

Northern Regional Safety Conference Committee of the California Water Environment Association

STANDING RULES

1.0 MISSION STATEMENT

- 1.1 The Northern Regional Safety Conference Committee (No Safety) is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, at the direction of the Board of Directors, hereinafter referred to as the Board. The Committee was created to develop and produce a Safety Conference in northern California that provides technical training in aspects of the water pollution control field relating to safety practices.

2.0 OBJECTIVES

The Committee is responsible for:

- 2.1 Holding an annual training conference in the fall.
- 2.2 Issuing a call for papers to be delivered at the conference on related topics within the wastewater profession.
- 2.3 Select training topics and speakers for the conference.
- 2.3 Coordinating all activities relative to the conference with the CWEA Staff, which is responsible for site selection, contracts, receipt of revenue, registration and assignment of exhibit booths.
- 2.5 Ensuring that net revenue from the conference meets budgeted revenue goals established by the CWEA Board.
- 2.6 Following procedures and guidelines outlined in the Conference Procedures Manual.

3.0 MEMBERSHIP

- 3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary, Treasurer, and other members the Chair so decides. Membership on the Committee should comprise of but not be limited to individuals who are experienced in planning and producing training conferences, and who are knowledgeable about the wastewater profession, and who are members of the Association.
- 3.2 The individual who will serve as President during the year the conference shall be held shall appoint the Chair of the Committee after receiving recommendations from the Northern Regional Committee (NRC) for a term of fourteen months, beginning no later than August, fourteen months prior to the date of the conference. Therefore, there will be a period of approximately 2 months in which there is the potential to have 2 different chairs and committees operating simultaneously, on conferences for different years. They will be distinguished by the addition of the year following the Committee name (e.g. No Safety 2005). The Association President may appoint a replacement to the Committee Chair or

Vice-Chair in case when he/she cannot fulfill his/her full term. No Chair shall serve on more than two (2) consecutive conference committees as Chair.

- 3.3 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.
- 3.4 The Chair, Vice Chair, Secretary, and Treasurer of the Committee shall maintain current Association Membership with CWEA for the duration of their terms.

4.0 DUTIES AND FUNCTIONS

4.1 Chair

- 4.11 General supervision of the affairs of the Committee.
- 4.12 Preside over Committee meetings.
- 4.13 Appoint and coordinate sub-committees as required.
- 4.14 Submit a quarterly report to the Executive Director 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.
- 4.15 Work with the Conference Treasurer to complete and submit a budget in conformance with CWEA budget expectations, for review by the Operations Committee and approval by the CWEA Board in January, or at least nine months prior to the Conference.
- 4.16 Oversight of the conference budget.
- 4.17 Serve as a member of the Northern Regional Committee.
- 4.18 Prepare and distribute a preliminary schedule of meetings within 30 days of taking office to Committee members and the Association office.

4.2 Vice-Chair

- 4.21 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.
- 4.22 Attend sub-Committee meetings as directed.

4.3 Secretary

- 4.31 Prepare and distribute the agenda and minutes of all meetings in a timely manner.
- 4.32 Keep historical and current records of Committee.
- 4.33 Maintain roster and contact information list of all Committee Members.

4.4 Treasurer

- 4.41 With the Conference Chair, prepare and submit a budget for review by the Operations Committee and approval of the Board at the January Board meeting, or no later than nine (9) months prior to the date of the Conference.
- 4.42 Maintain complete financial records of the conference.
- 4.43 Pay all bills within 30 days of receipt, and maintain check request forms and invoices and receipts for all bills.
- 4.44 Submit monthly reports to the CWEA Executive Director.
- 4.45 Notify the Executive Director verbally within 24 hours, of any check issued for an amount that exceeds \$5,000.
- 4.46 Submit final financial report within 60 days of the end of the conference.

5.0 **OPERATING PROCEDURES**

- 5.1 The Committee shall comply with all Association policies and 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, the Executive Director, 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 nor its members shall represent or purport to represent any official position or 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 submit a Committee budget following the policies and procedures of the Association, and maintain financial records in compliance with policies and procedures of the Association.
- 5.6 Financial Procedures
 - 5.6.1 A checking account will be maintained by the Committee and will include all funds under the immediate control of the Committee. The account will be shared between Committees operating simultaneously, but primary responsibility will be with the Committee whose conference is first, through the period in which all conference funds are closed and bills are paid.
 - 5.6.2 The account will be identified by the name "Northern Regional Safety Conference – CWEA, Inc."

- 5.6.3 All account records will be the primary responsibility of the Treasurer, and the secondary responsibility of the Chair.
- 5.6.4 Withdrawal or check signatory authority will be assigned to the following Committee officers: Chair, Vice Chair, and Treasurer. In addition, the Association Executive Director shall be granted check signatory authority.
- 5.6.5 Two (2) signatures of authorized signatories are required on all checks or for any withdrawals.

6.0 BOARD LIAISON

- 6.1 The President shall appoint a Board Liaison to the Committee within thirty (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 to the Committee.

7.0 AMENDMENTS

- 7.1 Amendments to these Standing Rules may be proposed by a majority of the Committee, or may be proposed by the Membership and External Relations Committee of the Board, or by the Board itself. All proposed amendments shall be referred to the Membership and External Relations 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 with the approval of the Board.

ACCEPTANCE BY COMMITTEE: _____ DATE: _____
CHAIR

APPROVED BY CWEA: _____ DATE: _____
PRESIDENT

ATTESTED: _____ DATE: _____
EXECUTIVE DIRECTOR