

**POLICY AND PROCEDURES MANUAL**

**March 2009**

**For Joint Functions of  
Rocky Mountain Section  
American Water Works Association**

**And**

**Rocky Mountain  
Water Environment Association**

**Edited by:  
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## **I. INTRODUCTION**

This Joint Policy and Procedures Manual was initially prepared under the direction of the Joint Policy Council (JPC), which was established by the respective governing bodies of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA) for the purpose of setting general policies for joint activities between the two organizations. This Manual was intended to set forth those policies. The Joint Governing Board (JGB) was responsible for approving conference site selections, conference and joint committee budgets, and contracts for paid staff. In September 2004, the JPC and JGB were re-structured into one new Joint Governing Board (JGB or Board), and the Manual was revised accordingly. It is the intention of the JGB that this Manual be reviewed and updated (if needed) by the Board annually.

## **II. JOINT GOVERNING BOARD**

### **A. Composition**

The JGB shall consist of the RMSAWWA Chair, Past Chair, Chair-Elect, Vice Chair, Secretary-Treasurer, Assistant Secretary-Treasurer, Director, and Trustees; and the RMWEA President, Past President, President-Elect, Vice President, Treasurer, Secretary, Senior Delegate, and Trustees. Therefore, the Board shall consist of 26 members (i.e., 13 members from each organization). The responsibility for chairing the Board shall alternate between the two presiding officers (i.e., RMSAWWA Chair in even numbered years and RMWEA President in odd numbered years). The JGB chair shall change immediately after the annual conference, which is typically held in September. Similarly, the Secretary of the Board shall be the RMSAWWA Secretary-Treasurer in even numbered years and the RMWEA Secretary in odd numbered years. The organization responsible for providing the Secretary of the Board shall also provide the Finance Chair (i.e., RMSAWWA Secretary/Treasurer or RMWEA Treasurer) to assist with the joint Annual Conference.

### **B. Responsibilities**

The Board shall meet formally at least three times a year to discuss matters of joint interest and concern between the two organizations. Either the RMSAWWA Chair or RMWEA President, as needed, may call additional meetings.

The Chairperson (or designee) of the Board shall be responsible to draft any recommended changes to the Policy & Procedures Manual and the Joint Annual Conference Manual, as needed. The Chairperson shall ensure that copies of the Manuals (including all updates) are distributed to each member of the Board, and that notices of meetings are sent to all Board members at least ten days in advance of such meetings.

It is the responsibility of the Board to:

1. Establish and approve policies in regard to matters of joint interest and concern between the two organizations;
2. Approve Annual Conference site selections;
3. Approve Annual Conference preliminary budgets at least six months prior to the Annual Conference;
4. Annually review and approve joint committee activities and budgets as part of each organization's budgeting process, preferably prior to the start of the calendar year;
5. Establish other joint committees to perform services for both organizations as may be deemed necessary;
6. Annually review the charge and need for continuation of all joint committees;
7. Annually select and approve contracts for all paid staff who work on joint committee activities and/or on the Joint Annual Conference;
8. Approve all updates to the Policy and Procedures Manual.

**C. Quorum**

A quorum of the Board shall consist of fourteen (14) members, which represents a majority of the Board members. At least five (5) members shall be from the RMSAWWA and five (5) members shall be from the RMWEA. A quorum is required in order to vote on business matters.

**D. Rules**

Board meetings shall be conducted according to the latest edition of "Robert's Rules of Order Revised." All questions before the Board shall be decided by a majority vote of the respective body. Each member shall have one vote.

**E. Voting**

The Board shall be eligible to vote, approve and adopt new policies and procedures at any joint meeting that may be called by the RMSAWWA Chair or RMWEA President. A quorum must be present to vote. The result of any vote will be based on a simple majority (i.e., 50% plus one or more). In the event of a tie vote, the issue under consideration does **not** pass.

Voting on time critical issues may be held electronically via email or similar system(s) at the discretion of both the RMSAWWA Chair and the RMWEA President. The RMSAWWA Chair or RMWEA President will collect the votes and set a deadline for voting. The issue will pass with a simple majority (i.e., 50% plus one or more) of the JGB voting members. A hard copy of the results will be given to the RMSAWWA Assistant Secretary-Treasurer or the RMWEA Secretary for record keeping.

#### **F. Amendments**

1. The Board shall consider proposed amendments, provided that copies of such proposed amendments have been mailed, faxed, or emailed to the Chairperson of the Board and distributed to each Board member at least two weeks before the next scheduled Board meeting.
2. Adoption of an amendment shall require an affirmative majority vote of the Board members.
3. When amendments have been acted upon favorably by the Board's membership, they shall take effect immediately.

#### **G. Grievances**

1. A grievance is defined as a complaint, which involves the interpretation or application of, or compliance with the provisions of the Policy and Procedures Manual. Any dispute shall be handled as a grievance in accordance with the procedures prescribed as outlined below.
2. Any RMSAWWA or RMWEA member (who is in good standing with their respective organization) may present a written petition (grievance) for review and consideration by the Board.
3. In order for a grievance to be considered by the Board, the complaining member (the complainant) shall make a written petition to the Chairperson of the Board, setting forth the reason(s) for the grievance and, if possible, a statement as to what remedy the complainant seeks.
4. Upon receipt and review of the written petition from the complainant, the Chairperson of the Board shall include the petition on the Board's next meeting agenda. All relevant facts and circumstances pertaining to the grievance shall be presented by the complainant in person and discussed with the Board members.
5. Upon review of a member's grievance petition, the Board shall then render a decision, supporting, reversing, or modifying its position. The Board's

decision shall be made by an affirmative majority vote, and shall constitute final judgment.

#### **H. Dissolution**

Dissolution of the Board may take place only with the consent of a majority of the Board members.

### **III. JOINT COMMITTEE ACTIVITIES**

RMSAWWA and RMWEA developed joint committees which serve similar functions for both organizations and operationally or financially benefit both organizations. These joint committees represent both organizations and should support the goals and objectives of both organizations. The following guidelines shall be followed for the Joint Committees:

#### **A. Establishing Joint Committee**

1. Both the RMSAWWA and RMWEA Governing Boards shall independently approve the proposal to create a Joint Committee at a Governing Board Meeting.
2. If either Governing Boards disagree with the formation of a Joint Committee, then the Joint Committee shall not be created.
3. At the next JGB Meeting, the JGB representatives shall vote on the formation of the Joint Committee and determine which organization shall handle the financial activities for the newly created Joint Committee.

#### **B. Disbanding a Joint Committee**

Either organization shall notify the other organization of its intent to discontinue its support for the Joint Committee. Disbanding of the Joint Committee will become effective at a mutually agreed upon time.

#### **C. Appointing Joint Committee Chairs**

1. Joint Committee Chairs shall be appointed and approved by both the RMWEA President and RMSAWWA Chair. Joint Committee Chairs shall serve a one year term unless one organization recommends restructuring the Joint Committee.
2. If one organization recommends restructuring a Joint Committee, then the Chair or President of that organization shall coordinate with the other organization and recommend a new Joint Committee Chair for approval by both organizations.

**D. Joint Committees**

At the time of this edition of this manual, there are 14 joint committees. These are listed in Table 1.

**Table 1 – Joint Committees of RMWEA and RMSAWWA**

<ul style="list-style-type: none"> <li>▪ Joint Annual Conference</li> <li>▪ Joint Laboratory Practices (JLPC)</li> <li>▪ Joint Leadville Operator’s School (Leadville)</li> <li>▪ Joint New Mexico Involvement (NMIC)</li> <li>▪ Joint Publications (Publications)</li> <li>▪ Joint Site Selection (Site Selection)</li> <li>▪ Joint Small Systems (JSSC)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint Student Chapter – Colorado School of Mines</li> <li>▪ Joint Student Chapter – Wyoming</li> <li>▪ Joint Student Chapter – NM Tech</li> <li>▪ Joint Technical Activities (JTAC)</li> <li>▪ Joint Water For People (JWFP)</li> <li>▪ Joint Water Reuse (JWRC)</li> <li>▪ Joint Young Professionals (JYPC)</li> </ul>
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**IV. JOINT COMMITTEE FINANCIAL ASPECTS**

The following items describe guidelines for handling the financial aspects of the Joint Committees, which include Joint Committee accounting responsibilities, Joint Committee budgeting requirements, Joint Committee reconciliation and Joint Committee contract reviews.

**A. Accounting Responsibilities**

The Chair or Co-Chair for each Joint Committee shall be responsible for submitting receipts, invoices and revenues to the identified Treasury or Secretary-Treasury of the organization as shown in Table 2. Expenses and receipts shall be submitted along with the appropriate reimbursement form.

**Table 2 - Committee Financial Activities Handled through each Organization**

<p><u>Joint Committees to RMSAWWA</u></p> <ul style="list-style-type: none"> <li>▪ Joint Publications</li> <li>▪ Joint Site Selection</li> <li>▪ Joint Small Systems(JSSC)</li> <li>▪ Joint Technical Activity (JTAC)</li> <li>▪ Joint Water For People (JWFP)</li> <li>▪ Joint Young Professionals (JYPC)</li> </ul>	<p><u>Joint Committees to RMWEA</u></p> <ul style="list-style-type: none"> <li>▪ Joint Laboratory Practices (JLPC)</li> <li>▪ Joint Leadville Operator’s School (Leadville)</li> <li>▪ Joint New Mexico Involvement (NMIC)</li> <li>▪ Joint Student Chapter – Colorado School of Mines</li> <li>▪ Joint Student Chapter – Wyoming</li> <li>▪ Joint Student Chapter – NM Tech</li> <li>▪ Joint Water Reuse (JWRC)</li> </ul>
<p>Joint Annual Conference is discussed below.</p>	

**B. Annual Budget Requests**

The Treasurer of the respective organization identified in Table 2 shall submit a budget request for funding the next year committee activities in November. The Committee Chairs shall return the budget request by November 1st to complete the Joint Committee budgeting process.

**C. Annual Reconciliation**

The expenses and revenues for all Joint Committees shall be tracked by the respective organization as identified in Table 2. The budget reconciliation and year-end reconciliation of the Joint Committees shall be split between the organizations as identified in Table 3.

**Table 3 – Distribution of Expenses/Revenues for Reconciliation**

Joint Committees	RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> <li>▪ JLPC</li> <li>▪ NMIC</li> <li>▪ Site Selection</li> <li>▪ JSSC</li> <li>▪ All Student Chapters</li> </ul>	50% / 50%
<ul style="list-style-type: none"> <li>▪ JTAC</li> <li>▪ JWFP</li> <li>▪ JWRC</li> <li>▪ JYPC</li> </ul>	
Joint Publications <ul style="list-style-type: none"> <li>▪ Supporting Positions (Publisher, Photographer)</li> <li>▪ E-Rumbles</li> <li>▪ Printing, Advertising, Mailing, Supplies</li> </ul>	Based on distribution numbers as of December 31 <sup>st</sup> of each year
Joint Annual Conference	Discussed below
Joint Leadville Operator’s School	Based on attendance

**D. Contract Reviews**

Joint Committee activities that require contract reviews for events having expenses greater than \$2,500 shall be reviewed and approved by the RMSAWWA Chair or Secretary-Treasurer and RMWEA President or Treasurer.

If the event shall have significant expenses (greater than \$10,000), then the contracts shall also be reviewed by a minimum of two of the following prior to finalizing and signing: AWWA, WEF, legal representative, or paid staff. The fees for the contract review shall be split between the organizations in an equal amount to the split of expenses and revenues for the event.

Either the RMSAWWA or RMWEA may request special review of contracts. The costs for these reviews (if any) shall be borne by the organization requesting the special review, unless both organizations agree in advance to share the expense.

**V. JOINT COMMITTEE CHAIR – RESPONSIBILITIES**

The committee chairs shall be responsible for representing both organizations and completing the following activities.

**A. Joint Committee Chair Responsibilities**

1. Joint Committee Chairs may nominate a committee co-chair, which shall be approved by the Chair and President of both RMSAWWA and RMWEA, respectively.
2. Each Committee Co-Chair shall represent either RMSAWWA or RMWEA.
3. The initially appointed Joint Committee Chair shall be responsible for identifying co-chairs and or committee members.
4. Committee Chairs or Co-Chairs shall staff Joint Committee with members representing both organizations.
5. Joint Committee Chairs shall provide either written or verbal monthly updates to both organizations.
6. Joint Committee Chairs or Co-Chairs are expected to attend at least one of the three formal Joint Annual Meetings (Winter, Summer, or Annual Conference Board Meetings) and are encouraged to attend all JGB meetings.

**B. Strategic Plan Updates**

Joint Committee Chairs shall provide annual updates to the Committee’s strategic goals as required by either RMSAWWA or RMWEA.

**VI. JOINT ANNUAL CONFERENCE**

**A. Introduction**

The Joint Annual Conference is the major joint activity of the RMSAWWA and RMWEA. Conferences may be held either in Colorado, New Mexico or Wyoming.

In order to provide continuity and useful information to all persons involved in planning, organizing, and operating these functions, a Conference Management Manual has been prepared. The manual contains descriptions of events, requirements for the conference and checklists for details. All persons involved with the Annual Conference should use the Conference Management Manual.

## **B. Site Selection**

The Site Selection Committee is a joint RMSAWWA/RMWEA committee that is given the task of analyzing alternative sites for the Annual Conference and making a formal recommendation to the Board.

The Site Selection Committee is appointed by the RMSAWWA Chair and RMWEA President. One individual shall serve as Chair and a second individual shall serve as vice-chair and shall assume the duties of Chair in the subsequent year pending approval of the RMSAWWA Chair and RMWEA President.

The Site Selection Committee shall include one member that has previously served as a Joint Conference Coordinator; one member that has previously served as either the Treasurer, Secretary, Secretary-Treasurer, or Assistant Secretary-Treasurer from RMWEA or RMSAWWA; respectively; and may include additional members as necessary. When appointing the Site Selection Committee, the RMSAWWA Chair and RMWEA President shall, if possible, appoint members who represent and can address the interests of all three states.

More information on the Site Selection Committee is included in the Site Selection Manual.

## **C. Conference Management Committee**

The Conference Management Committee will be appointed by the RMSAWWA Chair and the RMWEA President. The Conference Management Committee shall report to the Joint Governing Board and provide updates at monthly RMSAWWA and RMWEA meetings.

The individual selected to serve as a Conference Coordinator will be required to serve a three-year term, which starts with being an Assistant to the Conference Coordinator and ends as a Past Conference Coordinator. The name of the Assistant Coordinator shall be recommended by the Chair-Elect of RMSAWWA and the President-Elect of RMWEA and approved by the RMSAWWA Chair and RMWEA President. The Coordinator shall be a member of both organizations, where possible. The Conference Coordinator shall be responsible to the Chair or President of the organization having lead responsibility for the annual meeting. RMSAWWA will have this responsibility for conferences held during even numbered years and RMWEA in odd numbered years.

More information on the Conference Management Committee is included in the Conference Manual.

**D. Contract Review and Negotiations**

The Site Selection Committee shall begin negotiating a contract with the selected venue. Contracts shall be reviewed and approved by the President, Treasurer, Chair and Secretary-Treasurer of RMWEA and RMSAWWA; respectively. Prior to finalizing and signing the contract, the contract shall also be reviewed by a minimum of two of the following: AWWA, WEF, legal representative, or paid staff.

Following contract reviews and approvals from leadership of both organizations, the contract shall be submitted to the JGB and Past Conference Coordinator for a final review and approval at the Summer JGB meeting.

A copy of the approved contract shall be provided to the RMWEA Treasurer and RMSAWWA Secretary-Treasurer.

**E. Budget**

It is the policy of the Board that conference registration fees, meal ticket costs, etc. shall be set at a level necessary to result in positive net profit for both organizations. The Conference Management Committee shall present a preliminary budget with recommendations to the Board regarding registration fees, meal ticket costs, etc., and the Board shall make the final decision on these matters approximately nine months prior to the Conference and no later than at the Winter Board meeting.

The Joint Annual Conference represents a significant investment of resources by both organizations and in turn it is a significant source of revenue. It shall be the policy of the Joint Governing Board that the conference be budgeted to make a profit. This profit goal should be reviewed and adjusted periodically. A goal of a minimum \$30,000 profit (conference income less conference expenses) has been established for this edition of the Joint Policy and Procedure Manual. The profit goal shall be considered for each year and account for location, anticipated expenses, and current economic climate.

The updated conference budget shall be reviewed at the Joint Summer Board meeting to allow both organizations to initiate planning for subsequent budget cycles.

**F. Complimentary Room Assignments**

Complimentary room nights provided by the conference hotel for each day of the conference will be assigned in accordance with the following priority schedule:

1. Conference Coordinator
2. National Representative of the organization having lead responsibility for the annual meeting.
3. National Representative of the organization without lead responsibility for the annual meeting.
4. Assistant Conference Coordinator.
5. Exhibit Coordinator.
6. Chair or President of the organization having lead responsibility for annual meeting.
7. Chair or President of the organization without lead responsibility for annual meeting.
8. Additional room nights, if available shall be assigned by the Conference Coordinator, in consultation with the RMSAWWA Chair and RMWEA President.

**G. Distribution of Profit or Loss from Joint Annual Conference**

The two organizations shall share the profit or loss from joint annual meetings based upon the number of members (RMSAWWA and RMWEA) and associate members (RMWEA) registered at the meeting from each organization. A ratio between the two organizations shall be established as follows:

- Each registered member of AWWA or RMSAWWA – one point for RMSAWWA.
- Each registered member and associate member of WEF or RMWEA – one point for RMWEA.
- Registered individuals who are members or associate members of both organizations count one point for each organization.
- The total points used to determine the ratio, is the sum of the RMSAWWA and RMWEA points.
- Non-members will not be assigned points in the calculation.

The distribution shall then be made as follows:

1. Total all items of income and expense for the meeting.
2. Deduct all items of income and expense, which are attributable to one organization only and charge them to that organization. The sum of the remaining items represents the net profit or loss.
3. Apply the ratios established above to the net profit or loss to determine the distribution to each organization.
4. The sum of the amounts established in Items 2 and 3 for each organization represents the distribution of the net profit or loss from a meeting.

#### **H. Advertisement, Entertainment, and Exhibit Policy**

Except for the “Exhibition Area,” as set forth in the sub-paragraph below, it is the policy of the Board that there will be no open hospitality room, exhibits, displays, give-aways, or advertising permitted at the Annual Conference that directly conflicts with the Conference schedule or policies. Cocktail and dinner parties shall only be permitted at times that do not conflict in any way with scheduled program activities. These parties shall be by invitation only.

Advertising, in the form of conference related sponsorships is allowed. It shall be the responsibility of the Conference Coordinator to organize and track sponsorships. Material and advertisements that promote the improvement or advancement of the Joint Annual Conference, its member associations, or its memberships as a whole are allowed. Advertising outside of formal, conference-related sponsorships shall not be allowed.

Entertainment, if provided as part of the Conference, shall comply with all requirements established by the host facility.

Exhibits by vendors, manufacturers, representatives and similar organizations will be allowed at the Annual Conference under the following conditions:

1. All exhibits, not directly related to the advancement of the Joint Annual Conference or its member associations, will be coordinated through the Exhibitor’s Committee.
2. It is the policy of the Board to consider holding the Annual Conference at venues in any of the three (3) member states, as recommended by the Conference Site Selection Committee. Conference facilities should have adequate room to accommodate the Exhibit area.

## **I. Conference Refunds**

Banquet, special events, and luncheon tickets will be refunded upon written request prior to the guarantee deadline as required by the Conference Hotel venue providing service for the event. Conference related refunds are subject to a cancellation fee, as described in the conference registration publications. Room cancellations are subject to the policies as set by the conference hotel.

## **J. Guest Speakers and Complimentary Tickets**

Honoraria for speakers' fees are generally not paid. Speakers are required to register for the conference at which they are speaking. At a minimum, speakers must pay for a one-day registration for the day they are speaking. In addition, transportation, lodging and meal expenses are the responsibility of the speaker.

The only exception to this is speakers who have been specifically invited by the Conference Coordinator, RMSAWWA Chair, or RMWEA President. Additionally, representatives of the international organizations of RMSAWWA and RMWEA will receive complimentary registration to the conference and any meals where they are acting as a representative of their international organization.

The Conference Coordinator is responsible for notifying the Finance Chair, and those persons providing registration assistance, which persons qualify for complimentary registration and meals prior to the mailing of the pre-registration packets. Meal tickets for award recipients will be paid for by the awarding organization.

Other exceptions to this policy shall only be permitted in special and unique circumstances, and only with the advance approval of the RMSAWWA Chair and RMWEA President.

## **VII. OTHER JOINT COMMITTEES**

### **A. Joint Technical Activities – JTAC**

The primary purpose of the Joint Technical Activities Committee (JTAC) shall be to promote the exchange of water and wastewater technical information between RMSAWWA and RMWEA members.

### **B. Joint Small Systems Committee - JSSC**

The primary purpose of the Joint Small Systems Committee (JSSC) shall be to promote the exchange of technical information focusing on small systems between RMSAWWA and RMWEA members. The JSSC shall provide assistance to small water and wastewater systems to enable them to meet the operating and management challenges

of the future and shall provide those small systems a stronger voice in RMSAWWA and RMWEA.

**C. Joint New Mexico Involvement Committee - NMIC**

The primary purpose of the NMIC shall be to promote the exchange of information between RMSAWWA and RMWEA members in New Mexico. The Joint NMIC is dedicated to carrying out the mission of the RMWEA and RMSAWWA in the state of New Mexico. The Joint NMIC will pursue water and wastewater issues through education, providing a technical resource, providing a means for networking, and promoting the importance of water resources.

**D. Joint Water For People Committee - JWFP**

The primary purpose of the JWFP shall be to promote goals and objectives of the Water For People Committee for the RMSAWWA and RMWEA organizations. The purposes of this committee are to provide local support for the national Water For People organization, to increase awareness of water and wastewater issues in developing countries, and to raise funds to support projects in developing countries.

**E. Joint Water Reuse Committee – JWRC**

The primary purpose of the JWRC shall be to promote the exchange of technical information to educate the members of RMSAWWA and RMWEA and the general public on the beneficial use of reclaimed water. The purpose of the committee is to support and promote the safe use of reclaimed water in Colorado, New Mexico, and Wyoming.

**F. Joint Young Professionals Committee – JYPC**

The primary purpose of the JYPC shall be to increase involvement of young professionals in RMSAWWA and RMWEA activities, event, and committees. Young professionals are defined as members who are under the age of 35 and/or have less than 5 years experience in the water and wastewater field.

**G. Joint Student Chapters**

There are currently joint student chapters established at the Colorado School of Mines, New Mexico Tech, and the University of Wyoming. The primary purposes of the student chapters shall be to increase involvement of students in RMSAWWA and RMWEA activities and events, provide students with professional networking opportunities, and to promote the exchange of technical information between the students and the RMSAWWA and RMWEA members.

## **H. Joint Leadville Operator's School – Leadville**

The primary purpose of the Leadville, Colorado School shall be to provide training for Colorado operators to assist them in successfully passing the Colorado state water, wastewater, biosolids, wastewater collection, and water distribution exams.

## **VIII. JOINT PUBLICATIONS**

### **A. Composition**

The Joint Publications Committee includes a Chair, publication editors, advertising editor, graphic artist, database coordinator, and a number of assistant editors and advisors. An attempt shall be made to appoint a Chair and editors who can serve for several years at a time. Additional assistant editors and reporters may be appointed for training and to maintain continuity.

### **B. Responsibilities**

The responsibilities of the Joint Publications Committee are to collect and disseminate news, photos, announcements, job opportunities and reports in the field of interest to its readership.

The committee is also responsible for providing training for individuals interested in becoming *Rumbles* editors and for developing a pool of talent to provide continuity in publications.

### **C. Publishing Policies**

1. *Rumbles* is a full color publication issued every two months, and *Rumbles Lite* was converted to an electronic publication called *E-Rumbles* that is delivered via email each month. *E-Rumbles* will bring members each month time-sensitive information, news, and announcements. *E-Rumbles* will also be made available through the organizations' websites. The July issue of *Rumbles* will normally be the Annual Conference issue.
2. *Rumbles* will be mailed by the first day of every other month. Its content will focus on plant operations, science and technology, regulatory and management issues, as well as section or member association news (including New Mexico and Wyoming). There will be editorial features focused on regional interests in the water and wastewater industries.
3. *Rumbles* will not contain technical papers, but may use abstracts of 500 words or less if they contain valuable information.
4. *Rumbles* will be on white paper, printed in color. It is encouraged to use as many photographs as possible.

5. The goal of the *Rumbles* advertising rates will be to recoup the expenses for *Rumbles* and other publication committee expenses. The advertising rates will be reviewed and approved each year by the Joint Governing Board.
6. *Rumbles* will contain a monthly calendar of events, which will list key dates and important meetings.
7. In order to provide a timely distribution of *Rumbles*, it will be printed and delivered to the mailing service or post office at least seven to ten days prior to the month they are scheduled for distribution. The deadline for submitting information to be included shall be established by the Joint Publication Committee to meet this schedule. All mailings are to be sent fourth-class bulk rate mail.

**D. Publication Distribution**

The distribution of *Rumbles* and *eRumbles* shall be managed using the databases of the RMSAWWA, RMWEA or the Joint Publication Committee's database and administered according to the Database Policy.

**E. Paid Staff**

1. Responsibilities and Fee Split

The Publisher, Advertising Agency and Printer(s) shall be paid positions under the direction of the Joint Publications Committee Chair. The responsibilities of this paid position shall include:

- a. Assist in the publication and printing of *Rumbles*.
- b. Attend Board meetings, if requested.
- c. Be available to perform other services for the joint organization or either individual organization on an as requested basis (fee split based on mutually agreed upon division of cost if a joint activity or 100% to the requesting organization, as applicable).

2. Selection and Contract

At each Annual Conference, the JGB and Publications Committee Chair shall review and select the Publisher, Advertising Agency and Printer to be used for the next calendar year. The JGB will direct the RMSAWWA Chair, RMWEA President, RMSAWWA Secretary-Treasurer, RMWEA Treasurer, RMWEA Secretary, and Joint Publications Chair to negotiate

or amend contracts as necessary for the selected staff. The Contract should be completed and ready for approval by the first of the year.

The contract shall be approved by both organizations and signed by the RMSAWWA Secretary-Treasurer and the RMWEA Secretary. Copies of the signed contract shall be provided to the RMSAWWA Chair and Secretary/Treasurer, the RMWEA President and Treasurer, and the current Publications Committee Chair.

## **IX. DATABASE POLICY**

### **A. Purpose**

The national databases of RMSAWWA and RMWEA and the Joint Publication Committee's database provide member contact information, including mailing and email addresses. This policy has been developed to provide guidance on this appropriate use of and procedure for obtaining this information.

RMSAWWA and RMWEA have designated a minimum of one person (Designees) from each organization to review requests for use of database information. Requests for information from any database are evaluated and processed by the Designees according to criteria described below.

### **B. Use of Databases**

1. RMSAWWA and RMWEA will abide by and adhere to each national organization's respective privacy policies and procedures in use of any and all database information.
2. The intended use for the request shall be in conformance with the general Mission and Vision Statements of both member organizations.
3. Requests will not be accepted from for-profit organizations.
4. Requests from external, non-profit organizations will be reviewed on a case-by-case basis, and a fee may be assessed for costs associated with delivering the information.
5. Information given to a requestor is given in trust, should only be used for its approved purpose, and will not be shared with any other party without permission of the appointed Designees.
6. The decisions of the Designees are final. A decision may be appealed to the executive committee's of each organization. Such requests must be made in writing and will be reviewed at the next regularly scheduled joint committee meeting.

**C. Procedure for Requesting Database Information**

1. Any request for use of information from the databases shall be submitted on a designated form to the appointed Designees.
2. Request forms shall be completely filled out. No requests will be reviewed unless all information is included on the form from the requestor.
3. Requests for information will generally be responded to within 1 week from submission.
4. Approved requests shall be processed by the appointed Designees or will be forwarded to the designated entity (such as TEAMS) for processing of the request.
5. Administrative expenses associated with requests such as printing, copying, folding, envelopes, postage, etc. shall be the responsibility of the requestor.

**X. PAID STAFF**

**A. Responsibilities and Fee Split**

RMSAWWA and RMWEA may elect to hire temporary paid staff to assist with joint activities of the two organizations. The Paid Staff of the RMSAWWA and RMWEA will report to the RMSAWWA Secretary-Treasurer and the RMWEA Treasurer.

Paid staff shall be contracted on an annual or bi-annual basis. The contract regarding joint activities shall be reviewed by the RMSAWWA Chair and Secretary/Treasurer and the RMWEA President and Treasurer. Work contracted to be performed for joint activities will be paid according to the splits indicated above.

Responsibilities of the Paid Staff may include the following:

1. Maintain a filing system for pertinent information concerning joint committees for both organizations (fee split based on ratio of organizations membership as of October 1 of the following 12 months).
2. Assist in registration and other activities at the Annual Conference.
3. Attend the Board meetings, if requested.
4. Be available to perform other services for the Joint Governing Board and Joint Committee Chairs on an as requested basis (fee split based on

mutually agreed upon division of cost if a joint activity or 100% to the requesting organization, as applicable).

**B. Selection and Contract**

At each Annual Conference the Joint Governing Board shall select the Paid Staff for the coming calendar year and direct the RMSAWWA Chair, RMWEA President, RMSAWWA Secretary-Treasurer, RMWEA Treasurer, and the current Conference Coordinator to negotiate and finalize the Paid Staff under contract by January 10.

The contract shall be approved by both organizations and signed by the RMSAWWA Secretary-Treasurer and the RMWEA Secretary. Copies of the signed contract shall be provided to the RMSAWWA Chair and Secretary-Treasurer, the RMWEA President and Treasurer, and the current Conference Coordinator.

**C. Coordination**

The Paid Staff's responsibilities shall be coordinated by the RMSAWWA Secretary-Treasurer and the RMWEA Secretary.

**XI. MEMBER/NON-MEMBER PRICING**

It is recommended that member/non-member pricing be considered for any RMSAWWA, RMWEA, or joint training or event. The intent is to offer a discounted price for member attendance to any event in order to encourage membership and to convey the benefit of membership to attendees. A member discount of 15-25% is recommended depending on the cost of the event. Anyone seeking assistance in pricing structure is encouraged to contact the Joint Education Council for guidance. Member/non-member pricing consideration for any event is encouraged but is voluntary.