

# **Kirtland Brooks Scholarship Committee of the California Water Environment Association (CWEA)**

## **STANDING RULES**

### **1.0 MISSION STATEMENT**

- 1.1 The Kirtland Brooks Scholarship Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Governors, hereinafter referred to as the Board. The Committee was created to develop and implement educational assistance for Association members and their immediate family.

### **2.0 OBJECTIVES**

- 2.1 The committee is responsible to oversee, administrate and report program activities to the Board.
- 2.2 Coordinate and oversee endowment fund and fund raising efforts.
- 2.3 Review applications and recommend award values and the number of awards for Board consideration.
- 2.4 Make administrative changes to application and evaluation forms and selection criteria.

### **3.0 MEMBERSHIP**

- 3.1 The membership of the Committee shall be the Chair, Southern and Northern Regional Committee Chairs and Southern and Northern Regional Committee past Chairs, and who are members of the Association. The Chair is appointed by the CWEA President.
- 3.2 The Association President shall appoint the Chair of the Committee to a one-year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement to the Committee Chair in case when they cannot fulfill her/his full term. The Committee shall submit to the Association President-Elect by the first of March the name of a nominee to serve as chair of the Committee.
- 3.3 Committee make up for application review purposes may vary due to possible conflicts of interest. Therefore, the Chair will replace committee

members temporarily at his/her discretion if a member is unable to serve or has a conflict of interest.

- 3.4 No Chair shall serve more than (5) years.
- 3.5 The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of their Committee.
- 3.6 In the event any member cannot fulfill the duties of the position the Chair will appoint, if possible a previous member to the position from the appropriate region, North/South.

#### **4.0 DUTIES AND FUNCTIONS**

##### **4.1 Chair**

- 4.11 Oversees and coordinates committee activities, assures committee meetings are held and presides over same.
- 4.12 Communicate action item requirements with committee members.
- 4.13 Communicate with the Association office contact.
- 4.14 Coordinate distribution of applications for committee review by February 15<sup>th</sup> of each year.
- 4.15 Submit a quarterly report to the Association Manger for presentation to the Board. The Committee report will contain activities, recommendations or other information of importance relating to the activities of the Committee or Association.

##### **4.2 Members**

- 4.21 Provide input to the Chair for changes / improvements to the program.
- 4.22 Review application / evaluation form and selection criteria annually before distribution of forms.
- 4.23 Evaluate applicants in accordance with approved selection criteria.
- 4.24 Recommend value of awards and the number of scholarships to be awarded.
- 4.25 Assist in the regional fund raising efforts for the endowment fund.

#### **5.0 OPERATING PROCEDURES**

6/16/99

- 5.1 The committee shall comply with all procedural requirements established from time to time by the Board.
- 5.2 The committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, Board Liaison and active committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.3 Neither the committee or its members shall represent or purport to represent any official position of policy statement of the Association without prior approval of the Board.
- 5.4 All matters of decision by the committee shall be decided by majority vote of members present.
- 5.5 The committee shall interface with the Association Treasurer and submit a committee budget following the policies and procedures of the Association. All financial transactions will be conducted through the Association Treasury with the authorization of the Association Manager. The Committee may not retain an independent bank account unless authorized by the Board.
- 5.6 The committee shall identify, address and resolve any conflicts of interest before the applications submitted for review are distributed to the committee members for review.
- 5.7 The committee will maintain high values, principals of fairness, and uniformity during the application review process.
- 5.8 Applications and personal information is to be handled so as to ensure the privacy of the applicants and their families.
- 5.9 Raters are personally responsible for application review / evaluation and shall not delegate or discuss same with anyone, other than Committee members.
- 5.10 All applications, evaluation and rating forms are considered confidential to the committee and appropriate administrative staff.

## **6.0 BOARD LIAISON**

- 6.1 The Association President shall appoint a Board Liaison to the committee within (30) days following the annual business meeting.
- 6.2 The Board Liaison shall attend, when possible all Committee meetings and serve as a representative of the Board.

## **7.0 AMENDMENTS**

6/16/99

7.0 Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Association Constitution and Bylaws Committee for certification as to being in harmony with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

**ACCEPTANCE BY COMMITTEE:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**CHAIR**

**APPROVED BY CWEA:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**PRESIDENT**

**ATTESTED:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**ASSOCIATION MANAGER**