AWWA STUDENT CHAPTERS

ESSENTIALS TO STARTING AND MAINTAINING A STUDENT CHAPTER
YOU ARE REALLY IMPORTANT.

• Did you know that in the next 10 years, 37% of the water utility workers and 31% of wastewater utility workers will retire?

• We need you to share your knowledge and passion regarding safe and sustainable water.

• As a student, participating in the activities of an AWWA Student Chapter at your school is one of the best ways for you to expand your water knowledge, network with water sector leaders, and launch your career!

• Thank you for being a student member!
American Water Works Association (AWWA) was founded in 1881; we have over 51,000 members in our 43 Sections in the US, Canada, Mexico and India.

**Vision:** A better world through better water.

**Mission:** Providing solutions to effectively manage water, the world’s most important resource.

**Core Principles:**
- Share best practices
- Inspire innovation
- Foster diversity and inclusion
- Safeguard the environment and protect public health
MEMBERSHIP BENEFITS

• AWWA Student Memberships are $20 annually
  • Officers should maintain an active AWWA Student Membership
  • Student Membership promotion usually happens Nov/Dec

• **Benefits** include:
  • Networking opportunities locally and nationally
  • Personal and professional development
  • Discounts on conference registrations and training
  • Online publications to *Opflow*, *Journal AWWA* and the new *Water Science*
  • Access to the AWWA Career Center
  • Discounts at the AWWA bookstore
  • Getting connected, staying informed and being a part of a professional community
WHO ARE YOU?

• Student Chapters are managed by your local AWWA Section
• Each Student Chapter reports directly to the Chair or Executive Director of your Section
• Your chapter may also report to the local Young Professionals Committee or another representative that your Section has determined (such as a Student Chapter Coordinator)
• Your chapter may be a joint chapter, so you might report to the AWWA Section Chair/ED and the chair/president/ED of the other organization(s)
EXAMPLE:
ROCKY MOUNTAIN SECTION OF AWWA (RMSAWWA)
EXAMPLE:
ONTARIO WATER WORKS ASSOCIATION (OWWA)

Role

Provide information, guidance, assistance, and resources to student chapter executives; ensure the OWWA is well represented through the student chapter.

Set goals for the student chapter; organize and promote student chapter events; provide feedback to and report to the YPC.

Provide feedback to student chapter Executive Committee; vote in Executive Committee elections; enjoy the student chapter events and activities!
CHAPTER BASICS

• Five student chapter members, who are also members of AWWA
• Faculty/Staff Advisor
• Adopting bylaws that outline the chapter’s operation
• Charter petition
• Suggested roles and responsibilities of chapter officers
• College/university regulations for student club/organization
• Branding
• Social media
WHO RUNS THE CHAPTER?

• Officers:
  • President
  • President-Elect (optional)
  • Vice President(s)
  • Secretary
  • Treasurer

• Staff/Faculty Advisor from your college/university

• Optional positions:
  • Membership Chair
  • Education/Professional Advancement Chair
  • Program Development Chair
  • Public Affairs/Awards Chair
  • Communications Chair
  • Social Committee Chair
HOW DO WE GET STARTED?

Requirements of AWWA and your local Section:

1.) Create your student chapter name (send to AWWA and Section)
   • Recommended “AWWA Section + name of college/university + Student Chapter”
     • AWWA Rocky Mountain Section Colorado School of Mines Student Chapter
     • AWWA Nebraska Section University of Nebraska-Lincoln Student Chapter

2.) Submit charter petition and bylaws (send to AWWA and Section)

3.) Budget proposal (send to local Section)

Section Considerations:

1.) Section leadership will discuss the creation of your student chapter at their board meeting
2.) They will ask themselves these questions:
   • Is there sufficient volunteer leadership support?
   • What are the financial repercussions?
   • Is the Section willing to subsidize the chapter?
   • Will there need to be a change in bylaws?
   • Who will be responsible for managing the chapter?
Consider the requirements of your college/university.

Check with your student life office regarding student organizations/clubs:
• Preference is to be recognized as a professional organization vs. a social club

Requirements vary per school:
• Deadlines to submit organization
• Number of students
• Faculty vs. staff advisor
SAMPLE COLLEGE CHAPTER BYLAWS

INTRODUCTION

The American Water Works Association (AWWA) and it’s relevant section, which may hereafter be referred to as the Association, AWWA, or the section, is the name of the franchisor of this Chapter. The Board of Directors of the Association, at its discretion, may charter local or area chapters. Individual chapters may not charter, create, or otherwise franchise other chapters.

ARTICLE I
NAME AND LOCATION

1. Name. The name of this Chapter shall be the __________________________ College chapter, (include acronym, if appropriate), hereinafter referred to as the Chapter.

2. Location. The principal place of business and location of Chapter records shall be (insert city, state/province, country) ____________, ____________ ____________.

3. Chapter status. The Chapter shall be included on the college/university’s tax exemption OR operated as an unincorporated nonprofit association within a section of the American Water Works Association. This choice must adhere to college/university requirements, and satisfactory evidence of inclusion in the college’s tax exemption must be provided to AWWA, if this option is chosen.

4. Intention. It is the intention of this Chapter to conduct its affairs in conformity and harmony with the bylaws and strategic plan of the American Water Works Association (AWWA) and the policies and procedures of __________________________College/University.

ARTICLE II
OBJECTIVES & PURPOSES
SAMPLE CHARTER PETITION

WHEREAS, a group of (5 or more) students in (state/province, city, or area) have applied for membership in the American Water Works Association, and

WHEREAS, this group desires to form a Chapter, to be called the AWWA ________________ Chapter, and

WHEREAS, this group will develop Chapter Bylaws, which will be in harmony with the Constitution and Bylaws of the American Water Works Association,

We, the undersigned, representing Charter Members of the AWWA ________________ College Chapter, do hereby petition the Board of Directors of the American Water Works Association for status as a College Chapter of the Association.

CHARTER MEMBERS

Date:

_________________________  __________________________

_________________________  __________________________
MEMBERSHIP RECRUITMENT

• Host a table at your college/university’s club/organization day
• Use on-campus flyers to invite prospective members to your meetings/events
• Maintain social media accounts and use them to invite prospective members
• Use your college/university’s hashtags to help spread the word about your activities
• Word-of-mouth
• Encourage members to bring a friend to the next meeting/event
WHAT’S YOUR SUCCESSION PLAN?

Sustainability of your chapter:

• Recruit members that are in their freshmen, sophomore, junior year, as well as their senior year at the undergraduate level

• At the graduate level, think about recruiting members that are in their 1\textsuperscript{st} or 2\textsuperscript{nd} semester, as well as their final semester of graduate school

• Have discussions about leadership and find out how your members are interested in contributing
SETTING OBJECTIVES

• Set short-term and long-term goals
• How often should you meet?
  • Preferably monthly
    • Recommend “kick-off” meeting in September and an end-of-year transition of officers meeting in late spring (April or May)
    • Consider holding monthly meetings on the same day of the week and in the same location
  • The officers should meet more often
  • Begin meetings with introductions and vital information, follow an agenda, wrap up with action items or reminders
  • Always obtain the names and email addresses of all attendees
SUGGESTED ACTIVITIES

Seminars and Workshops
- Faculty or staff advisor can recommend guest speakers, as well as your local Section contacts
- Topics could include:
  - Source Water Protection
  - Drinking Water Legislation
  - Water Reuse
  - Emerging Contaminants
  - Careers in the water industry
  - Volunteer opportunities

Tours
- Treatment plants
- Demonstration facilities
- Equipment manufacturers
- Breweries

Webinars
- Free webinars through AWWA are offered to student chapters as a benefit
SUGGESTED ACTIVITIES

- Social Events
  - Bowling
  - Trivia
  - Coffee/tea socials
  - Happy hour
- Documentary screenings (open to all students at your college/university)
FUNDRAISING

• The Water Equation
  • Scholarships for undergraduates, grad and doctoral students (17+ and over $100,000)
  • One Operator Scholarship
  • www.awwa.org/we

• Community Engineering Corps (funded through the Water Equation)
  • Community Engineering Corps is an alliance between AWWA, American Society of Civil Engineers and Engineers Without Borders-USA
  • Volunteers provide technical expertise to underserved communities in the US to ensure that their infrastructure meets the community’s needs
  • www.awwa.org/cecorps

• Water for People
  • Founded by AWWA in 1991
  • Helps people in developing countries improve their quality of life by supporting the development of locally sustainable drinking water resources, sanitation facilities, and health and hygiene programs
  • www.waterforpeople.org
EVENT ADVERTISING

- Classroom outreach (ask for 5 minutes)
- Email blasts
- Chapter website or social media accounts
- Posters and flyers
- Section website or Section social media accounts

Consider:
- Logo
- Branding
- Templates
- Example email formats
EVENT MANAGEMENT

• Ask for RSVP’s to gather number of attendees
• Order food at least 1 day in advance
• Have a sign-in sheet that includes name, email address, phone number
• AWWA student brochures
• Section brochures
• Pens/pencils
• Plates, cups, silverware
• Swag! If it’s in your budget.
ALCOHOL POLICY

• This is in accordance to your Section and your college/university’s club/organization policies
  • If you can have alcohol, please consider these things:
    • Do you need additional insurance?
    • A licensed bartender?
    • The presence of off-duty police officers
    • A secure method of marking of-age people

• Please work closely with your Section contact regarding their policy
BUDGETING

This information will vary dependent upon Section.

- AWWA and your local Section’s fiscal calendars are from January 1\textsuperscript{st} – December 31\textsuperscript{st} (the opposite of your academic calendar)
- Budget process begins in October and requests are usually due by the end of October, but varies per Section
- You are budgeting for this year and for the next year’s student chapter, from August to December
- Section will determine your total net budget
BUDGETING

• Ask before you purchase
• Consider budgeting for these activities:
  • Facility tours
  • Community service projects
  • Competitions
  • Speaker presentations
  • Student Chapter recruiting events
  • Food at meetings
  • Travel to facility tours or service projects
  • Travel to local Section meetings/conferences
  • Travel/expenses to student design competitions

Here are some items that may NOT be approved in your budget:
• Guest speaker fees and/or thank you gifts
• Registration fees for conferences
• Entrance fees for tours/activities without a demonstrated water-related element
• Alcohol
REIMBURSEMENT

• Your Section contact manages this process
  • It could be the Young Professionals Committee or the Chair of the Education Committee, etc.

• Collect all original and itemized receipts

• Complete an Expense Report Form and attach receipts

• Once approved, you’ll receive a reimbursement check

• Be sure to know the acceptable expenses vs. unacceptable expenses:
  • Mileage
  • Food
  • Alcohol
  • Gifts
## EXPENSE REPORT

**Ontario Water Works Association**
A Section of AWWA
1092 Islington Ave Suite 200
Toronto, ON M8Z 4R9

**CLAIMANT:** Jane Doe  
**DATE SUBMITTED:** August 23, 2010

**COMMITTEE/EVENT:** UofT SC  @ Lunch n' Learn - Career Opportunities  @ Lunch n' Learn - Treatment Technology
**EVENT DATE:** ① July 26, 2010  ② August 23, 2010

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Claimant Signature: [Jane Doe]
Cheque Payable To: [Jane Doe]
Mail Cheque To: 123 Sunny Park Drive  
Toronto, ON A1B 2C3

Approved: ___________________________ Date: ____________
RECEIPT SUBMISSION
AWWA BRANDING GUIDELINES

• **Identity System Guidebook**
• What is branding?
  • Elements that define our image, ethos, tone or “voice”
  • Separates an organization from competitors
  • Reinforces the organizations value

**Style Guidelines**
Prescribes uses for:
• Logo
• Typeface
• System
• Color palette
• Layout
SOCIAL MEDIA GUIDELINES

• Everyone who represents the association online must act as a responsible steward of its position as the authoritative resource for safe water

• **Provide accurate information.** Communications should be based on current, accurate, complete and relevant data. Individual opinions should be identified as such, so they will not be mistaken for facts asserted by AWWA.

• Maintain ethical conduct

• Use the appropriate platform

• Please follow, like and share from the AWWA Facebook, Twitter and Instagram accounts!
RENEWING STUDENT CHAPTER

• Hold your end-of-year meeting in April/May
• If possible, hold your elections at this time to ensure that student chapter is ready for fall
• Succession planning is crucial for long-term success!

• Fill out annual Student Chapter survey in May for AWWA
• Update charter petition and bylaws if necessary, but if no changes needed to be made, you are not required to resubmit them
QUESTIONS, IDEAS & DISCUSSION

Cari Maciolek
Student Program Manager, American Water Works Association

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