Vision Statement
A better world through better water.

Mission Statement
Leading the water community to provide sustainable safe water through the advancement of management, education, science, and technology.

Core Principals
- Protect public health.
- Authoritative resource on drinking water.
- Advocacy and Leadership
- Sustainability
- Education and Knowledge sharing.
- Provide and demonstrate the Value of Water.
New York Section American Water Works Association
Volunteer Resource Notebook

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Overview of American Water Works Association

How AWWA Functions
AWWA is organized so that its members and staff can coordinate their efforts in the fields of science and technology, education, public information, government affairs, and other key areas of involvement. The Association has grown from the 22 men who organized it in March 1881 to its present membership of more than 51,000.

AWWA is comprised of 43 sections. AWWA activities also develop through the efforts of various councils, divisions, and committees. All of the divisions and most of the 250-plus working committees carry out their assigned projects under the direction of the Association’s six councils. Other committees that report directly the Executive Committee are classified as administrative and ad hoc.

Leadership
Board of Directors - Establishing policy for the overall management and direction of the Association affairs is the responsibility of the board. The board is comprised of the President, President-Elect, Immediate Past-President, and Treasurer of the Association, the Chair of each Council, Chairs of the AWWA Research Foundation, Water for People, and the Public Advisory Forum, one or more Directors elected by each of the 43 AWWA sections, six of whom also serve as Vice-Presidents, and three Directors-at-Large. Board members serve for three years. Regular board meetings are held in the last half of January or the first half of February, and at the annual conference.

Executive Committee - Between meetings of the Board of Directors, the Executive Committee exercises full authority in conducting Association business to the extent provided in the Bylaws. The committee is made up of the President, who acts as Chair, President-Elect, Immediate Past-President, Treasurer, six Vice-Presidents, Chairs of the Councils, Chair of the Research Foundation, Water For People, and Public Advisory Forum.

Officers - The President is the chief executive officer of the Association and presides at all board and executive committee meetings and at the general session of the annual conference. He/She accedes to office for a term of one year after serving as President-Elect. At each winter board meeting, the corporate members elect a President-Elect, six Vice-Presidents, and a Director-at-Large. Each fourth year a Treasurer, nominated by the Executive Committee, is elected by the corporate members.

Six Councils
The International Council has a mission to develop and coordinate AWWA’s international policies and activities, actively promoting Association participation in the global drinking water community, representing the interests of the international members in the governance of AWWA, and stimulating participation of international members and organizations within the Association.

The Manufacturers/Associates Council provides responsible representation for, and involvement of, associate members, which include manufacturers, manufacturer reps, and contractors, develops programs and activities for these members and encourages their membership and participation in AWWA; provides policy input and develops responses and commitment within the framework of AWWA on matters affecting these members.

The Public Affairs Council plans and coordinates public information and public relations programs and assists where applicable in public education and public involvement activities.

The Standards Council has responsibility for developing standards and manuals according to procedures outlined in the Governing Documents. Standards are documents that serve as a base for
contract specifications for purchases of materials and services. Standards contain useful information, practices, and recommendations designed to assist operating personnel as well as purchasers.

The Technical & Educational Council coordinates the work of the eight divisions and has responsibility for advancing AWWA activities in design, construction, operation, and management of water utilities except in matters pertaining to standards. The eight divisions cooperate on development of technical manuals, reports, specialty conferences and technical sessions at the annual conference that deal with their own areas of interest. Each division has the authority to undertake studies and investigations within its sphere of interest and appoint working committees that document progress through reports to the T & E Council, which considers them and recommends further action.

Water Conservation - works to develop urban water conservation measures, implementation strategies, and analysis procedures to help address water supply/demand problems; to develop related publications and guidelines; and to advance the understanding and increase the use of water conservation techniques.

Distribution and Plant Operations - works to advance and disseminate knowledge concerning the development of power and pumping, transmission and distribution, customer services and the metering of public water supplies, including the design, construction, operation, and maintenance of related facilities.

Engineering and Construction - considers matters of water utility design, engineering, and construction practice.

Management - works to advance and disseminate knowledge tending to improve water utility practices with regard to financing, management, commercial and accounting procedures, and other related matters.

Regulatory Agencies - provides an effective forum in which drinking water regulatory agencies can communicate with each other and with other components of the industry in order to play a key role in achieving better water for the health and welfare of all people.

Research - works to advance and disseminate knowledge regarding research needs for the water utility industry and to encourage basic and applied research endeavors by water utilities, educational institutions, industry, and other appropriate agencies.

Water Quality - works to advance and disseminate knowledge related to achieving the highest-quality water for all municipal purposes by: (1) investigating the physical, chemical, biological, and microbiological contaminants that affect the quality of water and its suitability for use; (2) developing monitoring systems and laboratory measurement methods of water quality, from the source to the consumer’s tap; (3) promoting use of new technology and evaluating alternative methods of water treatment to find those that are most effective and economical to use.

Water Resources - The Water Resources Division will: advance technical and institutional practices; influence public policy; and advance the sustainable development, protection, and management of water resources for public water supply.

The Water Utility Council has the responsibility to develop action programs to initiate, evaluate, respond and comment within the framework of Association policy on legislative, regulatory, and other matters directly affecting water utilities in order to encourage provision of better water service to the
consuming public. The council shall also have the responsibility of bringing to the attention of other councils and committees of the Association policies and procedures that fall within their areas of interest.

250 Committees - How They Work
Committees are the right arm of AWWA. Although the Association employs a staff to handle the administrative details of the organization, it is through committee work that its basic objectives are attained. It is through committee work that the best minds in the water utility field are put to work at solving the important problems that face the industry. And it is through the voluntary effort of committee members that the public and the nation are served, justifying the Association’s classification as a nonprofit scientific and educational organization dedicated to public service.

The committees of AWWA, organized under the Board of Directors, the councils, and the divisions, are made up of the members best qualified to attack the problems considered vital by these bodies. The committee chair, in each case, has been selected for his or her special interest in and knowledge of the subject at hand. The committee members have been chosen for their special knowledge as well as for their representation of an interested segment of the industry. All have been recommended for their known willingness to contribute to the advancement of water utility service to the public.

Because of the relatively limited budget of AWWA, most of the work done by its committees is handled primarily by correspondence. Meetings are usually held in conjunction with the Association’s annual conference, when committee members are available for a face-to-face discussion without special travel and expense.

Publications
Journal AWWA is a monthly technical journal that serves as the Association’s official publication. The Journal’s comprehensive articles and reports make it the most valuable continuing source of water supply information in the world.

Mainstream, AWWA’s monthly newspaper, is devoted to Association news, events, people, projects, and programs.

Optflow, a monthly publication focused on effective operation and maintenance of water supply treatment and distribution system facilities.

AWWA also publishes hardcover reference books, soft-cover manuals, course outlines, seminar proceedings, and more than 100 standards that set the guidelines for major categories of products used by the water utility industry. Standards are now available on CD-ROM, as are many of the 1997-1998 AWWA Conference Proceedings.

Other, more specialized AWWA publications designed to inform selected segments of the membership include the Sourcebook, Officers and Committee Directory, and proceedings of conferences and seminars.

AWWA maintains a website at awwa.org with more than 1,000 pages of information about Association and water industry activities. Periodical highlights, online discussion forums, job listings, members-only pages, and hot links to hundreds of utility home pages and other Internet resources are an additional enhancement to the productivity of AWWA volunteer programs.
Overview of the New York Section AWWA

The New York Section was established with a total membership of 215 at a meeting at the Manhattan Hotel, New York City on January 10, 1914. It was the first AWWA Section to be established.

The Section’s first temporary chairman was Allen Hazen; Morris R. Sherrerd was elected the first Chairman at the Section’s second meeting. By 1944, the Section had 500 members and began to hold business meetings outside of New York City. In 1979, The Section held its first workshop, “Current Topics on Water Supply Technology,” at Syracuse’s Carrier Circle. Membership stood at 1600. Sixteen years later, the Section moved from an all-volunteer operation to having a paid full-time administrator. By 2006, the Section had purchased a building in Liverpool, NY to house its headquarters.

At the time of celebrating its 100th Anniversary in May of 2014 in Rochester, NY, the New York Section AWWA had approximately 2,000 members. The Section offered more than 40 regional training sessions and hosted two conferences, the New York’s Water Event and Edwin C. Tifft Jr. Water Supply Symposium. These events and training sessions meet our mission of providing continuing education and professional development to water plant operators, engineers, scientists, students, and academics in New York State who are involved in protecting the drinking water for millions of state residents and businesses.

NYSAWWA offers its member’s one publication, Aquarius, published twice a year; an electronic newsletter published monthly; and a website with resources, www.nysawwa.org

Leadership
The New York Section is governed by a Board of Governors that includes a Chair, Vice Chair, Past Chair, Treasurer, Assistant Treasurer, three Trustees and three Trustees-at-Large. The Board establishes Section policy and oversees operations to ensure the financial stability of the association. The Executive Committee is a sub-committee of the full Board.

Committees
The work of the Section is managed by volunteer committees. These committees organize conferences, schedule training sessions, monitor water-related New York State legislation, and contribute to the Section publications.

Section Staff
The day-to-day operations of the Section are administered by a staff of two: Executive Director, and Administrative/Training Coordinator.
New York Section AWWA
Section Office Roles and Responsibilities

**Reporting**
- Staff reports to Executive Director (when Executive Director is absent and unavailable, reports to Executive Committee)
- Executive Director reports to Executive Committee and Board of Governors

**Out of Office Time**
- If office must be closed, staff responds to any inquiries in a timely manner
- Personal/Vacation time: Executive Director lets Chair know dates in advance (time not taken during critical periods)
- Business time: Executive Director lets Chair know dates in advance (when possible)
- Executive Director carries Section cell phone when out of the office and checks in with office daily; may not answer cell phone when taking personal time

**Executive Director**
- Serves as primary contact for planning and development of Section activities including annual meetings, Board Meetings, exhibits, Planning Workshops; attends meetings
- Association development, including: promote all activities of the New York Section, recruit and work to retain members, encourage vendor participation in activities, develop/recommend policies to the Board to improve and implement member services, lead budget development/analysis
- Author of website (maintenance and development)
- Design of Meeting Programs, Training booklet, Tifft Program, and other marketing materials; coordinate printing and mailing
- Tracks all Section Finances using accounting software and works closely with Treasurer/Assistant Treasurer
- Serves on Board of Governors, Executive Committee and Finance Committee (non-voting member)
- Oversees all aspects of Aquarius – graphic design, content, mailing lists
- Works with committees to encourage development and assist with implementation of volunteer activities/programs
- Actively promotes better communication within the volunteer forces of the Section
- Attends association functions and represents the Section at outside functions
- Supervises staff

**Administrative and Training Coordinator**
- Work with Education Committee chairs to establish course topics, locations, and dates
- Secure all materials and information necessary to secure New York State Department of Health contact hours for operators and PE contact hours
- Prepare all forms necessary for NYSDOH and PE review and submit materials in timely manner to ensure credit hours can be included in training program
- Gather all materials required for Training Program design
- Provide instructors with all necessary pre-course materials
- Issue certificates to course attendees
- Responsible for all web content related to training
- Assist with technical program
- Secure all materials and information necessary to secure New York State Department of Health, New York State Department of Environmental Conservation and PE Review committee contact hours for annual Water Event and Tifft Water Symposium
- Prepare all forms necessary for state and PE approvals and submit in timely manner to ensure credit hours can be included in programs
- Issue certificates to course attendees
New York Section AWWA Organization Structure

American Water Works Association
Governig Documents

Board of Governors
Chair
Vice Chair
Treasurer
Assistant Treasurer (non voting)
Past Chair
Section Director
Trustee (3 positions)
Trustee at Large (3 positions)
Executive Director (non voting)

Section Office
Executive Director
Training Coordinator

Committees
New York Section AWWA
Board of Governors – General Responsibilities

All Board Members
▪ Attend all Board Meetings
▪ Review section budget
▪ Know bylaws, governing documents, section procedures and board, volunteers, and staff roles
▪ Attend committee meetings as liaison to Board of Governors and report on committee activities at Board Meetings (see individual positions for liaison assignments)
▪ Mentor/recruit potential board members

Chair
▪ Supervise and coordinate all affairs of the section
▪ Preside at all meetings of the Section and Board of Governors
▪ Appoint all committees of the section
▪ Develop/implement section budget, subject to approval of the Board
▪ Chair the Executive Committee (consisting of Chair, Vice-Chair, Secretary-Treasurer, Past Chair, and Executive Director)
▪ Liaison to: Executive Committee, Diven Award, Fuller Award, Public Affairs Committee, Charitable Giving

Vice-Chair
▪ Perform Chair’s duties in the absence of the Chair
▪ Participate on Executive Committee (consisting of Chair, Vice-Chair, Treasurer, Past Chair and Executive Director)
▪ Liaison to: Events Committee

Past Chair
▪ Participate on Finance Committee (consisting of Chair, Vice Chair, Past Chair, Treasurer, Assistant Treasurer, Executive Director)
▪ Participate on Executive Committee (consisting of Chair, Vice Chair, Treasurer, Past Chair, and Executive Director)
▪ Liaison to: Finance Committee, Nominating Committee, WUC, Regulatory Review, GIS

Treasurer and Assistant Treasurer
▪ Work with the Section Office to see that all monies due the section are collected and deposited, maintain financial and other records, develop and submit financial reports at each Board Meeting, safeguard and manage the Section’s financial assets
▪ Guide budgeting and anticipate financial problems
▪ Obtain audits and submit to the Board
▪ Participate on Executive Committee (consisting of Chair, Vice-Chair, Past Chair, Treasurer, and Executive Director)
▪ Participate on Finance Committee (consisting of Chair, Vice Chair, Past Chair, Treasurer, Assistant Treasurer, Executive Director)

Section Director
▪ Represent Section Board and AWWA Board
▪ Act to coordinate and unify each Board’s actions
▪ Report activities of AWWA to Section at each Annual Meeting
Trustee 3rd Year
  ▪ Liaison to: Membership Committee and Young Professionals Committee

 Trustee 2nd Year
  ▪ Liaison to: Education Committee and Awards Committee

 Trustee 1st Year
  ▪ Liaison to: MAC Committee and Program Committee

Trustee-at-Large 3rd Year
  ▪ Liaison to: NYWARN Committee

Trustee-at-Large 2nd Year
  ▪ Liaison to: Metro New York Events Committee

Trustee-at-Large 1st Year
  ▪ Liaison to: Historical Committee
New York Section AWWA Board Member Commitments

Trustees serve on the board for a total of six years: three years as Trustee, then one year respectively as Vice-Chair, Chair, and Past Chair.

Trustees-at-Large serve on the board for a three-year term, which is renewable once upon completion of the third year, per approval by the board.

Section-Related Meetings
The Board meets quarterly in the spring, summer, fall, and winter
- As a “thank you” for volunteer commitment, Board members and their guests are invited to cocktails and dinner the night before each board meeting (paid for by the Section).
- Summer meetings include Board Orientation and are held immediately prior to the Summer Planning Workshop.
- Winter meetings are usually held in January
- Spring meetings are held the day prior to the Annual New York’s Water Event
- Fall meetings are held the day prior to the Tifft Symposium

Section Summer Planning Workshop
- Opportunity for Board Members and Committee Chairs to come together to set and review progress of the Association
- Immediately following Summer board meeting
- Held in retreat setting for best use of time
- All on-site expenses covered by Section

Regional Meeting of Section Officers (RMSO)
- Updates of AWWA programs, exchange information with other Sections, etc.
- Held annually within the Northeastern Region I of AWWA during October/November.
- Depending on budgetary restraints, all board members are encouraged to attend

Summer Leadership Workshop
- Held every summer in Colorado
- Each Trustee should attend at least once during tenure on the board

Annual Conference and Expo (ACE)
- New York Section hosts a joint reception with New Jersey and Puerto Rico.
- Reception is usually held on the Sunday night of the conference, immediately following the exhibitor reception.

Financial Responsibilities
- Board members are responsible for the following:
  - Registration fees for all meetings
  - Travel arrangements and costs to and from all meetings
  - Accommodations at Spring and Fall Meetings, and any additional expenses associated with Spring and Fall meetings (per contract with hotel, Chair receives complimentary room during Annual Meeting)

The Section will pay for the following (or your company may pay if desired):
- Cocktails and dinner the night before each quarterly board meeting
- Overnight stay and all meals associated with Winter and Summer Board Meetings
- Full on-site cost of attending the Section’s Summer Planning Workshop
- Cost of attendance at AWWA Regional Meeting of Section Officers
- Cost of attendance at AWWA Summer Workshop in Colorado (at least once)
New York Section AWWA Board Member Travel Schedule Expectations

<table>
<thead>
<tr>
<th>Board Position</th>
<th>Section Travel</th>
<th>Association Travel</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Chair</td>
<td><strong>Events:</strong> Annual Conference (April) Tifft (September)</td>
<td>RMSO (October)</td>
<td>Encouraged to attend.</td>
</tr>
<tr>
<td>Chair</td>
<td><strong>Board Meetings:</strong> Winter (February) Spring (April) Summer (July) Fall (September)</td>
<td>ACE (June) &amp; Summer Workshop (July)</td>
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<tr>
<td>Vice Chair</td>
<td></td>
<td>ACE (June) &amp; RMSO (October)</td>
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<tr>
<td>Trustee 3rd Year</td>
<td></td>
<td>Fly-In (March/April)</td>
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<tr>
<td>Trustee 2nd Year</td>
<td></td>
<td>Fly-In (March/April) &amp; Summer Workshop (July)</td>
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<tr>
<td>Trustee 1st Year</td>
<td></td>
<td>RMSO (October)</td>
<td></td>
</tr>
<tr>
<td>Trustee-at-Large 3rd Year</td>
<td></td>
<td></td>
<td>Trustee-at-Large positions are encouraged to attend an Association Event/Training/Conference each year, must attend either RMSO or Summer Workshop during three year term.</td>
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<tr>
<td>Trustee-at-Large 2nd Year</td>
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<tr>
<td>Trustee-at-Large 1st Year</td>
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<tr>
<td>Section Director</td>
<td></td>
<td></td>
<td>Encouraged to attend an Association Event/Training/Conference.</td>
</tr>
<tr>
<td>Treasurer</td>
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<tr>
<td>Assistant Treasurer</td>
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**Dates are subject to change. The events/meetings in red are the only items NOT paid for by the section. All other travel expenses will be reimbursed by the Section Office (ie – hotel, airfare, etc).**
New York Section AWWA
Board Liaison Roles and Responsibilities

1. Orientation of committee chair
   ▪ Provide Volunteer Resources Notebook
   ▪ Provide background information on committee
   ▪ Help keep committee’s goals within scope of strategic plan and bylaws
   ▪ Clarify governance issues: committee bounds, overlap with other committees, relevance to association’s goals
   ▪ Clarify chairperson’s role and duties, emphasize importance of committee chair
   ▪ Clarify board liaison’s role and duties in relation to committee and committee chair
   ▪ Work with committee chair to determine effective working process

2. Maintain contact with committee chair
3. Ensure that committee chair executes duties
4. Provide an agreed upon level of support to the committee
5. Be a resource to the committee and attend the meetings
6. Be familiar with all aspects of committee’s work
7. Answer questions, offer suggestions, raise questions

The Board approved the following communication procedure for Liaisons and Committee Chairs:
   ▪ Begin to attract volunteers to committees by establishing contact with the present committee members and ascertaining:
     † individual’s interest in committee,
     † knowledge of committee responsibility,
     † information about member (what aspect of water supply they work on and their overall interests)
   ▪ To add new members to a committee, the liaison should act as a resource:
     † be able to provide names or suggest ways to seek out members
     † the liaison is responsible for the committee’s success or failure
   ▪ Seek out volunteers in the following way:
     † seek out people you know
     † review past conference attendance lists to look for regular attendees
     † working with local water works committee and the chair’s local conference to seek out volunteers try to obtain cross-section of membership on the committee, i.e., consultants, water suppliers, regulators, vendors, young engineers, retirees (if they will serve.)
   ▪ Ideas for keeping committee members active
     † schedule luncheon meeting at one of the conference (include in committee’s budget)
     † promote committee action plan (give each member something to do, something to research, something to report on at committee meeting)
     † stay in contact with your committee members
     † look to national AWWA for committee ideas, projects
     † schedule a presentation for the committee at one of the conferences (requires a lot of work for committee members; all committees should do this)
   ▪ Liaison:
     † constantly communicate with your committee chairs
     † work with chairs on their action plan preparation
     † assist in action plan implementation
     † look for weaknesses in committee and work to strengthen
     † be able to suggest new members and help recruit them
     † suggest new ideas and activities for the committee
**Overview of Committees**

A Section is successful when there is good communication between board and committees regarding the Section’s mission and goals, and the committees are willing and able to carry out the policies set by the Board for the benefit of the organization. A Board of Governor’s establishes the policies for the Section, and approves changes to said policies. Volunteer committees carry out those policies.

**Committee Administration: Roles & Responsibilities**

- The **committee Chair** is responsible for facilitating the work of the committee, and fostering communication among the committee members, the Board of Governors, and the Section staff.
- The **committee Vice-Chair** is responsible for assisting the committee chair in carrying out his/her responsibilities. The vice chair will act as a second contact point for the committee, Board, and Section staff.
- A member of the Board of Governors is assigned to each committee, to serve as a **Board Liaison**. The Liaison is a leadership resource for the committee, and a communication link between the committee, Board, and Section staff. Currently, liaisons to the committees contact the committee chairs to request verbal and/or written reports on committee activities prior to the Section’s quarterly board meetings.
- The **Section Office Staff** will assist the committee Chair and the Board Liaison as necessary, providing both communication and logistical support.

**Committee Mission**

- Committees are charged with carrying out the mission of the Section. Understanding the goals and objectives of the Section, and under the direction of the Board of Governors, the committees should work to develop and carry out action plans to achieve those goals & objectives. Any recommendations for changes in policies and/or objectives should be discussed with the board liaison and brought to the Board of Governors for review.

**Budgets**

- The Section’s fiscal year runs from January 1 – December 31. In the third quarter of the year, the Finance Committee develops a budget for committees based on previous years’ expenditures and anticipated committee activities for the upcoming fiscal year. This becomes part of the overall Section budget, which is then presented to the Board of Governors at the Section’s Fall Meeting for review and approval.
- Committee expenditures should remain consistent with the budget. All expenditures should be communicated to the Executive Director. Any additional or extraneous expenditures must be approved by the Board of Governors.

**Being a Committee Chair**

- **Responsibilities**
  - Attend all meetings
  - Accept and support the committee’s charge
  - Plan committee meetings and agenda
  - Exercise leadership
  - Maintain records and knowledge of committee work
  - Encourage participation of members including decision making
  - Evaluate committee efforts and communicate accomplishments appropriately
  - Communicate with members, Board Liaison, and Section staff

- **Qualities of the effective committee chair**
  - Communicates with committee members, board members, and Section staff
  - Disburses written reports of committee meetings to members
• Participates on committee and in section, is knowledgeable of committee’s subject, thinks in terms of association goals and strategic plan
• Leads committee as part of larger association, is a facilitating leader rather than dominating, strives for positive atmosphere
• Has the ability to take administrative initiative using orderly procedures to conduct work
• Understands roles of other volunteers and section staff

**Being a Committee Member**

**Summary**

• Reports to the committee chair. Actively participates in the work of the committee; provides thoughtful input to the deliberations of the committee; focuses on the best interests of the association and the committee rather than on personal or constituent interests; and works toward fulfilling the committee’s goals.

**Responsibilities**

• Reviews all relevant material before committee meetings. Makes contributions and voices objective opinions on issues.
• Attends committee meetings.
• Carries out individual assignments made by the committee chair.
• Works as part of the team to ensure that the committee proposes policies and/or develops products and services that help association members and staff who are responsible for programs within the scope of interest of the committee.
• Represents the committee in meetings of other association groups.
• Promotes clarity within the committee on the committee’s role and how it supports and fits within the interests of the association.
Awards/Scholarships Committee  
*Reports to: Trustee 3rd Year*

**General Responsibilities**
Overssees the nominations and applications for AWWA and Section awards, including student scholarships.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Charitable Giving Committee  
*Reports to: Chair*

**General Responsibilities:**
The Charitable Giving committee coordinates the Section's fundraising events, including the annual fundraising events. The committee also communicates with the New York City Chapter of Water For People about raising money for that charity.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Education Committee  
*Reports to: Trustee 2nd Year*

**General Responsibilities:**
Provides NYSAWWA members with educational and professional development activities for the improvement of all aspects of the water utility industry by developing informational and accredited courses. Ensures that courses include small system issues and other issues current to the industry, including: surface and groundwater programs, customer service, research, and security. Committee members also arrange for instructors and sites.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Events Committee  
*Reports to: Vice Chair*

**General Responsibilities:**
Assists with on-site registration at all conferences and supports the Section’s best-tasting water contest. Advises on conference site selection and off-site events that take place during conferences.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Historical Committee  
*Reports to: Trustee-at-Large 1st Year*

**General Responsibilities:**
This Committee shall be responsible for preserving the history of the NYSAWWA and documenting the impact the Section and its members have had in providing leadership to the water supply profession. It shall work closely with the Past Chairs.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Manufacturers and Associates Council (MAC)  
*Reports to: Trustee 1st Year*

**General Responsibilities:**
Members of the MAC Committee represent service providers in the water industry. They assist the Education Committee in locating instructors, topics, and locations and they aid Section staff in planning and coordinating the Exhibit Hall at the annual conference and Tifft Symposium.

**Reports required:**
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.
Membership Committee

Reports to: Trustee 2nd Year

General Responsibilities:
The Membership Committee actively pursues new members for AWWA and the Section and works to retain existing members. Committee members are supported in their work by reports from AWWA headquarters in Denver and by Section staff. This Committee works closely with the Young Professionals Committee.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Young Professionals Committee

Reports to: Trustee 2nd Year

General Responsibilities:
The Young Professionals Committee is a sub-committee of the Membership Committee. This committee involves young professionals (under 35) in activities of the Section; maintain student and professor contacts to recruit and retain student members and YPs; assist program committee with sessions at conferences.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

New York Metro Events Committee

Reports to: Trustee-at-Large 2nd Year

General Responsibilities:
The Committee was formed to engage the water community in the New York City Metropolitan Area (Westchester, New York City and Long Island) by providing local educational and networking opportunities. The committee hosts one event per quarter.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

NYWARN

Reports to: Trustee-at-Large 3rd Year

General Responsibilities:
NYWARN is a statewide Water/Wastewater Agency Response Network (WARN) of utilities that supports and promotes statewide emergency preparedness, disaster response, and mutual aid for public and private water and wastewater utilities. The committee helps to update membership contact information and assists during an alert.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Program Committee

Reports to: Trustee 3rd Year

General Responsibilities:
The main responsibility of the program committee is to develop the technical program for Annual New York’s Water Event and the Edwin C. Tifft Jr. Water Supply Symposium. The committee also coordinates with the speakers; assigns moderators; and arranges for all logistical needs of the speaker.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.
Public Affairs Committee

General Responsibilities:
The Public Affairs Committee will work collaboratively with Section leadership to be the trailblazer in communicating on public water supply issues for the Section and the water profession by developing public affairs strategies, positions, and programs that enable the Section to achieve its stated goals and objectives.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.

Water Utility Council

General Responsibilities:
The WUC is responsible for developing action programs to initiate, evaluate, respond and comment, within the framework of Section and Association policies, on legislative, regulatory and other matters which directly affect water utilities and to encourage continuing provision of best water service to the consuming public. Council members also promote the image of the New York Section AWWA as New York’s “Authoritative Resource on Safe Water.” The Regulatory Review Committee is a standing committee of the WUC.

Reports required:
Written report to Executive Director and Board Liaison two (2) weeks prior to each board meeting.
NYSAWWA Volunteer Code of Practice

Recognizing that it is a privilege to be a member of NYSAWWA, as members of the Section:

A. We shall act to provide the best possible water service while preserving public health, ensuring public safety, being responsible stewards of our precious water resources, and holding the public interest superior to personal interests. We understand our essential public health and safety obligations to our community and accept these responsibilities; we shall always strive to do our best to meet them.

B. We shall perform our duties in accordance with laws and regulations and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information. We are encouraged to go beyond the minimum required for legal compliance and to advance social and environmental responsibility.

C. We shall encourage methods that are economically sound and in the public interest for water operations, including, but not limited to, construction of water infrastructure, materials selection, management practices, and operating procedures.

D. We shall encourage the application of new concepts and innovative technologies to address practical problems and will assist the users of innovative technology in performing balanced technical evaluations and promoting cost-effectiveness.

E. We shall fully disclose to our employer or client any financial or personal interests that could be construed as a conflict of interest in the purchase of goods or services. In addition to disclosing any interests, we shall not participate in decisions related to such purchasing activities.

F. We shall not allow our personal ambitions to either unfairly affect our associates or interfere with fair competition for advancement.

G. We shall strive to advance the public’s appreciation of the services provided by water professionals and uphold the concept that employment in the water industry is a legitimate long-term career for well-trained and responsible citizens. We shall discourage exaggerated, unfair, or untrue statements concerning public water supplies and promote an understanding of professional standards for water utility operations and materials.

H. We shall strive to advance the knowledge of our colleagues and the general public by providing presentations at public forums and participating in other professional associations, civic organizations, and volunteer activities.

I. We shall promote employment and volunteer opportunities with commitment to nondiscrimination, and shall make it clear that unlawful discrimination is not acceptable and should not be tolerated. We shall not engage in or condone discrimination on the basis of race, color, sex (including pregnancy), age, religion, national origin, sexual orientation, disability, gender identity, veteran or military status, or any other characteristic protected by local, state, provincial, or federal law.

J. We shall not engage in or tolerate unlawful harassment based on any of the protected classes identified in Section I above, including, but not limited to, verbal or physical conduct which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment. This prohibition applies to employees, volunteers, members, consultants, vendors, suppliers, and others. We
strictly prohibit sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including jokes and innuendo, when: (a) submission to such conduct is made explicitly or implicitly a term or condition of employment or other status; (b) submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment or other status; (c) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment.

K. We are committed to conducting business affairs with integrity and in accordance with the highest standards of business ethics.

L. We believe in the dignity and safety of workers producing goods and services for the water industry; the use of environmentally-responsible processes to produce those goods and services; and the highest legal, moral, and ethical standards of conduct in the business of delivering those goods and services to end users.

M. Any person who believes a violation of the Member Code of Practice or other misconduct has occurred should immediately make a report to any NYSAWWA Executive Committee member. The Section prohibits retaliation against any employee, volunteer, member, or other person for making a complaint under this policy or for assisting in a complaint investigation.
New York Section AWWA
Financial Flow Chart

As of July 1, 2012

Income & Bills Received

Section Office
- Deposit income into bank account
- Invoicing and tracking of payments received
- Process and pay all bills (co-sign checks over $2,000 with Treasurer or Assistant Treasurer)
- Process reimbursement requests
- Track all section finances using QuickBooks
- Create & review all financial reports
- Assist incoming Chair with budgeting
- Executive Director serve on finance committee

Track finances & create reports

Reimbursement Requests

Reports

Secretary-Treasurer & Assistant Secretary-Treasurer
- Review income received
- Review bills paid
- Co-sign all checks over $2,000 with Executive Director
- Review all financial reports
- Review bank account reconciliation reports monthly
- Assist as needed in audit preparation / follow up
- Serve on finance committee
- Present quarterly financial statements to the board for approval

Board of Governors
- Review and approve all financial reports at quarterly board meetings
- Approve annual budget

Committee Chairs
- Send Reimbursement Requests to Section Office
- Reports provided on request
New York Section AWWA
2019 Budget Summary
Budget Draft 2019

2019 Budget

**REVENUE**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>4002</td>
<td>AWWA REVENUE</td>
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<td>4002.1</td>
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<td>4002.2</td>
<td>AWWA Monthly Assessment</td>
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<td>4005</td>
<td>Charitable Activities</td>
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<td>4005.4</td>
<td>Misc Charitable Activities</td>
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<td><strong>TOTAL 4005 CHARITABLE ACTIVITIES</strong></td>
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<td>4008</td>
<td>EDUCATION</td>
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<td>4008.1</td>
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<td>4010</td>
<td>MISCELLANEOUS REVENUE</td>
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<td>4010.1</td>
<td>Aquarius Advertising</td>
<td>$12,000.00</td>
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<td>4010.5</td>
<td>Miscellaneous</td>
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<td>4010.6</td>
<td>Sinnott Scholarship</td>
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<td>4010.61</td>
<td>Sutphen Scholarship</td>
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<td>4010.62</td>
<td>Elliott Scholarship</td>
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<td>4010.8</td>
<td>100th Anniversary Fund Income</td>
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<td>4010.9</td>
<td>Young Professionals/Membership Events</td>
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<tr>
<td>4010.91</td>
<td>Metro New York Events Committee</td>
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<td>4010.92</td>
<td>Upstate Membership Networking Events</td>
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<td>4010.99</td>
<td>Joint NYWEA Conference</td>
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<td><strong>TOTAL 4010 MISCELLANEOUS REVENUE</strong></td>
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<td>Annual Conference Exhibits</td>
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<td>Annual Conference Registrations</td>
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<td>4012.3</td>
<td>Annual Conference Sponsorships</td>
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<td>4012.4</td>
<td>ACE Contest Sponsorships</td>
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<td><strong>TOTAL 4012 ANNUAL CONFERENCE REVENUE</strong></td>
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<td>4014</td>
<td>TIFFT SYMPOSIUM</td>
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<td>4014.1</td>
<td>Tifft Exhibits</td>
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<td>Tifft Registrations</td>
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<td>Tifft Sponsorships</td>
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<td>TRANSFER FROM THE MOHONKA FUND</td>
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### Membership Fees 4023 (no longer active)

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### EXPENSES

#### 5000 COMMITTEE EXPENSES

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<tr>
<td>5000.2 Education</td>
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<td>5000.3 Membership Committee</td>
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<td>5000.34 Upstate Membership Networking Events</td>
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<tr>
<td>5000.31 Nominating (Elections)</td>
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<tr>
<td>5000.33 Student Chapter Membership Support</td>
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<tr>
<td>5000.4 Young Professionals</td>
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<tr>
<td>5000.5 Program</td>
<td>-</td>
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<tr>
<td>5000.6 Water Utility Council</td>
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<tr>
<td>5000.7 Public Affairs Committee</td>
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<tr>
<td>5000.8 Metro New York Events Committee</td>
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<tr>
<td>5000.9 Historical Committee</td>
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<tr>
<td>5000.91 GIS Committee</td>
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<td>5000.99 Joint NYWEA Conference</td>
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#### 5008 GENERAL EXPENSES

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<tbody>
<tr>
<td>5008.1 AWWA President Elect Campaign</td>
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<tr>
<td>5008.2 Accountant Fees &amp; Taxes</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>5008.3 Aquarius Publication Expenses</td>
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<td>5008.4 Chair Expenses</td>
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<td>5008.5 Section Director Expenses</td>
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<tr>
<td>5008.6 Abel Wolman Award Donation</td>
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<tr>
<td>5008.7 AWWARF Donation</td>
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<td>5008.8 Secretary-Treasurer Office</td>
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<td>5008.9 Miscellaneous Expenses</td>
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#### 5016 SCHOLARSHIPS

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<tr>
<td>5016.1 John A. Biros Scholarship</td>
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<td>5016.2 Sinnott Scholarship</td>
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<tr>
<td>5016.3 Robbins Scholarship</td>
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<tr>
<td>Suqthlen Scholarship</td>
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<tr>
<td>5016.5 Board of Governors Scholarship</td>
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<tr>
<td>5016.6 Elliott Scholarship</td>
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#### 5020 EVENTS

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<tr>
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<tr>
<td>5020.2 AWWA Fly In</td>
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<tr>
<td>5020.3 AWWA ACE Reception</td>
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<td>5020.4 AWWA Summer Wkshp</td>
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<tr>
<td>5020.5 AWWA ACE Contest</td>
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<tr>
<td>5020.6 Board Meetings</td>
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<tr>
<td>5020.8 Summer Planning Workshop</td>
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<tr>
<td>5020.9 Regional Officers Meeting</td>
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<tr>
<td>100th Anniversary</td>
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<tr>
<td>Tiffy Symposium - NYWEA Half</td>
<td>-</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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<tr>
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<td>5020.</td>
<td>TOTAL 5020 EVENTS</td>
</tr>
<tr>
<td>5021.</td>
<td>CONFERENCES AND TRAINING</td>
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<td>5021.1</td>
<td>Annual Conference</td>
</tr>
<tr>
<td>5021.2</td>
<td>Tift Symposium</td>
</tr>
<tr>
<td>5021.4</td>
<td>Training</td>
</tr>
<tr>
<td>5021</td>
<td>TOTAL 5021 CONFERENCES AND</td>
</tr>
<tr>
<td></td>
<td>TRAINING</td>
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<td>5029</td>
<td>Memberships to AWWA</td>
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<tr>
<td>5030.</td>
<td>OFFICE OPERATION</td>
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<tr>
<td>5030.1</td>
<td>Credit Card Processing Fees</td>
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<tr>
<td>5030.2</td>
<td>Mail</td>
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<td>5030.3</td>
<td>Supplies</td>
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<td>5030.4</td>
<td>Technology</td>
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<td>5030.5</td>
<td>Telephone</td>
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<td>5030.6</td>
<td>Bookkeeper</td>
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<td>5030.7</td>
<td>Bank Service Charge</td>
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<td>5030.8</td>
<td>Investment Fees</td>
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<td>Depreciation</td>
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<td>TOTAL 5030 OFFICE OPERATION</td>
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<tr>
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<td>OFFICE PERSONNEL</td>
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<td>Payroll &amp; Other Taxes</td>
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<td>Payroll Processing Fees</td>
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<td>Benefits</td>
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<td>5040.5</td>
<td>Professional Development</td>
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<td>5040.7</td>
<td>Consultant</td>
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<td>OFFICE BUILDING</td>
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<td>Routine Maintenance/Expense</td>
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<td>Real Estate Taxes</td>
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<td>5045.3</td>
<td>Utilities</td>
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<td>5045.4</td>
<td>Insurance</td>
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<td>5045.5</td>
<td>Non-Routine Maintenance/Expense</td>
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<td>TOTAL 5045 OFFICE BUILDING</td>
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<td>5051</td>
<td>WARN</td>
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<td>5060.</td>
<td>CHARITABLE ACTIVITIES DONATIONS</td>
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<td>5060.2</td>
<td>Section Donations</td>
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<td>TOTAL 5060 CHARITABLE ACTIVITIES</td>
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<td>DONATIONS</td>
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<td>Uncategorized Expense</td>
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<td>Account</td>
<td>Amount</td>
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<td>--------------------------------------------</td>
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<tr>
<td>Prior Year Adjustment</td>
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<td>Purchases</td>
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<tr>
<td>4000 Unrealized Gain (loss) Investment</td>
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<tr>
<td>4004 Transferred from Reserve Account</td>
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<tr>
<td>4009 Interest and Dividend Revenue</td>
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<td><strong>OTHER EXPENSES</strong></td>
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<tr>
<td>7000 Investment Loss</td>
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<td>9999 Reconciliation Discrepancies</td>
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<td><strong>TOTAL OTHER EXPENSES</strong></td>
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<tr>
<td><strong>NET OPERATING REVENUE</strong></td>
<td><strong>$ 1,180.00</strong></td>
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</table>
Volunteer Expense Reimbursement Form

This form must be used to apply for reimbursement of expenditures incurred from involvement in a New York Section AWWA activity, training and/or event. Original receipts must accompany this form. Direct all questions to Jenny Ingrao in the Section Office at 315-455-2614 or jenny@nysawwa.org.

Print Neatly
Requester’s Name ________________________________
Make Check Payable To ________________________________
Mailing Address ________________________________
City ________________________ State _______ Zip ____________
Day Phone ________________________ E-Mail __________________

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<thead>
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<th>Category</th>
<th>Description</th>
<th>Amount Requested (we do not pay sales tax)</th>
<th>Account Assigned</th>
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<tr>
<td>Mileage</td>
<td>($0.54/mile)</td>
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<tr>
<td>Other (explain)</td>
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Total Requested Reimbursement $ ____________

Note: Reimbursable expenditures must be approved in advance. Current IRS rate for mileage is $0.58 cents per mile. Include total mileage.

Return signed, dated and completed form to: New York Section AWWA
614 Seventh North Street

A check will be issued within 30-days upon receipt of signed completed form with proper documentation.

Requester’s Signature ________________________ Date ________________________

For Office Use

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Approved</td>
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<tr>
<td>Total $</td>
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</table>
New York Section AWWA
BYLAWS
BYLAWS OF THE NEW YORK SECTION OF THE AMERICAN WATER WORKS ASSOCIATION

Article I - NAME

1.1 The name of this organization shall be the New York Section of the American Water Works Association (hereinafter the "Section"). American Water Works Association may hereinafter be referred to as “AWWA” or the "Association."

Article II - OBJECTIVES

The objectives of this Section are to promote public health, safety, and welfare through the improvement of the quality and quantity of water delivered to the public and the development and furtherance of understanding of the problems relating thereto by:

a) advancing the knowledge of the design, construction, operation, water treatment, and management of water utilities;
b) advancing the knowledge of the problems involved in the development of resources, production and distribution of safe and adequate water supplies;
c) educating the public on the problems of water supply and promoting a spirit of cooperation between consumers and suppliers in solving these problems; and
d) conducting research to determine the causes of problems of providing a safe and adequate water supply and proposing solutions thereto in an effort to improve the quality and quantity of the water supply provided to the public.

Article III - HEADQUARTERS AND OPERATIONS

3.1 The headquarters of the Section shall be located as designated by the Section’s governing board (the "Board of Governors").

3.2 These bylaws and all other matters pertaining to the operation of the Section shall be construed to be consistent with the Articles of Incorporation, Bylaws, and Board Policy Manual of the American Water Works Association and the Affiliation Agreement entered into between the Section and Association (collectively, the “AWWA Documents”). In the event of any conflict between these bylaws or the policies and procedures of the Section and the AWWA Documents, the AWWA Documents shall control.

Article IV - MEMBERSHIP

4.1 The membership of the Section shall consist of those Members of the American Water Works Association in good standing who reside in or have principal business activity in the geographic boundaries of the Section, including Members with primary membership in another Section (multi-Section Members) and those assigned to the Section by the Chief Executive Officer of the American Water Works Association (hereinafter, “Members”).
The geographic boundaries of the Section are defined as the State of New York.

**Article V - VOTING BY MEMBERS**

5.1 All Members of the Section in good standing, including multi-Section Members, are eligible to vote. Each Member shall have one vote.

5.2 Occasions where a vote of the membership is required include: the election of Section officers and/or other members of the Board of Governors as described herein; approval of a proposed amendment of these bylaws; approval of a special dues assessment of the Section membership; or in any other event for which the Board of Governors, by resolution, requires a vote of the Section membership.

5.3 Except as otherwise specified in these bylaws, the required vote to approve any matter put before the Members shall be a majority of the Members in good standing on the date of the vote, provided, however, that the Board of Governors may resolve, in its discretion, to require only the vote of a majority of the Members present, at a meeting of which written notice was delivered to all such Members at least ten (10) days before the date of the meeting (a “Fully Noticed Meeting”).

5.4 The vote necessary for the Members to elect one or more trustees to the Board of Governors is set forth in Section 7.5.3 of these bylaws.

5.5 Members may, to the extent permitted by law, take action without a meeting by means of a written consent to action signed by a majority of the Members in good standing on the date of the action.

**Article VI - SECTION FINANCES**

6.1 Dues shall be assessed against Members as required for membership in AWWA. Only the Association can determine and collect dues and assessments. Funds for financing Section activities may be obtained from sources consistent with the policies of the Association.

6.2 The Section may, in accordance with the procedures defined in the AWWA Documents as well as any other guidelines established by AWWA, apply for permission to levy a Section dues assessment, which shall be in addition to, and not a substitute for, AWWA membership dues. Any Section dues assessment would be levied annually at the time of membership renewal, and the revenue collected would be used to increase the funds available for Section uses consistent with the objectives in Article II. Once the initial Section dues assessment is approved, changes in a Section dues assessment can be authorized by a vote of the Board of Governors for submission to and approval by the AWWA Board of Directors.

6.3 The Section reserves the right to collect fees for Section activities and events, as appropriate (e.g., registration fees for annual meetings, teleconferences, and other educational programs). Such fees will be established in accordance with these bylaws, the policies and procedures of the Section, and the AWWA Documents.

6.4 The Section’s finances shall be managed in accordance with the AWWA Documents, the Section's policies and procedures, and all applicable financial
laws, rules and regulations of the United States of America and the State of New York.

6.5 The accounts of the Section shall be audited each year or as legally required, by an independent Certified Public Accountant who is not a member or employee of the Section. A copy of the audited or reviewed financial Statement shall be provided to the Association.

6.6 A proposed annual budget shall be prepared and submitted to the Board of Governors by the Executive Director and Vice-Chair prior to the Board meeting held in the fall. Each year, the Board shall approve and implement a budget of estimated income and planned expenditures for the fiscal year beginning January 1.

Article VII - SECTION GOVERNANCE

7.1 Authority and Purpose of the Board of Governors

7.1.1 The property, affairs, and business of the Section shall be managed by the Board of Governors, and the Board of Governors shall have full power to establish and modify the policies for the conduct, management, and direction of the business and affairs of the Section, except for those matters specifically reserved or granted to the Members by statute or by the AWWA Documents.

7.1.2 The Board of Governors has the right to hire an Executive Director for the Section. The Executive Director shall have his/her office at the Headquarters. The Executive Director shall serve the Section at the direction of the Board of Governors, including preparing financial reports for the Board of Governors and developing the annual budget proposal with input from the Vice-Chair. The Executive Director shall record the minutes of all meetings of the Board of Governors and the Executive Committee meetings, and maintain the records of the Section.

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7.2 Members and Structure of the Board of Governors

7.2.1 The officers of the Section shall consist of a Chair, Vice-Chair, Treasurer, and Assistant Treasurer. Both the Treasurer and Assistant Treasurer shall be appropriately bonded.

7.2.2 The Section shall be governed by its Board of Governors, consisting of a Chair, Vice-Chair, one First-Year Trustee, one Second-Year Trustee, one Third-Year Trustee, one First-Year Trustee-at-Large, one Second-Year Trustee-at-Large, one Third-Year Trustee-at-Large, Section Director to the Association, immediate or most recent living Past-Chair, Treasurer, Assistant Treasurer, and Secretary. The Assistant Treasurer is a non-voting member of the Board of Governors. The Executive Director of the Section shall serve as the Secretary and is a non-voting member of the Board of Governors.
7.2.3 An Executive Committee shall be established by the Board of Governors. This committee shall consist of the Chair, Vice-Chair, Immediate Past-Chair, Treasurer and Secretary. The Executive Committee shall have power to act for the Board of Governors between Board Meetings, subject to the Board of Governors’ instructions, but cannot modify any action taken by the Board of Governors. The Executive Committee shall report all activities to the Board of Governors at the next Board Meeting.

7.3 Eligibility to Serve on Board of Governors

7.3.1 Any member of the Section (a “Member”), including a Member who is also a member of another AWWA Section (a “multi-Section Member”), shall be eligible to hold elective office in the Section.

7.3.2 Multi-Section members may hold office in only one Section at a time.

7.3.3 Two or more offices may not be held by the same individual.

7.4 Nominations for Members of the Board of Governors

7.4.1 The Section shall conduct an appropriate nomination and election process for the following members of the Board of Governors: Chair, Vice-Chair, Section Director, and non-officer trustees.

7.4.2 The Section Director shall be nominated and elected in a manner and for a term consistent with Article III of the Bylaws of the Association.

Every third year, or as directed by the needs of the Section to elect a Section Director to the Board of Directors of the Association, the Chair shall appoint a Nominating Committee for Section Director to represent the Section on the Association Board of Directors. An eligible candidate for Section Director shall have completed the term as Chair of the Section and be a member in good standing of the Section.

The Nominating Committee for Section Director shall be appointed one year prior to the year in which the next Section Director would take office, and it shall be composed of the current Section Director and two (2) immediate Past Section Directors. Any vacancy which may occur in the Nominating Committee for Section Director shall be filled by an appointee of the Board of Governors.

The Nominating Committee for Section Director shall place in nomination at least one (1) such eligible candidate for the office of Section Director to be filled that year. The Nominating Committee for Section Director shall return its selection to the Chair not later than July 1 of that year.

A candidate for the office of Section Director may also be placed in nomination by receipt by the Executive Director of a petition for the nomination signed by not less than twenty (20) active members. Such petition shall be received no later than September 1, and the Chair shall be notified promptly.

If there is more than one candidate for the office of Section Director, a ballot shall be distributed to the Section membership. The Executive Director shall deliver the
ballots to the Chair of the Board of Governors who shall announce the results of the vote by November 1. The newly elected Section Director shall take office as prescribed by the Bylaws of the Association.

If there is only one (1) nomination for the office of Section Director received by the Chair by January 1, the Chair shall be instructed to cast one (1) ballot for the nominee and announce the new Section Director at the business session of the Annual Meeting. The newly elected Section Director shall take office as prescribed by the Bylaws of the Association.

7.4.3 Each year, by June 30, the Chair shall appoint a Nominating Committee for Trustee and Trustee-at-Large. The Nominating Committee shall consist of the five (5) Past-Chairs of the Section, provided they are members in good standing. Any vacancy which may occur in the Nominating Committee shall be filled by an appointee of the Board. This committee shall place in nomination and return its selections to the Chair not later than November 1:

a) one (1) or more eligible candidates for the office of First-Year Trustee to be filled that year, and
b) one (1) or more eligible candidates for the office of First-Year Trustee-at-Large to be filled that year.

Candidate(s) for the office of First-Year Trustee and First-Year Trustee-at-Large may also be placed in nomination by receipt by the Executive Director of a petition for the nomination signed by not less than twenty (20) active members. Such petition(s) shall be received no later than January 1, and the Chair shall be notified promptly.

If there is more than one (1) candidate for the office of First-Year Trustee and/or more than one (1) candidate for First-Year Trustee-at-Large, a ballot shall be distributed to the Section Membership. The Executive Director shall deliver the completed ballots to the Chair of the Board who shall announce the results of the vote at a previously announced business session of the Annual Meeting. The election winner shall be based on a majority of the votes cast.

If there is only one (1) nomination for First-Year Trustee received by the Chair by January 1, the Chair shall be instructed to cast one (1) ballot for the nominee and announce the new First-Year Trustee at the business session of the Annual Meeting. The newly elected First-Year Trustee shall take office at the close of the Annual Meeting of the Section.

If there is only one (1) nomination for First-Year Trustee-at-Large received by the Chair by January 1, the Chair shall be instructed to cast one (1) ballot for the nominee and announce the new First-Year Trustee-at-Large at the business session of the Annual Meeting. The newly elected First-Year Trustee-at-Large shall take office at the close of the Annual Meeting of the Section.

7.5 Election of Members of the Board of Governors

7.5.1 Members of the Board of Governors may be elected at the annual business meeting of the Section, at a Fully Noticed Meeting or, if approved by the Board of Governors, by any other process permitted by law.
7.5.2 Distribution, collection, and counting of ballots for elections shall take place as designated by the Board of Governors.

7.5.3 The candidate receiving the greatest number of votes for an elected office will be announced at the Section’s annual business meeting. If more than one seat of the same office, such as a non-officer trustee, is up for election at the same meeting, then the Board of Governors will hold separate votes for each available seat.

7.6 Terms of Office for the Board of Governors

7.6.1 The Chair and Vice-Chair of the Section shall serve for one (1) year from the close of one Annual Meeting to the close of the next Annual Meeting. The Chair and Vice-Chair shall be elected annually by the Board of Governors from the Trustees as provided hereinafter.

7.6.2 The Treasurer and the Assistant Treasurer shall be selected annually by the Board of Governors and shall serve a one-year term and be eligible for reappointment. Neither may participate in the selection process. Neither the Treasurer nor the Assistant Treasurer may be a Trustee. The Treasurer and Assistant Treasurer shall be limited to a six (6) year term of service.

7.6.3 The term of each of the Officers shall be from the close of one Annual Meeting to the close of the next Annual Meeting, which is approximately one year, or until a successor is chosen, except in the case of the Section Director, whose term shall be as provided for by the Bylaws of the Association.

7.6.4 Each Trustee shall be elected to serve a term of six (6) years as follows: At the conclusion of his/her term, the First-Year Trustee shall succeed to the position of Second-Year Trustee. At the conclusion of his/her term, the Second-Year Trustee shall succeed to the position of Third-Year Trustee. At the conclusion of his/her term, the Third-Year Trustee, shall succeed to the position of Vice Chair. At the conclusion of his/her term, the Vice Chair shall succeed to the position of Chair. At the conclusion of his/her term, the Chair shall succeed to the position of Past Chair. A Trustee may be eligible to serve another six (6) year term following at least one (1) full year off the Board of Governors.

Each Trustee-at-Large shall be elected to serve a term of three (3) years. After a term of one year, the First-year Trustee-at-Large shall succeed to the position of Second-Year Trustee-at-Large. After a term of one year, the Second-Year Trustee-at-Large shall succeed to the position of Third-Year Trustee-at-Large. The Third-Year Trustee-at-Large shall serve a term of one year. A Trustee-at-Large may be eligible to serve an additional three-year term. No more than two (2) three-year terms may be served in succession. If the Trustee-at-Large serves an additional three-year term, he/she shall revert to First-Year Trustee-at-Large for one year followed by Second-Year Trustee-at-Large for one year, followed by Third-Year Trustee-at-Large for one year.

7.7 Vacancies on the Board of Governors

7.7.1 In the case of a vacancy in the office of Section Director, a successor to serve for the remainder of the term may be selected by the members of such Section as prescribed in the bylaws of the Section or, in the absence of a Fully Noticed meeting of the Members, shall be appointed by the Board of Governors.
Section Chair or Executive Director shall notify the Chief Executive Officer of the Association of such selection.

7.7.2 If the Chair position becomes vacant, the current Vice-Chair will ascend to the Chair position. If the Vice-Chair position becomes vacant, the Third-Year Trustee will ascend to Vice-Chair.

In the case of any other vacancy, a successor to serve the remainder of the term left vacant shall be appointed by the Board of Governors as prescribed in policy established by the Board of Governors.

7.7.3 The voting members of the Board of Governors may remove any officer or non-officer trustee from the Board of Governors before the expiration of the trustee’s term of office if the officer or trustee is found to have willfully failed to carry out the trustee’s duties and responsibilities if so determined by a unanimous vote of the other trustees. The Members may also vote to remove, with or without cause, any officer or Trustee by two-thirds majority vote of the full Board of Governors, excluding the member in question.

7.7.4 A vacancy created by the resignation, death, disability or removal of a trustee may be filled by the Members at a Fully Notice Meeting or, or if not so filled, by a majority vote of the Board of Governors.

7.8 Duties of the Board of Governors

7.8.1 The Board of Governors shall have general supervision over all affairs of the Section and shall be its legal representative in all matters except as this duty may be specifically delegated. The Board of Governors shall prepare, as needed, and enforce for the conduct of the business of the Section, regulations not in conflict with these Bylaws or the Articles of Incorporation, Bylaws and Governing Documents of the Association, and shall amend the Section Bylaws as required.

7.8.2 The duties of the Chair shall be to supervise and coordinate all affairs of the Section. So far as possible, the Chair shall preside at all meetings of the Section and of the Board of Governors. The Chair shall appoint all committee chairs of the Section.

7.8.3 The Chair of the Section shall be the Chair of the Board of Governors.

7.8.4 The Vice-Chair shall perform the duties of the Chair in the latter’s absence, together with such other regular duties as may be assigned to him/her by the Chair or by the Board of Governors.

7.8.5 The Treasurer and the Assistant Treasurer shall attempt to attend all meetings of the Section and of the Board of Governors. The Treasurer shall oversee that all monies due the Section are collected and promptly deposited by the Executive Director in a depository which has been approved by the Board of Governors. They shall perform all duties required of them by the AWWA Documents of the Association. They shall perform such other duties as the Board of Governors may direct.

7.8.6 The Section Director shall serve on the AWWA Board of Directors. The Section Director shall be bound to adhere to the obligations of AWWA and its Board of Directors.
Directors as set forth in the AWWA Documents. The Section acknowledges that, in the course of their duties, the Section Director may be faced with decisions that benefit AWWA and its Sections but not necessarily the Section from which the Section Director comes. Whenever the interests of the Section and the Association are in conflict in a matter being considered by the AWWA Board of Directors, the Section Director is bound to disclose such conflict to the AWWA Board of Directors and may, in certain cases, be required to abstain from deliberations or voting on such matters by the AWWA Board of Directors. The Section Director shall make a report at the Annual Meeting of the Section of the activities of the Association.

7.8.7 The non-officer trustees shall assist the Chair and the Vice-Chair in the performance of their duties and shall act in any other officer positions when delegated by the Board of Governors.

The trustees shall serve on committees as liaisons or full members, as they may be assigned by the Board of Governors.

7.8.8 Each member of the Board of Trustees will disclose any potential conflicts of interest, and adhere to the Conflict of Interest Policy outlined in the AWWA Documents.

ARTICLE VIII - MEETINGS

8.1 The Board of Governors shall meet at least once each year to conduct the business of the Section.

8.2 Quorum for a meeting of the Board of Governors shall consist of a minimum of one (1) officer and five (5) other voting members of the Board of Governors.

8.3 Meetings of the Board of Governors may be called by the Chair on his/her own initiative, or at the request of any other member of the Board of Governors. There shall be one meeting of the Board of Governors during the Annual Meeting of the Section. There shall also be at least one other meeting of the Board of Governors no later than sixty (60) days prior to the Annual Meeting of the Section. This meeting shall not be held prior to January of the calendar year in which a new fiscal year starts.

8.4 Quorum for an annual business meeting or Fully Noticed Meeting of the Section shall consist of at least one-half of the Board.

8.5 The times and places of all meetings of the Section shall be fixed by the Board of Governors, in accordance with the Bylaws or by a committee appointed by them subject to the other provisions of this Article.

8.6 The Section shall hold at least one general meeting in each calendar year between April 1 and May 15. This meeting shall be designated as the Annual Meeting, at which time the Board of Governors shall also meet. The Board of Governors shall also meet at all Section Meetings other than the Annual Meeting. Other meetings of the Board of Governors may be held as provided for in these Bylaws. The Section itself shall hold at least one business session a year to conduct business related to elections and conduct other business as may be necessary. This business session shall be held during the Annual Meeting.
8.7 All Board of Governors and committee meetings shall convene in accordance with Section policies and procedures. Except as may be otherwise determined by the Board of Governors or committee, meetings should be conducted in accordance with the latest edition of “Roberts Rules of Order.”

8.8 Except as provided otherwise in these Bylaws, all questions before the Board of Governors or the Section business meeting shall be decided by majority vote. No member or officer may have more than one vote.

8.9 It shall be a fixed policy of this Section to endeavor to cooperate with other Sections of the Association to the end that the convenience of all members of the Association may be suited as far as possible. To this end, there shall be effort to prevent the conflict of meeting dates with those of other sections’ meetings, and the holding of joint meetings with adjoining sections shall be encouraged.

ARTICLE IX - COMMITTEES

9.1 The Section may establish committees to conduct or manage Section programs and business.

9.2 The Board of Governors has the authority to create and dissolve committees within the organization.

9.3 Standing Committees shall be Program Committee, Membership Committee, John M. Diven Award Committee, and George Warren Fuller Award Committee. Members of the last two named committees shall be chosen from previous awardees in accordance with a procedure established by the Board of Governors.

9.4 The Chair of the Section shall appoint new committee chairs as vacancies occur or as otherwise necessary, according to policies set by the Board of Governors.

ARTICLE X - ESTABLISHING SUBDIVISIONS

10.1 For ease of organization, the Board of Governors may divide a geographic area within a Section’s boundaries into subdivisions that are still governed by the Board of Governors.

ARTICLE XI - AMENDMENTS TO BYLAWS

11.1 Amendments to these bylaws may be proposed by either a unanimous affirmative vote of the Board of Governors, or by written petition signed by at least twenty (20) Members. All such proposals shall be submitted to the Executive Director, who will bring the proposal to the attention of the Board of Governors.

11.2 Any such amendment to the bylaws may be considered at the next annual business meeting of the Section by a majority vote of Members present at the meeting if such meeting is a Fully Noticed Meeting, provided however, that all members shall have written notice at least 30 days in advance in which to consider the proposed amendment(s) prior to voting upon it.

11.3 At the discretion of the Board of Governors, the bylaws may also be amended by a mailed ballot or other form of written consent, with an affirmative vote of a majority of the Members eligible to vote. All Members shall be provided a copy of
the proposed amendment(s) with the mailed ballot, and shall be given at least 30 days to return the ballot.

11.4 If the amendment(s) are approved by the Section membership, the Executive Director shall submit the amendment(s) to the Chief Executive Officer of the Association, for requested approval by the AWWA Board of Directors.

11.5 Grammar, punctuation, and spelling corrections may be made at the discretion of the Chief Executive Officer of the Association. The Board of Governors will be advised of these corrections but no additional vote of Members shall be required for their approval.

11.6 Amendment(s) shall be effective only after receiving notice from the Association that the amendment(s) have been approved by the AWWA Board of Directors. Amendments that are adopted by the Members but are not approved by the AWWA Board of Directors shall be ineffective.

ARTICLE XII - DISSOLUTION

12.1 In case of dissolution of the Section, all funds or other assets that may have been derived from the Association shall be returned to the Association.

12.2 Any remaining balance of Section funds or property shall be disposed of by transfer and distribution to the Association, another Section of the Association, or to any one or more nonprofit or charitable organizations or foundations with like purposes or goals that is organized and operated in an area included in an AWWA Section (hereinafter referred to as the "receiving organization.")

12.3 The receiving organization(s) shall be selected by vote of the majority of the Section Members present in person or by proxy at a meeting of the Section called for this purpose. If for any reasons such disposition cannot be effected, then such funds shall be so distributed pursuant to the order, judgment or decree of a court having jurisdiction over the assets and property of the Section.

12.4 The following shall be characteristic of the receiving organization:

- That it be operated exclusively for scientific or educational purposes;
- That no part of the net earnings of which inures to the benefit of any private shareholders or individual;
- That no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; and
- That it does not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

The receiving organization would then qualify under the provisions of Section 501(c)(3) of the United States Internal Revenue Code, as they now exist or as they may hereafter be amended.
ARTICLE XIII - INDEMNIFICATION

13.1 Indemnification of officers and non-officer trustees of the Section is provided by the Association as described in the Association Bylaws, Article VI, Section 6.01.