

**California Water Environment Association (CWEA)  
Representatives to Tri State Seminar Executive Committee**

**STANDING RULES**

**1.0 MISSION STATEMENT**

- 1.1 The California Water Environment Association, hereinafter referred to as the Association, Board of Directors, hereinafter referred to as the Board shall designate three Association members, hereinafter referred to as Representatives, to represent the Association in the planning and management of the Tri-State Seminar on the River and to keep the Association fully informed of all actions taken by the Tri-State Seminar Executive Committee.

**2.0 OBJECTIVES**

- 2.1 The Representatives designated by the President, shall represent the Association on the Tri-State Executive Committee
- 2.2 In conjunction with the other three Member Associations that are signatory to the Tri-State Seminar agreement, the Representatives shall plan and organize the Tri-State Seminar on the River.
- 2.3 Insure that Association interests are protected.
- 2.4 Insure that Association policies and procedures are followed.

**3.0 MEMBERSHIP**

- 3.1 Representatives shall be comprised of members of the Association.
- 3.2 The Association President shall appoint the Representatives to a two-year term, effective December 1, within thirty (30) days after the annual business meeting. The Association President may appoint a replacement for a Representative in cases when he/she cannot fulfill his/her full term, or for non-compliance with Association policies and procedures.
- 3.3 Any representative shall have the right to attend meetings of the Association Board with full privilege of discussion on matters involving the work of the Tri-State Seminar Executive Committee.

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

##### **4.1 Chair of Tri-State Seminar Executive Committee**

A CWEA Representative shall serve as Chair of the Tri-State Seminar Executive Committee on a rotational basis, with other participating Associations that are party to the Agreement. During such times, the CWEA Representative shall fulfil the following duties and functions:

- 4.11 General supervision of the affairs of the Committee and oversight of the affairs of the Tri-State Seminar Executive Committee.
- 4.12 Preside over Tri-State Seminar Executive Committee meetings.
- 4.13 Ensure that financial reports and all financial information required by the Association is transmitted to the Association Executive Director.

##### **4.2 Vice-Chair of Tri-State Seminar Executive Committee**

A CWEA Representative shall serve as Vice Chair of the Tri-State Seminar Executive Committee on a rotational basis, with other participating Associations that are party to the Agreement. During such times, the CWEA Representative shall fulfil the following duties and functions:

- 4.21 Serve as acting Chair at Tri State Seminar Executive Committee meetings when the Chair is unable to attend.

##### **4.3 All Representatives**

- 4.31 Provide copies of Agendas, Minutes, Budget and Financial Reports and all contract information to the Association Executive Director in a timely manner .
- 4.32 Submit a quarterly report to the Association Executive Director for presentation to the Association Board of Directors. The report shall contain activities, recommendations or other information relating to all the activities of the Representative; Tri-State Executive Committee; or Association.

- 4.33 Provide written summary reports of Tri-State Seminar Executive Committee activity to the Association Executive Director within 10 days of any meeting.
- 4.34 Representatives shall attend all meetings of the Tri-State Seminar Executive Committee.

**5.0 OPERATING PROCEDURES**

- 5.1 The Representatives shall comply with all procedural requirements currently in place and as may be revised from time to time by the Board.
- 5.2 The Representatives shall notify the Association Executive Director in writing of the time, place and agenda at least two weeks prior to a Tri-State Executive Committee meeting.
- 5.3 Representatives shall not represent or purport to represent any official position or policy statement of the Association without prior approval of the Board.
- 5.4 The Representatives shall interface with the Association Treasurer and submit a Tri-State Seminar on the River budget following the policies and procedures of the Association.
- 5.5 Financial Procedures
  - 5.61 The bank account maintained by the Tri-State Seminar on the River has been expressly authorized by the Board.
  - 5.62 The Association Executive Director shall be signatory to said bank account, and as such, the bank shall be directed to forward copies of all statements and other bank generated correspondence directly to the Association Office.
  - 5.63 The Committee shall verbally report within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00 to the Association Executive Director.
  - 5.64 Statements of reconciliation are to be sent to the Association Office monthly.

5.65 The Representatives shall prepare an Annual Report to the Association regarding Tri-State Executive Committee and Tri-State Seminar on the River activities and finances. This report shall be submitted to the Association Executive Director no later than August 1.

5.66 All revenue and expenses of the Tri-State Seminar on the River shall be in a manner that is consistent with the Mission Statement and Objectives of the Association's Constitution and Bylaws and with all State and Federal law.

5.7 The Representatives shall coordinate with the Annual, Northern, and Southern Regional Conference Program Committees to avoid date conflicts. The Representatives shall maintain a running five year schedule of future Tri-State Seminars on the River.

#### **6.0 LOCAL SECTION SUPPORT AND HONORARIUM**

6.1 The President shall annually designate a Local Section or Sections to receive the regular and customary Association Honorarium for Conference Sponsorship.

6.2 In order to receive the aforementioned honorarium, the designated Local Section or Sections shall commit to, and shall provide such volunteer support as may be required by the Representatives to fulfil their duties and on the Tri-State Seminar Executive Committee and support the Association's commitments as specified in the Tri-State Seminar Agreement.

#### **7.0 AMENDMENTS**

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

#### **8.0 AGREEMENT WITH THE OTHER CO-SPONSORS OF THE TRI-STATE SEMINAR ON THE RIVER**

8.1 The signatories to the Agreement for sponsoring and conducting the Tri-State Seminar include the Association, California/Nevada Section of the American

Water Works Association, Nevada Water Pollution Control Association, and the Arizona Water Pollution Control Association.

- 8.2 Said Agreement provides that the Association's tax identification number is used for the financial affairs of the Tri-State Seminar.
- 8.3 Said Agreement details sharing of risks, costs, income, and inventory.
- 8.4 Amendments to the Agreement may be made as provided for therein.

**ACCEPTANCE BY REPRESENTATIVES:**

[Signature] DATE: 2/17/99

[Signature] DATE: 2/19/99

[Signature] DATE: 2/24/99

APPROVED BY CWEA: Thomas L. Sutton DATE: 1-30-99  
PRESIDENT

ATTESTED: Lindsay Roberts DATE: 1-30-99  
ASSOCIATION EXECUTIVE DIRECTOR