on behalf of the Association and fill in for the Treasurer during prolonged absences of the Treasurer, and
12. work in cooperation with the Treasurer.

The Treasurer shall (if office is filled):

1. function under the direction of the President and/or the Executive Committee,
2. consult with the officers of the Association as to the custody and investment of funds, establish an account in the name of the Association and shall be delegated and authorized to issue checks on the account,
3. be delegated and authorized to issue checks on behalf of the Association and fill in for the Secretary during prolonged absences of the Secretary.
4. see that all monies due to the Association are collected, including IAWEA MA dues received by the Water Environment Federation; and shall see that all expenditures are properly entered into the records of the Association and that bills and vouchers for their payment are proper and in order,
5. present an annual report at the annual business meeting of the Association, including a balance sheet of the books, which books shall be made available for review by persons appointed by the Executive Committee,
6. prepare, or cause to be prepared, and submit all required tax returns,

7. establish an account in the name of the Association for regional program activities and shall, along with the designated Regional Coordinator, be delegated and authorized to issue checks on the account, and
8. work in cooperation with the Secretary,
9. act as liaison with the Historian.

The Immediate Past President shall:

1. be a member of the Annual Conference Committee and act as liaison with the Executive Committee,
2. be a member and chair of the Program Subcommittee and act as liaison with the Executive Committee, and
3. be a member and chair of the Nominating Committee and act as liaison with the Executive Committee.

The Regional Directors shall:

1. Represent different portions of the state,
2. work with other groups with interests consistent with the objectives of the Association and act as a liaison between said groups and the Executive Committee in promoting those objectives, and
3. be liaison to committees as assigned by the President.

The Federation Delegate(s) shall:

1. represent the Iowa Water Environment Association in the conduct of business by the WEF House of Delegates,
2. be liaison to committees as assigned by the President,
3. act as liaisons in all matters of mutual interest between the Association and the Federation, and
4. the Senior WEF Delegate shall be responsible for arranging transportation, meals and lodging, and entertainment for the Federation representative during that person's stay in Iowa for the annual meeting. The Senior WEF Delegate will also select and purchase at the Association's expense a gift for the WEF representative. The intent of the gift is to showcase Iowa products and serve as a reminder to the WEF representative of Iowa hospitality, creativity, and generosity.

## **COMMITTEES**

Iowa Water Environment Association members appointed to serve on committees of the Association are expected to actively participate in committee activities and fully understand the responsibilities delegated to them. Committee work will require professional dedication of its members toward achieving goals and objectives of those committees. General expectations of all committee members are listed below.

1. The Association President shall select the committee chairperson as well as appoint members to the committees. All committee members shall sign a letter of intent to serve (Appendix 1) The President shall consider the generic make up of the committees.
2. Members are expected to attend committee meetings as scheduled and called for by the chairperson. A simple majority of the members will constitute a quorum for the meetings to be held.
3. Members should expect to be called for a minimum of two meetings per calendar year. Additional meetings will be called as necessary to complete unfinished business.
4. Calls for meetings should be made in writing by the chair at least two weeks in advance of a scheduled date. A telephone call or email to each committee member, at least two weeks in advance of a scheduled meeting, is also an acceptable scheduling procedure.
5. The chairperson shall draft an agenda for every meeting and forward it to committee members and to the committee's IAWEA executive board liaison member.
6. Between meetings, a committee chairperson should maintain an adequate line of communication with the membership through written memos, telephone calls, or emails.
7. Committee members are encouraged to provide input to the regularly scheduled meetings, propose topics for presentation at state and regional IAWEA meetings, be willing to make presentations on committee topics, and provide technical assistance and leadership to the IAWEA membership.
8. The chairperson of each committee is responsible for submitting an annual written report of the committee's activity during the preceding year to the Secretary-Treasurer and make an oral presentation of that report at the IAWEA annual meeting.
9. The chairperson of each committee should arrange meetings in central locations at times and places promoting attendance. If possible, committee meetings should be arranged to coincide with other meetings or training sessions.
10. The committee chairperson shall prepare a proposed budget and shall submit it to the Secretary-Treasurer or Treasurer no later than June 1 of each year.
11. A copy of all reports, nominations, actions, or recommendations shall be immediately filed with the Secretary-Treasurer or Secretary.
12. Committees may formulate position statements or responses for the Association for review and approval of the Executive Committee. When time is a limiting factor, the committee chairperson shall contact eight or more Executive Committee members for authorization prior to the release of any statement. The full statement shall be submitted to all Executive Committee members prior to the next meeting.
13. Any committee which conducts conferences, short courses, or specialty conferences shall designate a person to handle registrations, and that person shall be bonded. Currently all members of the Association are bonded, however the committee chair

should verify bonding status through the Secretary-Treasurer or Treasurer prior to any handling of Association funds.

14. Each committee is encouraged to submit nominations for WEF awards pertinent to the respective committee as deemed appropriate. Each committee is also free to establish state awards pertinent to the respective committee as deemed appropriate. Any prize for such state awards is limited to a plaque describing the honor.

#### Aims and Objectives Committee

##### A. Composition

The Aims and Objectives Committee shall be composed of at least eight members selected by the IAWEA President.

1. Where possible, the President shall try to select a member from each of the six regions of the State presently established by the IDNR
2. Two members selected at-large

##### B. Duties

1. Develop long- and short-range objectives
2. Develop and recommend yearly goals
3. Submit written recommendations in an annual report, not later than May of each year, to the Secretary-Treasurer or Secretary. The Secretary-Treasurer or Secretary shall distribute the report to the Executive Committee. The chairperson shall make an oral report at the annual business meeting
4. Review as needed the Constitution and Bylaws and the Manual of Policies and Practices; recommend to the Executive Committee changes deemed necessary
5. Submit a written report of this review at the Executive Committee meeting in March of every year.
6. Committee meetings shall be scheduled by the chairperson as needed to meet the report dates.

- C. Executive Committee liaison shall be the President Elect.

#### Annual Conference Committee

##### A. Composition

The Annual Conference Committee shall be chaired by a member selected and appointed by the President. While the President is at liberty to select and appoint the Chair of the Annual Conference Committee this committee is best served by having continuity in the Chair. The President may appoint other members to assist the Chair as deemed necessary.

#### Program Subcommittee

##### A. Composition

The Program Subcommittee shall be composed of at least eleven members chosen as follows:

1. The immediate Past President who shall be chairperson
2. One member who is an educator from a university or college in the State
3. One member from a private engineering firm in the State

4. One member who is an operator or superintendent of a wastewater plant of at least 5 mgd or greater design
  5. One member who is an operator or superintendent of a wastewater plant of less than 5 mgd design
  6. One member who is principally engaged in laboratory analysis of wastewater
  7. One member who is the Exhibitor/Vendor representative
  8. The Education Committee Chairperson
  9. The Local Arrangements Subcommittee Chairperson
  10. The balance to be chosen at large, with consideration given to the areas of collection systems, industrial operations, safety, and biosolids operations.
- B. Duties
1. Prepare, coordinate and distribute the finalized technical program for the annual meeting by March 15
  2. Coordinate all activities of the spouses' program and the Local Arrangements Subcommittee in order to put together a complete program for submittal to the Executive Committee
  3. Provide program updates at each Executive Committee meeting
  4. Submit outline of talks to the CEU Administrator by March 15
  5. Distribute and collect speaker evaluation forms for each session and provide the collected forms to the Education Committee Chair
  6. At the conference, distribute to and collect CEU forms from all persons wanting CEU registration in Iowa. (The forms shall be sent to the CEU Administrator.)
- C. Executive Committee liaison shall be the Past President.

#### Local Arrangements Subcommittee

- A. Composition
- The Local Arrangements Subcommittee shall be made up of persons from the host city area for each annual meeting.
1. The person extending the invitation to the Association to meet in the host city area shall be the chairperson
  2. Other members shall be appointed by the Chairperson as needed.
- B. Duties
1. Arrange for hotel, meeting rooms, and menus for annual meeting
  2. By the January board meeting, arrange for prices, tours, and entertainment
  - 3.
  4. Serve as hosts at the annual meeting and assist the President, Secretary-Treasurer or Secretary and program committee in duties for the annual meeting, including registration and hotel coordination
- C. Executive Committee liaison shall be the President-Elect.
- (NOTE: Reference the Local Arrangement notebook which is to be passed on to the new subcommittee chairperson each year.)

## Awards Committee

### A. Committee Organization

1. The Awards Committee shall be composed of the following Subcommittees.
  - a. Arthur Sidney Bedell Award Subcommittee\*
  - b. William D. Hatfield Award Subcommittee\*
  - c. George W. Burke, Jr. Safety Award Subcommittee\*
  - d. Laboratory Analyst Excellence Award Subcommittee\*
  - e. IAWEA Harris F. Seidel Education Award Subcommittee
  - f. IAWEA Operator Advancement Award Subcommittee

\*Indicates Awards which require approval by the Water Environment Federation Board of Trustees

Nominations for the Bedell, Hatfield, Burke, and Laboratory Analyst Awards must be at WEF headquarters by April 1<sup>st</sup>

### 2. Awards Selection Committee Composition

The Awards Selection Committee shall be composed of at least five (5) members as follows:

- a. One (1) At-Large Member appointed by the President for a two year term. The At-Large Member shall serve as the Chairperson.
- b. The Vice-President (who will serve as Liaison)
- c. The Chairperson of the Bedell Award Subcommittee
- d. The Chairperson of the Hatfield Award Subcommittee
- e. The Chairperson of the Laboratory Analyst Excellence Award Subcommittee

### 3. Committee Duties

- a. By March 1<sup>st</sup> each Subcommittee shall submit lists of candidates for the applicable awards as well as justification and documentation material and a biography for each candidate to the Awards Committee Chairperson.
- b. By March 15<sup>th</sup>, the Awards Selection Committee shall meet and make final nominations for each Award.
- c. By April 1<sup>st</sup>, nominations for the Bedell, Hatfield, Burke, and Laboratory Analyst Excellence Awards shall be submitted to the Water Environment Federation.
- d. By April 30<sup>th</sup>, the names and biographies of the recipients of the IAWEA Operator Advancement Award(s) and the IAWEA Harris F. Seidel Education Award shall be submitted to the Association's Secretary-Treasurer.
- e. The Committee shall identify IAWEA members or Iowa groups who may be eligible for other WEF sponsored awards. The Committee shall forward these nominees and such justification as necessary to WEF as the Committee shall deem appropriate and fitting.
- f. Following the Awards presentation at the IAWEA Annual Meeting, it is recommended that an officer of the Executive Committee make a presentation to each Award recipient in their communities at an appropriate meeting (i.e. council meeting, commission meeting, board meeting, etc.). This local presentation should be no later than August 15<sup>th</sup>.

NOTE: The President and/or Executive Committee shall make appointments as necessary to fill the Subcommittees).

B. Arthur Sidney Bedell Award Subcommittee

1. Subcommittee Composition
  - a. The three (3) most recent recipients of the Bedell Award.
  - b. Chairperson of the Subcommittee shall be the senior recipient of the recipients.
2. Object of the Award:
  - a. To acknowledge extraordinary personal service to the Association.
3. Criteria for the Award
  - a. The recipient must be a member of the Water Environment Association.
  - b. Consideration shall be given to organizational leadership, administrative service, membership activity, stimulation of technical functions and other personal service to the Association.
  - c. A recipient receives the Award from the Federation's representative at the Association's Annual meeting. The award is a plaque inscribed with the recipient's name.
4. Selection and Duties
  - a. The subcommittee shall prepare a list of candidates with justification and documentation for each candidate's consideration for receiving this award.
  - b. The subcommittee shall prepare a brief biography for each candidate.
  - c. By February 1<sup>st</sup>, develop a list of candidates with all justification and documentation materials and biographies for each candidate. Submit all materials, with a nomination recommendation, to the Awards Selection Committee by March 1<sup>st</sup>.

C. William D. Hatfield Award Subcommittee

1. Subcommittee Composition
  - a. The three most recent recipients of the Hatfield Award.
  - b. Chairperson of the Subcommittee shall be the senior recipient of the three recipients.
2. Object of the Award:
  - a. To acknowledge operators of wastewater treatment plants for outstanding performance and professionalism.
3. Criteria for the Award
  - a. Documentation of a successful system of reports to his or her superiors which fulfill the information requirements and provide the operator a forum for suggestions of improvements.

- b. Use of a good public relations program.
- c. Contribution to the dissemination of information concerning advancements in the wastewater field.
- d. A recipient receives the Award from the Federation's representative at the Association's Annual Meeting. The Award is a plaque inscribed with the recipient's name.

4. Selection and Duties

- a. The subcommittee shall prepare a list of candidates with justification and documentation for each candidate's consideration for receiving this award.
- b. The subcommittee shall prepare a brief biography for each candidate.
- c. By February 1<sup>st</sup>, develop a list of candidates with all justification and documentation materials and biographies for each candidate. Submit all materials, with a nomination recommendation, to the Awards Selection Committee by March 1<sup>st</sup>.

D. George W. Burke, Jr. Safety Award Subcommittee

1. Subcommittee Composition

- a. IAWEA Safety Committee
- b. Chairperson of the Subcommittee is Safety Committee Chairperson.

2. Object of the Award:

- a. Encourage an active and effective safety program in municipal and industrial wastewater facilities.

3. Criteria for the Award

- a. Documented and illustrated safety program and safety record of the facility for the preceding calendar year.
- b. Recipient facility receives the Award from the Federation representative at the Association's Annual Meeting. The award is a plaque inscribed with the facility name.

4. Selection and Duties

- a. The subcommittee shall prepare a list of candidates with justification and documentation for each candidate's consideration for receiving this award.
- b. Municipal and industrial wastewater facilities are encouraged to submit their qualifications for the Burke award to the Subcommittee by February 1<sup>st</sup>.
- c. The subcommittee shall prepare a brief biography for each candidate.
- d. By February 1<sup>st</sup>, develop a list of candidates with all justification and documentation materials and biographies for each candidate. Submit all materials, with a nomination recommendation to the Awards Selection Committee by March 1<sup>st</sup>.



## E. Laboratory Analyst Excellence Award Subcommittee

1. Subcommittee Composition
  - a. The three (3) most recent recipients of the Laboratory Analyst Award.
  - b. Chairperson of the Subcommittee shall be the senior recipient of the three recipients.
2. Object of the Award:
  - a. To recognize individuals for outstanding performance, professionalism and contributions to the water quality analysis profession.
3. Mandatory Criteria for the Award:
  - a. The recipient must be a member of the Water Environment Association.
  - b. The recipient must be employed at an educational facility, industrial, commercial, or municipal laboratory which performs wastewater related analysis and must have direct analytical responsibilities.
  - c. Recipients may win this award only once.
4. Other Qualifying Criteria may include:
  - a. Membership and involvement in professional associations.
  - b. Outstanding efforts in wastewater and environmental aquatic analyses, including items such as innovative sampling techniques, solutions to a treatment, analytical or environmental problem.
  - c. Presentations at professional conferences, meetings, etc. relevant to water quality analysis.
  - d. Contributions which have been beneficial to the nominee's facility.
  - e. Involvement in professional certification and continuing education activities.
  - f. Involvement in community activities or public relations.
  - g. Unusual initiative or performance "beyond the call of duty".
  - h. Recipient receives the Award from the Federation representative at the Association's Annual Meeting. The award is a plaque inscribed with the recipient's name.
5. Selection and Duties
  - a. The subcommittee shall prepare a list of candidates with justification and documentation for each candidate's consideration for receiving this award.
  - b. Members are encouraged to submit nominations and qualifications of the nominee to the Subcommittee by February 1<sup>st</sup>.
  - c. The subcommittee shall prepare a brief biography for each candidate.
  - d. By February 1<sup>st</sup>, develop a list of candidates with all justification and documentation materials and biographies for each candidate. Submit all materials, with a nomination recommendation, to the Awards Selection Committee by March 1<sup>st</sup>.

## F. IAWEA Harris F. Seidel Education Award Subcommittee

1. Subcommittee Composition
  - a. The three (3) most recent recipients of the Seidel Education Award.
  - b. Chairperson of the Subcommittee shall be the senior recipient of the three recipients.
2. Object of the Award:
  - a. To recognize individuals who have given exemplary service in the broad area of water pollution control and the environmental sciences through education, training and motivation.
3. Criteria for the Award
  - a. Nominee shall have been a member of IAWEA and have been active in the field for at least ten (10) years. The award may be given annually but need not be if a qualified candidate is not identified.
  - b. This award is intended to provide and encourage recognition of educational contributions other than conventional classroom instruction.
  - c. Classroom teaching/training at any level including basis training courses, short courses, vocational technical, college and university courses.
  - d. Program contributions at regional meetings, state conferences or similar events.
  - e. Hands-on training in operations or laboratory practices; assistance in startup on behalf of manufacturers, consultants or state agency.
  - f. Provide management/administration of educational programs.
  - g. Development of materials for training or education including written, audio/visual, computer or other modes or media.
  - h. Examination of materials and their support for operator certification.
  - i. Impact on policies, funding and legislation which contribute to education and training.
  - j. Nominee shall meet one or more of the criteria listed above.
4. Selection and Duties
  - a. The subcommittee shall prepare a list of candidates with justification and documentation for each candidate's consideration for receiving this award.
  - b. The subcommittee shall prepare a brief biography for each candidate.
  - c. By February 1<sup>st</sup>, develop a list of candidates with all justification and documentation materials and biographies for each candidate. Submit all materials, with a nomination recommendation, to the Awards Selection Committee by March 1<sup>st</sup>.

## G. IAWEA Operator Advancement Award Subcommittee

1. Subcommittee Composition
  - a. The Vice-President shall be the chairperson of the Subcommittee.
  - b. The IAWEA Regional Directors from the six (6) designated IDNR regions of the State.

- c. The six (6) IDNR Regional Field Office Supervisors will be asked to provide assistance completing the Criteria Form, and verification of meeting discharge permit plant performance requirements.
- 2. Object of the Award:
  - a. This award was established to recognize outstanding operation, maintenance and administration of a treatment facility.
- 3. Criteria for the Award
  - a. The Subcommittee chairperson shall provide other subcommittee members as identified above with copies of the "Criteria for Operator Advancement Award" as listed in Appendix 1 of the IAWEA Handbook.
  - b. Documentation on plant operation and maintenance activities should be included with the completed form as well as flow diagrams and other printed material on the treatment facility.
  - c. Completed forms shall be returned to the Subcommittee Chair.
  - d. The recipient receives the award from the Association at the Annual Meeting. The award is a plaque inscribed with the City and operator's names. An operator who is not a member of the Association shall also receive a one year's paid Iowa Only membership.
  - e. Other candidates for the Advancement Awards will receive a Certificate from the Association which will be presented to the Operator at an appropriate meeting in their communities. Presentation shall be conducted by the IAWEA Regional Director representing the region.
- 4. Selection and Duties
  - a. By February 1<sup>st</sup>, the completed Criteria forms shall be forwarded to the Awards Selection Committee for final selection.
  - b. A brief biography for each candidate shall accompany the completed Criteria form.
- 5. Frequency of Awards
 

Facility category eligibility for nomination shall be according the following schedule:

Grade I/IL and Grade IV Plant	2014, 2017, 2020, 2023, etc.
Grade I/IL and Grade II/IIL Plant	2015, 2018, 2021, 2024, etc.
Grade I/IL and Grade III Plant	2013, 2016, 2019, 2022, etc.

H. Golden Manhole Award Subcommittee

- 1. Subcommittee Composition
  - a. Collection System Committee
- 2. Object of the Award:
  - a. To recognize individuals who have made a significant contribution to the knowledge of collection system management or those who have

demonstrated a high degree of expertise in performing such.

3. Criteria of the Award:

- a. Years of service and significant participation in one or more of the following areas: Operations, Maintenance, Education, Training, Certification, and Collection Systems planning and related areas.
- b. Promoting the professional recognition of the collection system field.
- c. Nominee membership in IAWEA is not required but is recommended.

I. Wrencher Award Subcommittee

1. Subcommittee Composition

Maintenance Committee

2. Object of the Award:

To recognize individuals who have made a significant contribution to water quality by maintaining and/or performing repairs on wastewater treatment plant equipment.

3. Criteria of the Award:

- a. The award is given to individuals who have gone "beyond exceptional duties" in the maintenance of equipment.
- b. A plaque and lapel pin will be awarded to the recipient of this award.

Biosolids Committee

A. Composition

The Biosolids Committee shall be composed of at least eight members chosen as follows:

1. A member from each of the six regions of the State as established by IDNR.
2. One member from IDNR.
3. Members from other interested organizations or individuals actively involved in ongoing biosolids land application programs.

B. Duties

1. Develop both long and short range goals to keep all members of the Association informed on changes or new policies and methods of land application of biosolids.
2. Plan and organize the Annual Biosolids Conference.
3. Become an active participant in the IDNR rule making process.
4. Work with the Education Committee to provide speakers for the State and regional meetings.
5. Coordinate with Public Relations and Public Education Committee for the distribution of biosolids information.
6. Prepare a written report for the IAWEA Annual Meeting.

C. Executive Committee liaison shall be a Regional Director.

### Collection System Committee

A. Composition

The Collection Systems Committee shall be composed of at least five members appointed by the President.

B. Duties

1. Promote quality collection system operation and maintenance practices among all concerned with and responsible for administration and management of sanitary sewer collection systems throughout the state.
2. Promote collection system certification activities on a state-wide basis and work closely with IDNR personnel and other agencies that will be involved with and have an interest in the pursuit of certification as a viable tool to ensure credibility in the care of the state's infrastructure.
3. Promote new and proven technology and methods in the advancement of collection system operation, maintenance and management throughout the state.
4. Coordinate the annual collection system conference and work closely with ABC to promote the Association's state-wide voluntary certification examination program.
5. Coordinate with the Education Committee.
6. Develop and implement education programs and meetings, (i.e. collection system annual conference, mailings, printing costs, etc.).
7. Each year select recipient(s) of the IAWEA Golden Manhole Award
8. Prepare written annual report for IAWEA annual meeting.

C. Executive Committee liaison shall be a Regional Director.

### Education Committee

A. Composition

The Education Committee shall be composed of at least seven members chosen as follows:

1. One member at large who shall be the chairperson
2. A regional coordinator or designee from each regional organization.

B. Duties

1. Maintain and develop Association multi-media library
2. Maintain and update Association Speakers' Bureau
3. Develop long- and short-range education objectives
4. Establish yearly goals other than items 1 & 2
5. Assist in program development for the Spring & Fall Water & Wastewater short courses

C. Executive Committee liaison shall be a Regional Director.

### Exhibitor & Vendors Committee

#### A. Composition

The Exhibitor Committee shall be composed of at least four members chosen as follows:

1. The Exhibitor Coordinator who shall be appointed by the Association President, and who shall be the Committee Chairperson.
2. The remaining committee members shall be selected by the Coordinator and approved by the President, from member Equipment Manufacturers, Consulting Engineers, Equipment Representatives and Suppliers, or Treatment Processes Representatives.

#### B. Duties

1. Develop and print policy and practices for exhibits. (Size of booth, equipment, utilities and other items to be furnished.)
2. Develop and print exhibitor contracts.
3. Assist the Assistant Secretary-Treasurer or Secretary in soliciting exhibitor space at the Annual Meeting.
4. Assist the Local Arrangements Subcommittee in facility selection; Re: required area for exhibits area.
5. One member of this committee shall serve on the Program Committee.
6. Make arrangements for the Annual Award Banquet Hospitality (Attitude Adjustment) Hour prior to the Banquet.
7. Develop and print an Exhibitor Evaluation Form. Distribute a copy of the form to each exhibit at the show, collect completed forms at the end of the show. Report results of the Evaluation to the Executive Committee.

C. Executive Committee liaison shall be the Assistant Secretary-Treasurer or Secretary.

### Financial Review Committee

#### A. Composition

The Financial Review Committee shall be composed of at least three members appointed by the IAWEA President.

#### B. Duties

1. Provide for a review of the treasurer's books and prepare a written report for the annual meeting
2. Provide for a review of each regional treasurer's meeting reports and prepare a written report for the annual meeting
3. Review investments and report to the Executive Committee in a written report prepared for the annual meeting
4. Provide for a review of each specialty conference meeting report and prepare a written report for the annual meeting.

C. Executive Committee liaison shall be a Federation Delegate.

## Government Affairs Committee

### A. Composition

The Government Affairs Committee shall be composed of at least five members chosen because of their interests in the promulgation of cost effective science-based rules and regulations that improve water quality.

### B. Duties

1. Develop a list of legislative priorities at the state level by November of each year (Try to include an implementation strategy).
2. Receive and respond to legislation at both state and national levels
3. Make the committee known and available to the appropriate state legislative committees each session of the General Assembly
4. Meet at least twice a year
5. Prepare a written report for the annual meeting

C. Executive Committee liaison shall be a Federation Delegate.

## Historian

### A. Composition

The Historian shall be appointed by the President and serve as a committee of one. This shall not prohibit the Historian from enlisting the aid of other members as necessary.

### B. Duties

The Historian will gather memorabilia, pictures, memoirs, and other artifacts or information that serve to educate members and the public about past wastewater treatment equipment, practices, and personnel. The intent is to learn about the past so as to appreciate and celebrate wastewater industry accomplishments and progress.

C. Executive Committee liaison shall be the Secretary-Treasurer or Treasurer.

## Industrial Pretreatment Committee

### A. Composition

The Industrial Pretreatment Committee shall be composed of at least eight members, chosen as follows:

1. Industrial operators
2. Consultants, regulators, educators
3. Industrial pre-treatment coordinators

### B. Duties

1. Increase industrial participation in the IAWEA.
2. Promote communication between the IAWEA and industrial operators.
3. Promote and provide workshops which meet the needs of industrial operators and industrial pre-treatment coordinators.

C. Executive Committee liaison shall be a Federation Delegate.

## Laboratory Practices Committee

### A. Composition

The Laboratory Practices Committee shall be composed of at least nine members chosen as follows:

1. One member at large who shall be the chairperson
2. One member representing the Iowa Department of Natural Resources
3. One member representing the University Hygienic Laboratory
4. One member from each of the six environmental regions of the state as defined by the Iowa Department of Natural Resources

### B. Duties

1. Promote quality laboratory operations among all concerned with and responsible for the administration and management of wastewater treatment programs throughout the State
2. Promote the creation of dedicated regional laboratory operations divisions and provide technical assistance to respective laboratory personnel.
3. Promote wastewater laboratory certification activities on a state-wide basis and work closely with IDNR personnel and other agencies that will be involved with and interested in the pursuit of certification as a viable tool to ensure credibility of reportable data

C. Executive Committee liaison shall be a Regional Director.

## Maintenance Committee

### A. Composition

The Maintenance Committee shall be composed of at least seven members.

### B. Duties

1. Promote quality maintenance practices among all concerned with and responsible for maintenance activities at wastewater treatment facilities throughout the state.
2. Promote maintenance certification activities on a state-wide basis and work closely with IDNR personnel and other agencies that will be involved with and have an interest in the pursuit of certification as a viable tool to ensure credibility in the care of the state's infrastructure.
3. Promote new and proven technology and methods in the advancement of wastewater treatment facility operation, maintenance and management throughout the state.
4. Coordinate the annual Maintenance conference.
5. Coordinate with the Education Committee.
6. Develop and implement education programs and meetings, (i.e. Maintenance annual conference, mailings, printing costs, etc.).
7. Each year select recipient(s) of the Wrencher Award(s).
8. Prepare a written annual report to be presented at the annual meeting.

C. Executive Committee liaison shall be a Regional Director.



## Membership Committee

### A. Composition

The Membership Committee shall be composed of at least seven members. All Regional Directors are strongly encouraged to be active members of this committee.

### B. Duties

1. Recruit and retain membership.
2. Make a presentation to each regional meeting on benefits of membership and provide application forms
3. Contact the Water Environment Federation national headquarters to determine further ways of promoting membership
4. Prepare a written annual report to be presented at the annual meeting. As minimum, the report should contain.
  - a. Beginning and ending membership status;
  - b. A status report containing the reasons for non-renewal of memberships;
  - c. Committee accomplishments; and
  - d. Additional goals and objectives for the coming year.

### C. Executive Committee liaison shall be a Regional Director.

## Newsletter Committee

### A. Composition

The Newsletter Committee shall be composed of at least nine members chosen as follows:

1. One member at large who shall be the editor
2. One member from each of the six environmental regions of the State. The regional IDNR field office supervisors should be asked to be the correspondents from their regions even if they are not IAWEA members.

### B. Duties

1. Plan and publish four quarterly editions of the newsletter each year in February, May, August, and November. Each newsletter should include the following:
  - a. A membership form in each issue
  - b. The Association advertisers
  - c. Regional news
  - d. Committee news
  - e. IDNR news
  - f. Messages from the Association President and Federation Delegates
  - g. Features such as the Historian's Corner
  - h. New IAWEA members
  - i. Certification news
  - j. Annual notice to serve
2. Coordinate with the Water Environment Federation staff
3. Coordinate with Public Relations and Public Education Committee
4. Solicit advertising.

### C. Executive Committee liaison shall be the President.

### Nominating Committee

#### A. Composition

The President shall appoint a nominating committee consisting of three active members, one of whom shall be the past president of the Association. The immediate past president shall serve as the committee chair.

#### B. Duties

1. Prepare a list of proposed nominees for IAWEA offices for the board meeting in March of each year
2. Send a letter of nomination to each prospective nominee, detailing the duties and responsibilities of the office and requiring nominee's signature of willingness to accept the nomination (Appendix 1).
3. Make a "call for officers" in the fall newsletter

C. Executive Committee liaison shall be the immediate Past President.

### Operator Certification Committee

#### A. Composition

The Operator Certification Committee Shall be composed of at least four members chosen as follows:

1. At least two members shall be certified Iowa Grade II of higher wastewater treatment plant operators.
2. At least one member shall be certified Iowa Grade II or higher wastewater collection system operator.
3. Additional members may be included to represent employers of certified operators and/or the public interest.

#### B. Duties

1. Represent certified operators on the Iowa Joint Operator Certification Committee.
2. Advocate the interests of certified operators with regulatory agencies, employers and the public.
3. Monitor the administration of the operator certification program by IDNR and recommend improvements when appropriate.
4. Respond to requests from IDNR for advice and assistance on operator certification regulations and administration.
5. Keep the Executive Committee and membership informed on operator certification activities.
6. Be informed on education and training needs and recommend additions or improvements to the sponsoring agencies.

C. Executive Committee liaison shall be a Regional Director who is also a certified wastewater treatment plant operator.

## Public Relations and Public Education Committee

### A. Composition

The Public Relations and Public Education Committee shall be composed of at least seven members.

### B. Duties

1. Coordinate with the Awards Committee to publicize awards.
2. Publicize the annual meeting in state-wide news media.
3. Annually prepare and distribute news releases state-wide on at least four subjects of importance to IAWEA.
4. Prepare and distribute news releases of annual officer election to hometown newspapers.
5. Develop and implement an effective public education program.
6. Judge science fair projects at the senior and junior high school levels to identify, publicize, and acknowledge those projects involving water quality and/or treatment.

### C. Executive Committee liaison shall be a Regional Director

## Research Committee

### A. Composition

The Research Committee shall be composed of at least six members chosen as follows:

1. The committee chairperson shall be appointed by the President for a two-year term.  
The committee chair will select committee members
2. A representative from each of the three regent universities.
3. A representative from an environmental engineering firm.
4. A representative from a wastewater treatment facility.

### B. Duties

1. Establish and maintain communication with the Water Environment Research Foundation (WERF). Pursue an active role in nominating areas or topics of research included in WERF annual requests for proposals.
2. Conduct an annual research needs survey through the IAWEA membership, Iowa DNR, regent universities and municipal wastewater treatment facilities.
3. Based on the research needs survey, seek to facilitate and support the formation of research consortiums to help finance and conduct research pertinent to the needs of Iowa based wastewater facilities.
4. Identify treatment facilities that are conducting plant scale research projects, either internally or externally funded, and encourage their staff to report on the results through technical presentations at the IAWEA annual conference, the IAWEA Reporter (newsletter), regional workshops and other professional meetings.
5. Establish a poster session during the IAWEA annual conference to facilitate the dissemination of project results, particularly from smaller scale projects.
6. Actively search for projects conducted by Iowa engineers, treatment facility staff and other IAWEA members that meet the criteria for the following WEF awards:
  - a. Morgan Operational Solutions Award which recognizes plant scale research and problem solving.

- b. Camp Applied Research Award which recognizes outstanding engineering design and research.
  7. Consider the financial support, either solely or cooperatively, of special research projects that address a timely and crucial need for Iowa treatment facilities.
- C. Executive Committee liaison shall be a Federation Delegate.

### Safety Committee

- A. Composition
  1. The Safety Committee shall be composed of at least eight members.
- B. Duties
  1. By February 1<sup>st</sup>, select the nominees for the Burke Safety Award and transmit the nominations with resumes to the Awards Committee chairman.
  2. Provide at least one safety article for each issue of the newsletter.
  3. Work with Education Committee to provide speakers for regional and state meetings.
  4. Establish criteria and program for annual safety recognition by certificate for wastewater treatment plant operations.
  5. Work with the Education Committee in recommending and selecting safety material for the IAWEA state library.
  6. Develop and provide safety related training/information items for the membership and general public.
- C. Executive Committee liaison shall be a Regional Director.

### Small Communities Committee

- A. Composition
  1. The Small Communities Committee shall be composed of at least fifteen members, chosen from among the following:
    - a. Consultants
    - b. Operators
    - c. Town Officials
    - d. Regulators
    - e. Educators
    - f. Legislators
- B. Duties
  1. Increase small community participation in IAWEA
  2. Meet in person once per quarter and conduct a monthly conference call.
  3. Provide technical support in the review of new and existing treatment technologies being used for small communities around Iowa and provide recommendations or draft design guidance to the Iowa DNR for consideration.
  4. Review existing design guidance for current technologies, especially from the reliability and redundancy stand point, and determine if there are effective ways to downsize

treatment technologies and still remain effective thereby providing a more affordable solution for small communities.

5. Evaluate and support research opportunities at the state universities to study existing treatment systems, develop pilot and demonstration sites, and sample unregulated pollutants in the effluent ( i.e. pharmaceuticals, etc.).

6. Educate small communities around the state through the use of workshops in each region. The workshops should be directed toward city officials and operators with the purpose of covering:

- a. Upcoming regulations
- b. Financial preparedness
- c. Operator licensing changes
- d. Treatment technology options
- e. Collection systems
- f. Explaining the entire process for projects

7. Evaluate Controlled Discharge Lagoon treatment technology, regulations, and application throughout Iowa.

C. Executive Committee liaison shall be the Vice-President.

#### Water for People Committee (Joint with Iowa Section AWWA)

##### A. Composition

1. The IAWEA Water for People Committee shall be composed of at least eight members.

##### B. Duties

1. Publicize the goals and plans of Water for People of building a world where all people have access to safe drinking water and sanitation.
2. Establish fund-raising goals, strategies, and opportunities to allow IAWEA members to participate in this important international cause.

C. Executive Committee liaison shall be a Regional Director.

#### Website Committee

##### A. Composition

1. The Website Committee shall be composed of at least four members.

##### B. Duties

1. Maintain the Association's website.
2. Maintain a method to facilitate electronic mail communication between all IAWEA members desiring such and between Executive Committee members and Committee chairs.
3. Work with individual committees to publicize the Association's goals and objectives, press releases, and awards.
4. Maintain social network communications.

C. Executive Committee liaison shall be a Regional Director.

#### Young Professionals Committee

##### A. Composition

1. The Young Professionals Committee shall be composed of at least six members.

##### B. Duties

1. Perform outreach to younger members of the wastewater treatment profession.
2. Identify and publicize benefits for young professionals to join the Association.
3. Identify and judge projects, soliciting help as necessary from other members, for the Student Design Competition at WEFTEC.
4. Sponsor student paper and/or poster competitions at the Annual Conference.

C. Executive Committee liaison shall be a Regional Director.

#### Other Appointments

The President of the Association shall make other appointments as necessary to further the Association's mission.

### **MEMBERSHIP SERVICES**

#### Student Memberships

IAWEA will sponsor up to a total of 12 memberships annually for students enrolled at Iowa State University, University of Iowa, or Iowa community colleges. These memberships shall be distributed among the schools.

#### New Member Certificates

A membership certificate for all membership classifications shall be provided by IAWEA for each new member. This certificate shall be signed by the Association President and Secretary-Treasurer or Secretary and mailed to the new member.

#### Membership List

The IAWEA membership list is not for sale to or use by individuals or organizations. The Secretary-Treasurer, Assistant Secretary-Treasurer, or Secretary is authorized to provide mailing lists to those individuals, groups, or organizations for which an IAWEA sponsored or approved purpose is established.

### **NEWSLETTER**

#### Advertising Policy

The newsletter advertising policy will be determined by the Newsletter Committee when preparing its annual budget, to be approved by the Executive Committee when setting the annual budget. Each advertiser will receive a copy of the quarterly newsletter.

## **REGIONAL PROGRAMS**

### Non-Member Registration Fees

Regional meeting attendance fees shall be set by each respective region. A non-member surcharge may be adopted by the regional group but cannot be imposed by the Executive Committee.

### IAWEA Coordination

At least one member of the IAWEA Executive Committee should be in attendance at each regional meeting. Association display materials, membership application forms, and other information will be available for the regional meetings by contacting the IAWEA Public Relations/Public Education Committee.

### Individual Checking Accounts

All regional funds shall be maintained in a single joint account for all regional groups. These funds shall be handled and accounted for by the Secretary-Treasurer or Treasurer with each regional group designating one authorized individual, who shall be an Association member, with the authority to sign checks on behalf of the Association.

## **TRAVEL ALLOWANCES**

### WEF Annual Conference

The President, President-Elect, Secretary-Treasurer or Treasurer, Assistant Secretary-Treasurer or Secretary, and Federation Delegate(s) are authorized to attend the national conference. Up to \$2,000 each is the authorized reimbursement amount.

### WEF MA Exchange

President, President-Elect, Vice-President, Secretary-Treasurer or Secretary, and Federation Delegate(s) are authorized to attend the MA Exchange meeting. The chair of the Young Professionals Committee is authorized to attend the WEF YP Summit if a WEFMAX is selected to host such. Reimbursement in the amount of up to \$1,000 per individual is authorized. Additional reimbursement for the chair of the YP Committee may be authorized by the Executive Committee if necessary.

Other officers/committee members may attend as authorized by the Executive Committee. Total amount of expenses shall not exceed authorized budgeted amounts and officers listed above shall have first priority. The Executive Committee has adopted a form for other potential attendees to complete in order to determine if approval should be granted and to whom. See Attachment F.

### IAWEA Regional Meeting

One member of the Executive Committee shall be authorized to attend each regional meeting and be reimbursed for registration and travel expenses for travel outside their home region.

#### Other Meetings

Officers attending other meetings as Association Representatives shall be reimbursed for expenses as approved by the Executive Committee.

#### Mileage Reimbursement

Mileage reimbursement for authorized travel expenses will be at the rate established by the Iowa Department of Revenue as non-income reimbursement.

#### Spouses' Expenses

Authorized reimbursement amounts are for the member expenses only. Expenses for a spouse to accompany an IAWEA member shall be the responsibility of the IAWEA member and are not to be included in the reimbursement request.

#### Committee Members

Committee members shall be reimbursed for meal expenses when participating in committee meetings and activities.

#### Reimbursement Requests

All requests for reimbursement of expenses shall be on IAWEA forms. See Appendix 2.

### **CEU ADMINISTRATOR**

#### A. Appointment

The President shall appoint the CEU Administrator for a three-year term. An individual may continue to be appointed to successive one year extensions without limit.

#### B. Duties

The CEU Administrator shall be responsible for CEU accreditation for regional and state meeting programs and specialty conferences in accordance with the Procedures for Accreditation shown in Attachment B.



**APPENDIX 1**

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for President/Immediate Past President**

I, \_\_\_\_\_ accept the nomination for the office of President/Immediate Past President of the Iowa Water Environment Association for the year starting after the Association's Business meeting in June, \_\_\_\_\_ and ending with the Association's business meeting in June, \_\_\_\_\_.

1. As President I understand that I will be responsible for: Upholding the Association's Constitution and By-Laws and following the duties and responsibilities described herein,
2. Presiding at all meetings of the Executive Committee,
3. Directing or appointing appropriate personnel to conduct all technical sessions at the Annual Meeting,
4. Appointing members of all standing committees as prescribed in the Association's handbook,
5. Acting as liaison for the Executive Committee to the Newsletter Committee,
6. Appointing liaison members from the Executive Committee to all committees except those defined in duties of other offices,
7. Being an ex-official member of all standing committees,
8. Presiding at the Annual Business Meeting and Banquet, and
9. Assuming the office of Immediate Past President after serving one year as President.

As Immediate Past President I understand that I will be responsible for:

1. Being a member of the Annual Conference Committee and acting as liaison with the Executive Committee,
2. being a member and chair of the Program Subcommittee and acting as liaison with the Executive Committee, and
3. being a member and chair of the Nominating Committee and acting as liaison with the Executive Committee.

If elected, I agree to obligate my time to perform the duties of President/Immediate Past President to the best of my abilities.

\_\_\_\_\_  
Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for President-Elect**

I, \_\_\_\_\_ accept the nomination for the office of President-Elect of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with the Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible to:

1. Preside in the absence of the President or at the President's direction,
2. Act for the President when required,
3. Be a member of the Local Arrangements Subcommittee and act as liaison with the Executive Committee,
4. Be a member of the Program Subcommittee
5. Act as liaison for the Executive Committee to the Aims and Objectives Committee.

If elected, I agree to obligate my time to perform the duties of President-Elect to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Vice-President**

I, \_\_\_\_\_ accept the nomination for the office of Vice-President of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with the Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible to:

1. Assist the President and President-Elect,
2. Act in the absence of the President or President-Elect,
3. Coordinate the equipment display at the Annual Meeting with the Local Arrangements Subcommittee and the Program Subcommittee, and
4. Be a member of the Awards Committee and act as liaison with the Executive Committee.

If elected, I agree to obligate my time to perform the duties of Vice-President to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Secretary-Treasurer**

I, \_\_\_\_\_ accept the nomination for the office of Secretary-Treasurer of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible to:

1. Uphold the Association's Constitution and By-Laws and perform the duties and responsibilities as described in Article 7, Section 7.4 of the Constitution.
2. Act as liaison for the Executive Committee to the Historian.

If elected, I agree to obligate my time to perform the duties of Secretary-Treasurer to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Assistant Secretary-Treasurer**

I, \_\_\_\_\_ accept the nomination for the office of Assistant Secretary-Treasurer of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible for:

1. Upholding the Association's Constitution and By-Laws and following the duties and responsibilities described in Article 7, Section 7.5 of the Constitution.
2. Act as liaison for the Executive Committee to the Exhibitor and Vendors Committee.

If elected, I agree to obligate my time to perform the duties of Assistant Secretary-Treasurer to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Secretary**

I, \_\_\_\_\_ accept the nomination for the office of Secretary of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible to:

1. Uphold the Association's Constitution and By-Laws and perform the duties and responsibilities as described in Article 7, Section 7.9 of the Constitution.
2. Act as liaison for the Executive Committee to the Exhibitor Committee.

If elected, I agree to obligate my time to perform the duties of Secretary to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Treasurer**

I, \_\_\_\_\_ accept the nomination for the office of Treasurer of the Iowa Water Environment Association for the year starting after the Association's business meeting in June, \_\_\_\_\_ and ending with Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible to:

1. Uphold the Association's Constitution and By-Laws and perform the duties and responsibilities as described in Article 7, Section 7.10 of the Constitution.
2. Act as liaison for the Executive Committee to the Historian.

If elected, I agree to obligate my time to perform the duties of Treasurer to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Nomination for Federation Delegate**

I, \_\_\_\_\_ accept the nomination for the office of Federation Director of the Iowa Water Environment Association. I understand that upon election I will serve for three years starting with the Federation's second business meeting at the National Conference in October of \_\_\_\_\_ and ending after the Federation's first business meeting at the National Conference to be held in October \_\_\_\_\_.

I understand that I will be responsible for:

1. Representing the Iowa Water Environment Association in the conduct of business by the WEF House of Delegates,
2. Acting as liaisons in all matters of mutual interest between the Association and the Federation,
3. Act as liaison for the Executive Committee to various committees as assigned by the President,
4. As Senior WEF Delegate, arranging transportation, meals and lodging, and entertainment for the Federation representative during that person's stay in Iowa at the Association's annual meeting, and
5. Working with other groups with interests consistent with the objectives of the Association and act as liaison between said groups and the Association's Executive Committee in promoting those objectives.

If elected, I agree to obligate my time to perform the duties of Federation Delegate to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_



**IOWA WATER ENVIRONMENT ASSOCIATION**

**Acceptance of Appointment as Committee Chairperson**

I, \_\_\_\_\_ accept the appointment as Committee Chairperson for the \_\_\_\_\_ committee of the Iowa Water Environment Association. I understand that upon appointment I will serve for the year starting after the Association's Business meeting in June \_\_\_\_\_, and ending after the Association's business meeting in June, \_\_\_\_\_.

I understand that I will be responsible for:

1. Carrying out the duties of the Committee Chairperson as described in the Manual of Policies and Practices of the Association
2. Prepare a written report for the Association annual meeting.

If appointed, I agree to obligate my time to perform the duties of Committee Chairperson to the best of my abilities.

\_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2**

**Iowa Water Environment Association**

**Expense Report**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**MEETING:**

**LOCATION:**

**DATE OF ATTENDANCE:**

**EXPENSES:**

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Auto Expense: \_\_\_\_\_

Others: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Expenses paid

By other: \_ - ( \_\_\_\_\_ )

TOTAL DUE: \_\_\_\_\_

I certify that the expenses listed on this report are true and accurate and properly chargeable to the Iowa Water Environment Association are in accordance with the Travel Policy of the Association. I further certify that none of the above-claimed expenses have been or will be reimbursed by others. All receipts relating to reimbursements are attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Audited by \_\_\_\_\_

\_\_\_\_\_  
Date

### **APPENDIX 3**

#### Criteria for Operator Advancement Award

Nominations for the award will be evaluated in the following areas of plant operations and management.

- A. Treatment plant operations (40 pts.)
  - 1. Overall treatment plant performance
  - 2. Process unit performance
  - 3. Characteristics of influent and effluent wastewater flow
  - 4. Hydraulic and organic loading conditions as a percent of total design capacity
  - 5. Compliance with NPDES permit criteria; number and/or type of violations
  - 6. Industrial wastes contributions
  - 7. type of treatment process
  - 8. Improvements/modifications to process units
  
- B. Maintenance (25 pts.)
  - 1. Planned maintenance program
  - 2. Condition of equipment
  - 3. Budget (adjusted for size of facility)
  
- C. Management (10 pts.)
  - 1. Collection/interpretation of operations data
  - 2. Laboratory operations
  - 3. Reports: monitoring, annual O & M report
  - 4. Training program
  - 5. Technical and training reference materials
  - 6. Records and information management systems
  - 7. Certification
  - 8. Industrial waste pretreatment program (if applicable)
  
- D. Safety (20 pts.)
  - 1. Safety program and safety training
  - 2. Safety awareness
  - 3. Actual safety record: No. of accidents, etc.
  - 4. Availability of safety equipment
  
- E. Public Relations (5 pts.)
  - 1. Public information program: tours, brochures, public awareness program, etc.

Each nomination for the award will be submitted along with supporting information and a description of the treatment facility. The IAWEA Advancement Award Questionnaire (Attachment A) will be used to submit information about the treatment facility and its O&M accomplishments. Nominees are encouraged to submit photographs of the facility and any reports, operating data, and records to assist the Awards Committee in making the best possible decision for the award.



2. Type of plant and process description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date original plant construction completed: \_\_\_\_\_

4. Date original collection system constructed: \_\_\_\_\_

5. a. Number of permit violations reported during previous 5 years: \_\_\_\_\_

b. Number of permit violations reported during current year: \_\_\_\_\_

IV. **Describe your operation and maintenance program.** (include any unique, innovative, or extremely efficient management practices that distinguish your facility)

a. How does your approach to maintenance management assure optimum operations and long-term reliability? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How does your approach to industrial discharges and pretreatment achieve an efficient waste management program for your facility? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How do you minimize the environmental impacts of sludge processing and disposal? (If applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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d. How do your laboratory support activities enhance plant operations, process control, reliable effluent monitoring, and permit reporting? \_\_\_\_\_

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e. What have you done to ensure that your financial management and use charge system provide the level of operating revenues necessary to sustain efficient operations at present and in the future? \_\_\_\_\_

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f. How do you ensure that your personnel staffing and training programs result in good and reliable facility management? \_\_\_\_\_

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g. Describe your safety program; what procedures and equipment are in place to ensure the safety and well being of the workers is a number one priority. \_\_\_\_\_

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h. How have you involved the general public and public officials in the management of your facility? \_\_\_\_\_

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- i. Describe any operating problems encountered at the facility, and what measures were taken to solve or minimize the problem? \_\_\_\_\_

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V. **Photographs**

1. Include photographs of the exterior and interior of the plant or other system components to be highlighted.

VI. **Operating Data**

1. Include operating results for the treatment facility.
- a. Treatment plant influent and effluent BOD, SS, and NH<sub>3</sub> as applicable
  - b. Individual process operating data
  - c. Total annual operating budget
  - d. Number of personnel employed at facility
  - e. Any additional data you may want to provide to support previous information or highlighted the operation of the facility

Attachement B

Procedures for CEU Accreditation by the  
Iowa Water Environment Association  
(IAWEA)

I. Introduction

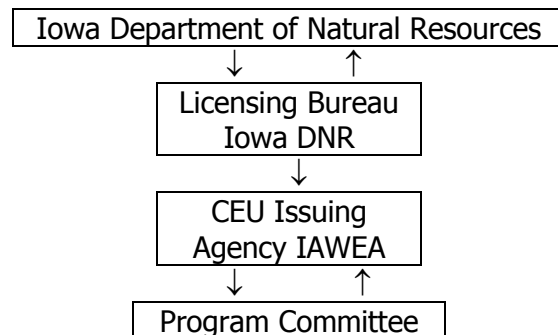
- A. The requirement by the State of Iowa for mandatory continuing education for personnel licensed to operate water and wastewater treatment facilities creates the need for a system of accredited education and training opportunities.
- B. The Iowa Water Environment Association's main organizational objective is to further the advancement of knowledge in water pollution control technology and to provide educational opportunities for individuals involved in the operation, maintenance, management, and design of wastewater treatment facilities.
- C. The procedures outlined in this document describe the responsibilities of the IAWEA in administering a CEU program, and the steps necessary for the CEU accreditation of programs sponsored by the IAWEA.

II. Summary of CEU requirements for license renewal and general use of CEU's for license upgrade.

- A. CEU's for renewal of an Iowa wastewater license are currently required and administered on a biennial basis (every two years). The effective starting date of each renewal period is April 1 of an odd numbered year (i.e. 1997). And individual must earn the minimum required CEU credits during the renewal period in order to renew the license.
- B. The current requirement for renewal CEU credits is 1.0 CEU's for Grade I & II licenses, and 2.0 CEU's for Grade III & IV licenses.
- C. The certification program and reporting of biennial CEU records is administered by the Licensing Bureau of the Iowa Department of Natural Resources.
- D. As a general rule, CEU's awarded by the IAWEA will be accepted by the Licensing Bureau of the Iowa DNR for license renewal purposes and upgrades.

III. The Accreditation System:

A.





B. The "Issuing Agency" is the organization responsible for ensuring the program being accredited meets the criteria established by the National Task Force on the Continuing Education Unit and the Iowa Coordinating Committee for Continuing Education. (i.e. Iowa State University, University of Iowa, Kirkwood Community College, IAWEA).

1. Role of the issuing agency:

- a. Represent the "program" in any discussions with the Iowa Department of Natural Resources.
- b. Assure that the program planning, content, organization, and implementation complies with State regulations for awarding of CEU credits.
- c. Establish and maintain a permanent record system for CEU's earned by program participants.

#### IV. The IAWEA as the "Issuing Agency"

A. The Executive Committee of the IAWEA retains overall responsibility for the association as the "issuing agency".

1. The Executive Committee will be guided by the recommendation of the CEU Administrator of the IAWEA.

2. Role of the CEU Administrator

- a. Assume the major responsibilities of the "issuing agency".
- b. Upon request, will advise local program committees regarding their program's compliance with CEU requirements and guidelines.
- c. Establish accreditation for the IAWEA annual conference and regional meetings.
- d. The CEU Administrator shall review all requests for CEU accreditation, ensure that all requirements have been met, assign the CEU value for the program, complete the CEU application form, and forward the Application Form and individual CEU registration forms to the program chair prior to the program.

- e. The CEU Administrator will establish and maintain a historical file of the programs submitted for review, and will maintain a file of CEU rosters for each program completed.
- f. The CEU Administrator will receive one copy of the final CEU roster for each program. The CEU Administrator shall make a copy of the CEU roster for each program and send it to the Licensing Bureau at the Iowa DNR for their operator certification records. The original CEU roster, plus the copy of the Application Form are retained for IAWEA records.

3. The "non-role" of the CEU Administrator

- a. The CEU Administrator is not the local program committee and is not responsible for the presentation and conduct of the program. This is the responsibility of the local committee at the regional or state level.
- b. The CEU Administrator is not responsible for preparing the local program or the brief written description of its content, goals and/or objectives. This is required for compliance with State guidelines for CEU credits and is the responsibility of the program committee at the regional or state level. The CEU Administrator will assist in these areas and review and evaluate the submitted material for CEU accreditation. The assignment of the CEU credit value to a "Program" must therefore depend upon the submitted material.

V. The Recording Agency

- A. The Iowa Department of Natural Resources will be responsible for the permanent recording of individual CEU's earned. They will not be involved with the approval of IAWEA programs and the awarding of CEU's. The IDNR's role is limited to the recording of furnished data. IAWEA programs submitted to the IDNR without prior approval by the CEU Administrator will not be accepted.

VI. Procedure for CEU Accreditation

- A. The following procedure is directed to accreditation all IAWEA programs.
  - 1. Start early on program preparation.
  - 2. Identify the topics to be presented and the speakers for each topic (A meeting schedule with topics, speakers, and clearly designated times is required with each program submittal.)
  - 3. Prepare in writing a brief description of the topic, the material to be presented, and the objective of each presentation; that is, what do you want to accomplish by the presentation. The speaker will be the best qualified to provide this material to the program committee one they have

confirmed they will participate at the meeting. (See attachment A on program development).

4. Submit the above written material to the CEU Administrator along with a copy of the program schedule that shows each program topic, the speakers, the time allotted for each speaker or activity, and the date(s) and location for the meeting. The above packet of program materials must be received prior to the scheduled program date. For best results, plan to have the materials submitted a minimum of four weeks prior to the program and/or one week prior to when you wish to mail your program announcements. (See attachments A & B).
5. The CEU Administrator will review the submitted materials, prepare the CEU Application Form (Attachment D), assign the program CEU value, sign the CEU Application Form as the Administrative Officer, and return the Application form along with a supply of individual CEU Registration Forms to the program chairperson prior to the meeting. The CEU Administrator will keep the yellow copy of CEU Application Form with the program submittal packet for the historical files.
6. The local program is conducted, and the CEU Registration Forms and CEU Application Form are processed by the procedures outlined in Attachment C. It is the local program chairperson's responsibility to ensure that all individual CEU Registration Forms are processed with diligence and integrity. The local program chairperson is responsible to ensure that all forms are submitted to the Iowa Department of Natural Resources in a timely manner for permanent recording.

## Attachment C

### Program Development

The program is usually planned in response to requests for certain training, or what the program committee determines, as a group, they feel are timely and valuable topics. Once the topics have been selected, a brief objective should be written for each topic. An objective is nothing more than a short statement as to what you intend each individual to learn. As such, the program objectives should be written by the program committee before assigning the topics to the speakers.

The speaker should use the objective as the guideline for preparing his/her material and should develop and outline of the subject matter to be covered during the presentation. The program objectives and the respective outlines of subject matter should then be compiled and forwarded to the CEU Administrator for an evaluation of CEU credits to be awarded.

As mentioned in the CEU accreditation procedures, the development of the program should start early enough so the program can be evaluated by the CEU Administrator prior to the program date. If this is done before meeting announcements are mailed, then the CEU's to be earned can be listed on the announcement.

It is very important that the speaker knows in advance the audience he/she will be speaking to, and exactly what is to be accomplished. Inform the speaker at the time he/she agrees to the presentation how much time is allotted for the topic. While it is not required, nor will it be necessary in every situation, speakers should be encouraged to prepare handout materials for topics which involve schematic diagrams, discussion of component mechanical parts, etc. If the individual has something to refer to during the presentation, and for future reference material, the learning experience can usually be enhanced. The program committee should offer to have copies of the speakers handouts prepared for the meeting in return for his/her services.

Attachment D

Sample Program

Region O  
Wastewater Treatment Plant Operators' Meeting  
Iowa Water Environment Association

Registration & Refreshments	8:00-8:45 AM	
Welcome/Introductory Remarks	8:45-9:00	0
Pumping Stations and Pumps	9:00-10:00	1.0
Trickling Filter Operation And Maintenance	10:00-10:45	0.75
Break	10:45-11:00	0
Land Disposal of Sludge	11:00-12:00	1.0
Lunch and Business Meeting	12:00-1:00PM	0
Confined Space Entry Procedures (w/demonstration of equipment & correct procedure)	1:00-2:15	1.25
Break (coffee & soft drinks)	2:15-2:30	0
Maintenance Records	2:30-3:15	0.75
CEU registration and meeting evaluation **	3:15-3:30	0
Local plant tour (optional)	3:30-4:30	0
	Total	5.75

1.0 CEU = 10 hours; this meeting would accredited for 0.6 CEU's.

\*\* Program committees are encouraged to prepare a short evaluation from for participant to comment on the topics presented, and to make suggestions for program topics.

Attachment E

**IOWA WATER ENVIRONMENT ASSOCIATION**  
CEU Registration Forms and Recording of CEU's

The following procedures will be used by the IAWEA for recording and awarding the CEU's earned by an individual's participation in an approved IAWEA program. Compliance with these procedures is the responsibility of the local program committee.

1. At the completion of an IAWEA approved program, those participants who have successfully completed the program will complete the "IDNR CEU Reporting Form".
  - a. The white copy will be collected by the program chairperson to be submitted to the Iowa Department of Natural Resources for recording of the CEU's
  - b. The pink copy should be retained by the participants as evidence of their completion of the program.
  - c. All CEU Registration forms must contain the participant's IDNR Operator ID Number. This number will be used only to ensure proper identification, accessibility, and accuracy of computerized educational records.
2. After the CEU Reporting Forms have been completed and collected, a submittal packet containing the following materials should be prepared:
  - a. The individual CEU Registration Forms of those participants who completed the program.

Attachment F

**IOWA WATER ENVIRONMENT ASSOCIATION**  
WEFMAX Attendance Request Form

This form will be used by IAWEA committee members to request reimbursement from IAWEA for travel, lodging, and various other expenses or fees to attend WEFMAX. The IAWEA Executive Committee may from time to time approve such attendance by committee members in order to make a presentation on behalf of IAWEA or to attend WEFMAX as a learning experience to further facilitate committee activities. Such officers as stipulated in the IAWEA Manual of Policies and Procedures shall have first priority to attend and approval for others will be subject to budgeted funds.

Member Name: \_\_\_\_\_ Committee: \_\_\_\_\_

Purpose of Attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits for Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits for IAWEA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEFMAX Location: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Committee Chair: \_\_\_\_\_  
(If not the applicant)

Attachment G

**IOWA WATER ENVIRONMENT ASSOCIATION**  
**IAWEA Conferences Registration, Cancellation and Refund Policy**

Speakers are usually provided a free registration for the day they speak. Only one main speaker shall be entitled to a free registration. Additional speakers may attend the session but are expected to pay the appropriate registration fee if attending any other session or function at the conference. If a speaker wishes to attend a different day of a conference they are charged the single day conference fee for the day they don't speak. If a speaker has a presentation on both days the entire conference is free except for any optional items they might register for (i.e., golf outing, presentations or classes with an extra charge, spouse registration, etc.)

Cancellations up to a week before the first day of a conference are given full refunds. If a registrant calls within that week ahead and before the first day of the conference, refunds are given except for meal fees. Most meals would be \$20-\$25 each except for the Annual Conference banquet that has a higher fee. No refunds are given if we receive no notice. Substitutions are allowed at any time due to illness or emergencies. Each conference may also want to allow exemptions to its refund policy due to extenuating circumstances like serious health issues (either of the registrant, his/her immediate family, or a coworker).

Occasionally we also receive calls from municipalities who have emergencies develop at the last minute and they need their employees to stay home and work through these issues. In these cases we would also refund registration fees minus any meal expenses.