

Annual Conference Committee of the California Water Environment Association

STANDING RULES

1.0 MISSION STATEMENT

1.1 The Annual Conference Committee, hereinafter referred to as Committee, is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, established by the Board of Directors, hereinafter referred to as the Board. The Committee was created to develop and produce an annual conference that provides training in all aspects of the wastewater profession, and an exhibition to profile the products and services provided by vendors to the wastewater industry.

2.0 OBJECTIVES

The Committee is responsible for:

- 2.1 Selecting a conference theme.
- 2.2 Developing the Conference Program, including :
 - 2.2.1 Recruitment of speakers by any method, including by not limited to issuing a Call for Papers on topics of interest to the wastewater professional.
 - 2.2.2 Coordinating with the Chairs of each training Committee, to select training topics and speakers.
 - 2.2.3 Management of the Program and all topics and speakers.
- 2.3 Development of a budget approximately eighteen months [note: this is to be consistent with the term of 18 months in section 3.2]prior to the conference date.
- 2.4 Organizing an exhibition to profile the products and services provided by vendors to the wastewater industry.
- 2.5 Coordinating all activities with the CWEA Staff, which is responsible for contracts, registration, supplies, and financial receipts.
- 2.6 Ensuring that site contracts with hotels and exhibit facilities meet the proposed needs of the conference, and requesting any necessary changes requiring negotiation by the Executive Director.
- 2.7 Provision of printing, publicity, promotion, transportation, registration, social and spouse activities, food and beverage arrangements with facilities, awards and banquet programs, and volunteer recognition reception (formerly President's Reception).

- 2.8 Monthly financial accounting, in compliance with CWEA policy.
- 2.9 Ensuring that net revenue from the conference meets budgeted revenue goals established by the CWEA Board.
- 2.10 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, Vice-Chair, Secretary and Treasurer of the Committee to a term of eighteen months, beginning September, eighteen months prior to the date of the conference. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in case when they cannot fulfill his/her full term, or who is performing his/her duties in a manner considered as unsatisfactory by the Committee Chair or the Board.
- 3.3 No Chair shall serve as Conference Chair on two consecutive conference committees.
- 3.4 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.

4.0 DUTIES AND FUNCTIONS

- 4.1 Chair
 - 4.11 Direct management of the Committee.
 - 4.12 Preside over Committee meetings.
 - 4.13 Appoint 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, 15 months prior to the Conference.
- 4.16 Oversight of the conference budget.
- 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 minutes of all meetings in a timely manner.
 - 4.32 Keep historical and current records of Committee.
- 4.4 Treasurer
 - 4.4.1 With the Conference Chair, prepare and submit a budget for review by the Operations Committee and approval of the Board at the January meeting, 15 months prior to the date of the Conference.
 - 4.4.2 Maintain complete financial records of the conference.
 - 4.4.3 Pay all bills within 30 days of receipt, and maintain check request forms and invoices and receipts for all bills.
 - 4.4.4 Submit monthly reports to the CWEA Executive Director.
 - 4.4.5 Notify the Executive Director verbally within 24 hours, of any check issued for an amount that exceeds \$5,000.
 - 4.4.6 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

6.0 BOARD LIAISON

- 6.1 The individual who will be President during the Conference shall serve as Board Liaison to the Committee.
- 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