

ADMINISTRATIVE GUIDELINES
KANSAS SECTION
AMERICAN WATER WORKS ASSOCIATION

January 03, 2003





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A. INTRODUCTION

1. PURPOSE:

To those members of the Kansas Section, who are for the first time serving as committee persons, committee chairs, trustees, or for another position, these guidelines will serve as a guide to the effective performance of their duties. These guidelines include a list of Section offices, committees, the Section Bylaws, and an organizational chart of the Section. Additionally, guidelines are included for the general conduct of Section affairs and other items relevant to the function of the Section. The document is arranged for ready reference and ease of updating. The content is in conformance with the Section guidelines as promulgated by the American Water Works Association and attempts to address the Section's Mission Statement and Strategic Plan (Appendix E and F).

2. REVISION & DISTRIBUTIONS:

The procedure for amending the Bylaws is stated in Article XII of the Bylaws.

Corrections, amendments, and updating of the Administrative Guidelines will be by action of the Board of Trustees (hereinafter called Board).

Copies of the guidelines will be distributed to the Board, committee chairs, and committee members.



B. COMMITTEE STRUCTURE

1. FORMATION:

Committees may be formed by action of the Section in business sessions or when necessary the Section Chair may appoint committees to meet the needs of the Section.

The Section Chair appoints the Committee Chair (unless otherwise provided for herein) and the members thereof. The Section Chair may, at his/her discretion, ask the Committee Chairs to suggest names of possible members of their committees. Variations from the above general procedure are as indicated in the individual committee narratives listed herein.

2. QUALIFICATION FOR SERVICE:

A prerequisite for service as Committee Chair or committee person is that he/she be a member of good standing of the Kansas Section American Water Works Association, and as such, is privileged to vote on committee matters. Non-members of AWWA may be selected to serve on the committee as "consultants" due to their special and unique knowledge of that aspect of the Association's goals, however, without voting rights.

Acceptance of a committee appointment presumes a willingness, on the part of the appointee, to contribute the time, effort, and knowledge necessary to advance the objectives of the committee and attain its goals.

Additional qualifications for the separate committees are as indicated in the committee narratives.

3. TERM OF SERVICE:

Committee Chair and members thereof, serve at the pleasure of the Section Chair, usually for a term of one (1) year. Appointments are made following the installation of the new Section Chair and run with the term of the Section Chair. Loss of membership, for any reason, is cause for automatic termination of service unless otherwise indicated by the Section Chair. Exceptions to the general term of office occur in the Nominating, Fuller Award, Budget, and Program Committees and may occur in other committees and are so referenced in the committee description.



4. MEETINGS AND REPORTS:

Committee meetings are held as deemed necessary and called by the Committee Chair. The number of meetings will vary with the purpose and the function of the Committee.

Reports of the activities and accomplishments of the committee are presented orally by the Committee Chairs at the Section Annual Business Meeting. A written copy of the report is to be submitted to the Section Secretary-Treasurer for inclusion in the minutes of the meeting. Copies of the report and committee activities shall be furnished to the succeeding Committee Chair.

Some committees will, in addition to the above reports, be requested to make reports at Board Meetings for guidance and action by the officers. Specific committee activities are outlined in more detail hereinafter.

5. DUTY AND FUNCTION:

In general, it is the objective of the committee to implement the policies and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section, goals of the Association, and the Section's Mission Statement and Strategic Plan.

The object of the Section as stated in the Bylaws (Article II) is as follows:

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 as noted in the AWWA Articles of Incorporation.

Should, at any time, it be found that a committee is not adequately functioning or that a committee chair or member of the committee is not discharging the duties or actively participating in the committee function, the Section Chair will attempt to rectify the situation by persuasion. Should the attempt be unsuccessful, the Section Chair will replace the ineffective committee chair or committee member, or if that should not suffice, the Section Chair will dismiss and reactivate the entire committee.

The more specific roles of the various committees are as presented herein. The committees are divided into five (5) areas, namely, Administrative, Functional, Awards, Section Annual Conference, and special (ad Hoc).



C. COMMITTEES

1. ADMINISTRATIVE COMMITTEES

a. AUDIT COMMITTEE

(1) PURPOSE:

To conduct an annual audit on the finances of the Section.

(2) STRUCTURE:

The Audit Committee shall consist of a Chair who shall be the Past-Chair, the Secretary-Treasurer, and at least two (2) other members appointed by the Section Chair.

(3) DUTIES:

The Committee shall make a general audit of the financial records of the Section, verify the balance sheet, and reconcile bank statements. They may perform a more detailed audit when, in their opinion, it is necessary.

(4) MEETINGS AND REPORTS:

The audit shall be made following the Annual Business meeting and before December 31st of each calendar year. The Committee shall prepare a report by the Chair and present it at the Section Annual Business meeting.

Revision: March 1998



b. BUDGET COMMITTEE

(1) PURPOSE:

The Budget Committee will oversee the orderly financial operation of the Section. They will prepare and make recommendations relating to the adoption of the Section Budget, will be consulted with regard to non-regular expenditures and other financial affairs of the Section.

(2) STRUCTURE:

The Budget Committee shall consist of a Chair who shall be the Secretary-Treasurer, the Section Chair, Chair-Elect, a Second Year Trustee, and a First Year Trustee. They shall serve as they serve their various offices.

(3) MEETINGS AND REPORTS:

The Committee shall meet as often as deemed necessary. They shall prepare and submit a preliminary budget for the ensuing year at the first Board meeting of each calendar year. Needs of various committees shall be determined and included at this meeting.

Revision: March 1998



c. BYLAWS COMMITTEE

(1) PURPOSE:

The Bylaws Committee shall review the Bylaws for the purpose of updating and making any changes in accordance with National AWWA policies and procedures. The Committee shall also serve as consultants to the Board in interpreting the Bylaws and shall be responsible for assuring that the Administrative Guidelines do not conflict with the Bylaws.

The Bylaws Committee shall also review the Administrative Guidelines for the purpose of updating and making any changes. The Board will take action to approve or disapprove revisions to the Administrative Guidelines.

(2) STRUCTURE:

The Committee shall consist of a Chair, appointed by the Section Chair, and at least two (2) other members. The Section Chair and the Director shall serve as Ex-Officio members.

(3) MEETINGS AND REPORTS:

The Committee shall meet annually or as required and shall report its findings and/or recommendations to the Board at a scheduled Board Meeting or the Section Annual Business Meeting.

Revision: March 1998



d. NOMINATING COMMITTEE

(1) PURPOSE:

This Committee will review the roster of membership and service and select there from a list of candidates who are best suited to fill the various open offices of the Section. Any questions of eligibility, conflict with other offices, or other qualifications related to the proposed nominees will be resolved in advance.

(2) STRUCTURE:

The Committee shall consist of a Chair who shall be the Past Section Chair, the Chair-Elect, and three (3) other members of the Section.

(3) MEETINGS:

The Committee shall meet at least once per year.

(4) DUTIES:

The Committee shall report its recommendation on candidates at the scheduled meeting for Election of Officers at the Section Annual Conference. The Committee shall nominate at least one (1) eligible candidate for each of the offices to be filled in accordance with the Bylaws.

Revision: March 1998



NOMINATING COMMITTEE
ANNUAL REPORT

DATE: _____

SECTION ANNUAL CONFERENCE: _____

NOMINEES

- DIRECTOR ELECT: (If Required): _____
- CHAIR-ELECT: _____
- SECRETARY-TREASURER: _____

- FIRST YEAR TRUSTEE NO. 1: _____
- FIRST YEAR TRUSTEE NO. 2: _____
- FIRST YEAR TRUSTEE NO. 3: _____

Your Nominating Committee respectfully submits the above nominees for the various listed offices of the Kansas Section, American Water Works Association.

The members listed below will serve in the following offices in accordance with Article V of the Section Bylaws:

- DIRECTOR: _____
- CHAIR: _____
- PAST CHAIR: _____

- SECOND YEAR TRUSTEE NO. 1: _____
- SECOND YEAR TRUSTEE NO. 2: _____
- SECOND YEAR TRUSTEE NO. 3: _____



2. FUNCTIONAL COMMITTEES

a. COMMUNITY RELATIONS COMMITTEE

(1) PURPOSE:

To promote and improve the image of the water utilities profession through various types of media so the deserved public recognition is obtained.

(2) STRUCTURE:

The Community Relations Committee will consist of a Chair and at least three (3) other members.

(3) DUTIES:

The Committee will organize a bi-annual workshop that addresses the current needs of Section and water purveyors throughout Kansas.

The Committee shall promote National Drinking Water Week.

The Committee will make arrangements for and moderate the Satellite Teleconferences that are produced by National AWWA.

(4) MEETINGS AND REPORTS:

The Committee will meet as called by the Committee Chair. The Committee will submit a report to the Board concerning the income, expenses, and attendance of each Teleconference and bi-annual workshops, along with charitable contributions during the calendar year.

Revision: March 1998



b. CONFERENCE SITE SELECTION COMMITTEE

(1) PURPOSE:

To select the facility for convening the Annual Section Conference at least two (2) years in advance.

(2) STRUCTURE:

This Committee will recommend a site that has appropriate facilities for the Section Annual Conference to be held three (3) years following the Section Annual Conference at which the report is given. The Committee will report its findings to the Board. Upon approval, by the Board, contractual arrangements shall be completed by the Secretary-Treasurer with the approval of the Section Chair.

The Committee is responsible for obtaining the best contract with the hotel. The contract should set forth specifically the services which the hotel will furnish including such items as room rates and costs for meal functions.

1. It is expected that the hotel will be sufficiently large to house all persons attending the Section Annual Conference.
2. The hotel is expected to provide complimentary rooms commensurate with the hotel's policy. Complimentary room assignments should be as follows:
 - National AWWA Representative
 - Kansas Section Chair
 - Association Management Account Executive or Secretary-Treasurer

Revision: March 1998



c. CUSTOMER SERVICE COMMITTEE

(1) PURPOSE:

To advance sound customer service practices among water utilities of the Section.

(2) STRUCTURE:

The Committee shall consist of a Chair and at least three (3) other members.

(3) MEETINGS AND REPORTS:

Prepare a report outlining the proposed activities and budget of the committee for the upcoming year. This report is to be presented to the Board. Attend and report at other meetings as requested by the Board. Prepare an annual report outlining the committee's achievements during the past year. This report is presented during the Section Annual Business Meeting.

(4) DUTIES:

Provide pertinent information to the Publications Committee for inclusion in The Solution H₂O newsletter. Develop and sponsor two annual customer service seminars, one in the eastern part of Kansas and one in the western part of Kansas, directed at all customer service personnel. Promote the inclusion of customer service related topics at the Section Annual Conference. Encourage customer service personnel to join AWWA and participate in programs offered by the Section.

Revision: March 1998



d. DIVERSITY IN WORKPLACE COMMITTEE

(1) PURPOSE:

To assist the Section in creating an environment within the Section that fosters and increases recruitment and participation of minorities, women, and other protected groups in the affairs of the Section and to encourage and promote active Affirmative Action Programs among the Section membership, i.e., utilities, manufacturers, consultants, and engineers.

(2) STRUCTURE:

The Committee shall consist of a Chair and at least four (4) other members. The membership should be a mix of males and females, reflecting multi-cultural and ethnic backgrounds.

(3) MEETINGS AND REPORTS:

The Committee should evaluate and recommend activities such as mentor programs, membership incentives, and social and training activities to increase participation. The Committee should meet at least twice a year, focusing on the development and implementation of a Minority/Women Affairs Committee Strategic Plan. A report of Committee activities should be submitted at the Section Annual Business Meeting. The Committee Chair should keep the Section Chair apprised of all activities.

Revision: March 1998



e. MEMBERSHIP COMMITTEE

(1) PURPOSE:

The Membership Committee is charged with recruiting new members and retaining current members, thereby, increasing Section membership, and increasing the Section's allotment from Association funds. This Committee shall focus on recruitment and retention of all categories of membership. The Membership Committee is also charged with recruiting Affiliate Grade members. This is an individual employed by a water utility that has one thousand or fewer service connections, or an employee below the supervisory level in a utility that has more than one thousand service connections.

(2) STRUCTURE:

The Committee shall consist of a Chair, and at least four (4) additional members. The Section Secretary-Treasurer serves as a member. All areas of the Section should be represented on the Committee. The members should be well known throughout the Section. The Chair should possess leadership and administrative qualities, be energetic, enthusiastic, and should have definite capacity for performing routine but important clerical and administrative services. The Chair should be selected from previous members of the Committee. Continuity in Committee activities should be maintained.

(3) MEETINGS AND REPORTS:

The Membership Committee shall meet at least twice each year. The Committee Chair prepares and submits a written report at two (2) board meetings. Additionally, the periodic progress reports should be printed in The Solution H₂O newsletter as well as new member listings, significant recruiting performance, and similar items.

(4) DUTIES AND FUNCTIONS:

Members of the Committee shall make personal contacts with members whose dues are delinquent. Stimulating recruitment competition, setting goals, devising methods, and promoting National AWWA membership drives are functions as well. Develop a list of members' interest and expertise to be used in making committee assignments by the Section Chair. (Revision: March 1998)



(5) **HARRY W. BADLEY AWARD:**

The Membership Committee shall solicit nominations and select the recipient of the "Harry W. Badley Award" given by the Section each year. The selection is to be made in accordance with the method set out in the resolution creating the award. (See Appendix C.)

Revision: March 1998



f. OPERATOR TRAINING COMMITTEE

(1) PURPOSE:

To provide technical, educational, and training support to the operators of public water supply systems throughout the state of Kansas. To cooperate with other training providers in meeting the training needs of Kansas public water supplies, with emphasis on small systems. To encourage membership of small systems in the Kansas Section and National AWWA.

(2) STRUCTURE:

The Committee shall consist of five (5) officers: Past-Chair, Chair, Chair-Elect, Vice-Chair, and Secretary-Treasurer. In addition, the committee shall consist of one (1) representative from each of five (5) standing subcommittees, and one (1) representative from each of six (6) special subcommittees (Technical Support, Conference, Joint Activities, Special Projects, Advisory, and Operators Helping Operators). At least one (1) Trustee shall serve on the OTC and act as liaison with the Section Board of Trustees. An OTC Executive Committee shall consist of OTC officers and one (1) Trustee liaison to the Committee.

(3) FUNCTIONS & DUTIES:

The Committee will organize regional training workshops in each of the six (6) KDHE districts each year as deemed appropriate by the Committee. The five (5) standing subcommittees, in conjunction with the Committee, will coordinate all arrangements (facilities and speakers) for the workshops held in their districts and provide comments and feedback to the Committee.

The Technical Support Subcommittee will annually evaluate the need to update and produce the training materials used for Section Workshops. In addition, the Technical Support Subcommittee will assist and support the five (5) standing subcommittees with workshops.

The Conference Subcommittee will assist and develop the Annual Operator Conference during the Kansas Section Annual Conference.

The Joint Activities Subcommittee will coordinate the planning of joint training workshops with other training providers. The Joint Activities Subcommittee will work



to build alliances with other organizations to efficiently utilize pooled resources and better serve all water systems in Kansas.

The Special Projects Subcommittee will organize and promote statewide participation in AWWA pilot programs such as QualServe. The Special Projects Subcommittee will work to identify suitable project sites and candidates, provide assistance in grant application, and provide follow-up assistance with project evaluations and final reports.

The Advisory Subcommittee will review summary reports (submitted by the OTC Executive Committee) of the accomplishments of the Committee. The Advisory Subcommittee will provide guidance to assure that its focus and activities support what the state and other trainers perceive as shortcomings in available training. In addition, it will also assist the OTC Executive Committee with developing action plans of the Committee.

The Operator Helping Operators Subcommittee will administer a mentor program networking Kansas-Certified operators and small system operators in need of assistance.

The OTC Executive Committee will work with the Advisory Subcommittee to assure that the Committee focus and activities support the training needs in Kansas. The OTC Executive Committee will develop action plans for the approval of the Committee and provide quarterly summary reports of the accomplishments of the Committee that include: performance, action plans, budgets and finance reports to the Committee.

(4) MEETINGS, ACTIVITIES AND REPORTS:

The Committee will meet at the Kansas Section Annual Conference and during the year as called by the Committee Chair. Its purpose, function, and duties as described in the paragraphs above define the Committee activities. The Committee will submit quarterly reports of its performance, action plans, budgets and financial reports to the Section Board of Trustees. The Committee will also submit articles and updates on the Committee activities to The Solution H₂O newsletter.

Revised: January 2003



g. PUBLICATIONS COMMITTEE

(1) PURPOSE:

To communicate information of value and interest to Section members and promote the image of Kansas Section AWWA statewide.

(2) STRUCTURE:

The Committee will consist of a Chair and a sufficient number of additional members.

(3) DUTIES:

- 1) Prepare “The Solution H₂O” newsletter three (3) times per year and have it printed and mailed. Tentative publication/ mailing schedule is January, May and August.
- 2) Update and maintain the KsAWWA web site monthly.
- 3) Solicit and develop feature articles and public water supply related news articles for publication.
- 4) Provide information on Section activities of public interest to news media.
- 5) Coordinate publication of Kansas Section produced training manuals.
- 6) Report on activities within the Committee at the Kansas Section Annual Business meeting.

Revised: January 2003



***h.* RESEARCH COMMITTEE**

(1) PURPOSE:

This Committee shall coordinate research needs between the Section Membership and the Research Foundation, promote research on topics of interest to water utilities in Kansas and communicate research results to the Section Membership.

(2) STRUCTURE:

The Committee shall consist of a Chair, appointed by the Section Chair, and at least five (5) other members.

(3) DUTIES:

The Committee shall keep an open line of communication between the Section and the Research Foundation, convey an annual list of the Section's research needs to the Research Foundation, and publicize research results of interest to the Section Membership (via The Solution H₂O newsletter, routing of reports to appropriate Section Committees, recommending speakers for conferences, etc.).

(4) MEETINGS AND REPORTS:

The Committee shall meet as required and shall submit a report at the Section Annual Business Meeting in September.

Revision: March 1998



i. WATER UTILITY COUNCIL

(1) PURPOSE:

The Council shall develop action programs to initiate, evaluate, respond, and comment on legislative, regulatory, and other matters which directly affect water utilities. The Council, working with the Chair of the Section, shall bring to the attention of other Section committees, legislation, or regulatory matters which fall within their area of interest.

(2) STRUCTURE:

The Water Utility Council shall consist of a Chair and at least four (4) other members. The members should be from different geographical areas of the Section to provide adequate monitoring.

(3) DUTIES:

The Committee will maintain a constant vigil to be apprised of any actions taken or being proposed by local and/or state legislative bodies and/or administrative regulatory agencies that may affect any or all parts of the water industry in Kansas. The Committee will evaluate such action or proposed action and determine its affect on the industry.

The Chair will forward the Committee's findings to the Section Chair for referral to the Board for the determination of policy. In considering the possible desirability of the Section expressing an opinion relative to the merits of proposed legislation, or administrative rules or orders, Section officials should consider that AWWA is a tax exempt, scientific, and educational organization, and cannot engage in lobbying activities. Local Section officers, however, can speak with relation to proposed legislation within limits set forth in the current "policy Statement of AWWA Public Affairs Activities," as adopted by the Board of Directors. (see Article XIX, Policy Statements, of the Governing documents of AWWA.)

Section officers can advise Section members of pending legislation, and the committee's conclusions regarding its likely affect upon the water utility industry. In case of possible action by regulatory agencies, the Section can advise them regarding the affect of their proposals upon the industry as a whole, but should not become involved with a case applying to an individual water utility.



(4) **MEETINGS:**

The Committee will meet as called by the Committee Chair. An Annual Report will be submitted at the Section Annual Business Meeting.

Revision: March 1998



j. YOUNG PROFESSIONALS COMMITTEE

(1) PURPOSE:

The Young Professionals Committee seeks to recruit and develop young water professionals into KsAWWA. Young professionals are generally considered to be members or prospective members under 35 years of age, including those working for utilities, regulatory agencies, consulting firms, manufacturer, supplier, or academic institution

(2) STRUCTURE:

The Committee shall consist of a Chair and at least four (4) additional members. The members on the Committee shall represent different professional organizations.

(3) MEETINGS AND REPORTS:

The Committee will meet at the Section Annual Conference and during the year as called by the Committee Chair. The Committee will update the Board of Trustees on any new young professional members.

(4) DUTIES AND FUNCTIONS:

The Young Professionals Committee can act as a liaison between new volunteers and functional committees through mentoring programs to develop the young professional's career and involvement with the KsAWWA. The Young Professionals Committee will provide organization growth, membership, and development for the future leaders of KsAWWA.

Created: January 2001



3. AWARDS COMMITTEES

a. FULLER AWARD COMMITTEE

(1) PURPOSE:

To solicit nominations and select the recipient of the "George Warren Fuller Award" given by the Section each year.

(2) STRUCTURE:

The Section Chair shall designate the five (5) most recent available Fuller Award recipients as the Fuller Award Committee, with the senior recipient as Chair. At least six (6) months prior to the Section Annual Business Meeting, the Section Secretary-Treasurer shall send to each Committee member a copy of the "Guide to Selection and Announcement of Section Nominees- Fuller Awards."

(3) MEETINGS AND REPORTS:

Prior to the Section Annual Conference, at least one (1) meeting should be held with all available Committee members present for the selection of the recipient. The selection of the recipient should be made at least thirty (30) days prior to the Section Annual Conference. Formal presentation of the award is made at the Awards Banquet at the Section Annual Conference.

Revision: March 1998



KANSAS SECTION - AMERICAN WATER WORKS ASSOCIATION

FULLER AWARD COMMITTEE

ANNUAL REPORT

DATE: _____

SECTION ANNUAL CONFERENCE: _____

Your FULLER AWARD COMMITTEE respectfully submits the following name as this year's FULLER AWARD RECIPIENT:

NAME: _____

CITY: _____

CITATION: _____

CHAIR



b. OPERATOR'S MERITORIOUS SERVICE AWARD COMMITTEE

(1) PURPOSE:

To solicit nominations and select the recipient of the "Operator's Meritorious Service Award" to be given by the Section each year. The selection is to be made in accordance with the procedure set out by the National AWWA.

(2) STRUCTURE:

The Committee shall consist of a Chair and three (3) other members.

(3) DUTIES:

The Chair of the Committee shall announce the recipient and present the Operator's Meritorious Service Award at the Awards Banquet at the Section Annual Conference.

(4) MEETINGS:

The Committee will meet as called by the Committee Chair.

Revision: March 1998



c. SAFETY COMMITTEE

(1) PURPOSE:

To promote an awareness of the importance of safe practices and preservation of our most valuable asset - our members. To establish and evaluate safety performance among the utilities and accord recognition to those deserving of same.

(2) STRUCTURE:

The Committee will consist of a Chair and at least two (2) other members. The Chair shall be a past member of the Committee and shall serve for two (2) years.

(3) MEETING, ACTIVITIES, AND REPORTS:

Acting in liaison with the Association, the Committee will distribute questionnaires, secure the Safety Award Certificates, make sure they are all properly endorsed, and present them to the recipients at the Awards Banquet during the Section Annual Conference. The recipients should be invited to attend the Awards Banquet. A full report of Committee activities and recommendations will be submitted at the Section Annual Business Meeting.

Revision: March 1998



4. SECTION ANNUAL CONFERENCE COMMITTEES

a. CONFERENCE ARRANGEMENT COMMITTEE

(1) PURPOSE:

The Committee is responsible for the supervision and coordination of the local conference preparations and arrangements. The Conference Committee will be responsible for the following phases of the Section Annual Conference: budget, funds, hotel reservations and arrangements, registration, and all other facets of the Section Annual Conference, including the coordination of all Committees participating in the program. Committee members in charge of the various functions should be recognized in the Conference Program.

(2) STRUCTURE:

The Committee will consist of the Secretary-Treasurer who will be the Chair of the Committee, the Section Chair, the Chair-Elect who is the Chair of the Conference Program Committee, the Chair of the Exhibits Committee, Chair of the Local Host Committee, and the Chair of the Hospitality Committee.

(3) DUTIES:

Arrange for, produce, and bring to a successful conclusion, the Section Annual Conference.

1. BUDGET: The Secretary-Treasurer is responsible for formulating a proposed budget for presentation to and approval by the Board at their March Meeting. The Budget should include the following:

a. Anticipated Income

- 1) Registration
- 2) Meal functions
- 3) Donations
- 4) Exhibitors



- 5) Other sources
- b. Anticipated Expenditures
 - 1) Stamps and mailing
 - 2) Printing of Programs
 - 3) Entertainment
 - 4) Special entertainment features
 - 5) Buses and any other transportation
 - 6) Spouses hospitality
 - 7) Flowers
 - 8) Banquet
 - 9) Prizes
 - 10) Special tours
 - 11) Secretarial expenses
 - 12) Expenses for invited guests
 - 13) Badges and stickers
 - 14) Special registration mementos
 - 15) Speaker's mementos
- 2. FUNDS: The Secretary-Treasurer is to handle funds connected with the Section Annual Conference.
 - a. The Secretary-Treasurer is responsible for handling all advance registrations.
 - b. The Secretary-Treasurer is responsible for paying all valid bills, including those accumulated during, before, and shortly after the Section Annual Conference.



3. HOTEL RESERVATION AND ARRANGEMENTS: The following items are to be included:
 - a. Arrangement for housing for the Section members.
 - b. Room arrangements for technical sessions.
 - c. Room arrangements for committee meetings.
 - d. Make arrangements for the menus, seating, and table arrangements for the banquet and all organized meal functions and social functions.

3. REGISTRATION:

- a. Advance Registration: The Secretary-Treasurer should be responsible for mailing out Conference announcements and information relating to the Section Annual Conference to all members on the mailing list. It should be noted that, in many cases, members may have to receive prior approval before attending the Section Annual Conference.
- b. On-Site Registration: The Secretary-Treasurer shall be responsible for the orderly registration of all persons attending the meeting, selling or supervising the sale of special event tickets, and accounting for all tickets issued to the registration desk.
 - 1) All members and guests, including spouses, attending any of the conference technical sessions, or the exhibits, are required to have a name badge as a receipt for registration or other admission fee.
 - 2) Only registered members and guests will be admitted to social events. Tickets may be required for admission to meal functions.
 - 3) A listing of all persons registering for the Section Annual Conference shall be prepared by the Secretary-Treasurer.

- (4) FUNCTION:

1. To provide guidance for the Conference Program, Exhibits, Local Host, Hospitality Committees, Meter Madness, Backhoe Rodeo, Operator's Bowl, Golf Tournament, Putting Contest, Casting Contest, and to supervise and



coordinate the activities and progress of each, thus preventing duplications of effort and insuring overall continuity of results.

2. To develop a timetable for the progress and completion of local Committee activities and to regularly check the progress of all planning.
3. To supply information pertaining to local arrangements needed by the Conference Program Committee.
4. Providing all the local information that is to be printed in the program to the Secretary-Treasurer. This includes costs, location and time of the various functions planned by the Conference Arrangements Committee, and the costs and location of the various breakfasts, luncheons, buffet dinner, and awards banquet.

Revision: March 1998



b. CONFERENCE PROGRAM COMMITTEE

(1) PURPOSE:

The Committee is responsible for completing the necessary detailed arrangements for the technical sessions and speakers, for supplying all equipment, projectors, public address systems, etc., needed for the sessions, for insuring the proper preparation of the technical session, for providing meeting room monitor for each session, and for assisting other committees in making similar arrangements.

(2) STRUCTURE:

The Chair-Elect shall be the Chair of the Conference Program Committee. The Committee shall be composed of two (2) subcommittees: The Technical Program Subcommittee and the Conference Program Activities Subcommittee.

The Conference Program Activities Subcommittee shall include at least six (6) members. Each member will be responsible for one (1) of the areas listed in the Activities Subcommittee duties, paragraph C.

The Technical Program Subcommittee shall include the Secretary-Treasurer, a Second Year Trustee, a First Year Trustee, and other members as assigned to insure a timely and educational program.

(3) CONFERENCE PROGRAM ACTIVITIES SUBCOMMITTEE DUTIES:

1. Golf Tournament: Make all reservations and arrangements for the Golf Tournament to be held on the Tuesday preceding the Section Annual Conference. Prepare flyer for Conference Registration Packet, reserve golf course, arrange on-site registration, pairing of teams, prizes, and conduct tournament. Registration fee shall include a contribution to the Terry L. McKanna Scholarship Fund
2. Putting Contest: Make arrangements and conduct Putting Contest to be held at the Meet & Greet Social Hour on Wednesday evening of the Section Annual Conference.
3. Casting Contest: Make arrangements and conduct Casting Contest to be held at the Meet & Greet Social Hour on Wednesday evening of the Section Annual Conference.



4. Backhoe Rodeo: Prepare an announcement for the preconference issue of The Solution H₂O newsletter. Contact backhoe vendors to donate the use of backhoes and props for the Backhoe Rodeo. Arrange for delivery and return of equipment, on-site registration, judges for rodeo, prepare ballot, retrieve traveling trophy, and order individual award. Invite the winner to attend the Awards Banquet to receive the award.
5. Operator's Bowl: Prepare an announcement for the preconference issue of The Solution H₂O newsletter. Prepare for and conduct the Operator's Bowl. Retrieve the traveling trophy to be given to winning team and order individual awards. Invite the winners to attend the Awards Banquet to receive the awards.
6. Meter Madness: Prepare an announcement for the preconference issue of The Solution H₂O newsletter. Contact a water meter vendor to donate parts to be used for the contest. Retrieve traveling trophy and order plaque to be given to winner. Invite the winner to attend the Awards Banquet to receive the award.
7. Trap Shooting: Make all reservations and arrangements for the Trap Shooting contest to be held on the Tuesday preceding the Section Annual Conference. Prepare flyer for Conference Registration packet, reserve shooting area, arrange on-site registration, prizes, and conduct tournament. Registration fee shall include a contribution to one or more charities.
8. Bowling: Make all reservations and arrangements for the Bowling contest to be held on the Tuesday preceding the Section Annual Conference. Prepare flyer for Conference Registration packet, reserve bowling alley, arrange on-site registration, prizes, and conduct tournament. Registration fee shall include a contribution to one or more charities.

(4) TECHNICAL PROGRAM SUBCOMMITTEE DUTIES:

1. Arrange for the Technical Sessions and speakers. Prepare the program for the Section Annual Conference and have it printed. Furnish a copy of the program to the Publications Committee for printing in The Solution H₂O newsletter. Have a design drawn up for the front cover of the Section Annual Conference Program.



2. Arrange with hotel and/or convention hall management for all details concerning equipment and setup of meeting rooms for technical sessions and social events.
3. Prepare, a list of all necessary equipment, signs, and electrical hookups needed for (a) technical and social event meeting rooms, (b) speaker ready room, and (c) registration setup.
4. Examine and check the availability and suitability of equipment to be furnished by or obtained from the hotel and/or convention hall.
5. Obtain from local sources firm commitments for equipment rental and operators' services not available from the hotel or convention hall (i.e. overhead projector, slide projector, projection screen, pointers, lapel microphones, and easels).
6. Prepare a detailed schedule of all equipment to be used for each conference session and function, showing equipment needed, from where it is to be obtained, location, and time of use.
7. Prepare a schedule of monitor assignments for each conference session and function. The monitor's duties will be:
 - a. To check each meeting room prior to every session for the presence and satisfactory equipment or setup of all necessary equipment (see Item 5 above).
 - b. To check each meeting room prior to each session for satisfactory lighting, ventilation, speakers' water pitcher and glasses, attendance sign-in sheets with pen/pencil, and speakers' and moderator's name place cards. Make speakers and attendees feel welcome.
 - c. To remain in attendance during entire time of each session to assist with equipment use, to regulate room ventilation and lighting, to distribute materials for the Speakers, to check proper closure of entrance and exit doors, and to do whatever appears advisable to insure the smooth function of each session.

Revision: January 2003



c. EXHIBITS COMMITTEE

(1) PURPOSE:

To organize table top exhibits of Manufacturers, Suppliers, Consultants, and Engineers, etc., for the Section Annual Conference.

(2) STRUCTURE:

A Trustee appointed by the Section Chair shall be the Chair of the Committee. The Chair-Elect, a Trustee, and two (2) other members shall serve as members of the Committee.

(3) FUNCTIONS & DUTIES:

Solicit exhibits for the Section Annual Conference, plan and set up arrangements for location and needed exhibit booths, working with the hotel, have vendor name signs printed, and available power requirements for the booths. Purchase prizes for drawings at the Social Hour on Wednesday. The Chair of the Committee will enter into contracts with the exhibitors for a fee approved by the Board.

Revision: March 1998



d. HOSPITALITY COMMITTEE

(1) PURPOSE:

Coordinate the hospitality activities of the Manufacturers, Suppliers, Consultants, and Engineers with the Section's activities as governed by the Bylaws.

This Committee shall determine the fees for the Manufacturers, Suppliers, Consultants, Engineers, and other commercial people attending the Section Annual Conference and shall sponsor a hospitality room and other social functions connected with the Section Annual Conference and other official Section Meetings. The planning and execution of these items shall be the responsibility of this Committee.

(2) DUTIES:

Arrange for entertainment following the buffet dinner on the first evening of the Section Annual Conference. Arrange for social hours prior to the annual buffet and Annual Awards Banquet. Purchase prizes if warranted by entertainment.

(3) REPORTS:

Report to Chair at the Section Annual Business Meeting during the Section Annual Conference as to participation by Manufacturers, Suppliers, Consultants, and Engineers.

Revision: March 1998



e. LOCAL HOST COMMITTEE

(1) PURPOSE:

The Local Host Committee is to arrange for the entertainment features, together with supporting personnel and equipment, scheduled for the conference social functions. All arrangements for entertainment will be in accordance with the limitation imposed by the conference budget. When the Committee has made a tentative selection of the entertainment and has obtained firm quotations from the entertainers, supporting stage personnel, sound and lighting equipment, etc., it should report to the Conference Arrangement Committee and secure approval before making definite commitments.

(2) FUNCTIONS & DUTIES:

The Local Host Committee will report to the Conference Arrangement Committee its final commitments. It is also to:

1. Make necessary arrangements for meeting press.
2. Supply someone to give the invocation at the opening session and Annual Banquet.
3. Supply a local dignitary to make a ten-minute address of welcome at the opening session.
4. Confer with local convention and visitors bureau representative and obtain pertinent information concerning the city and activities of interest to conference registrants:
 - a. Attractions
 - b. Events
 - c. Sightseeing possibilities
 - d. Sports
 - e. Special events



5. Purchase boutonnieres and corsages for the people at the head table and centerpieces for the tables. Seating arrangements at the head table will be approved by the Chair of the Section.
6. Prepare free-standing name place cards for head table and place them facing the audience. Prepare head table and trustee tables' name place markers using registration badge inserts and place these at the locations where each person is to sit.
7. Welcome the guests on their arrival at social functions and in general, placing those attending at ease.
8. Arrange for a Local Information Booth or table to be located near the Registration Desk. Information pertaining to local points of interest, stores, theater, and other attractions might thus be made available. The Committee should arrange to have one of its Committee members in attendance at all times if such a booth is provided.
9. The Chair should arrange with the hotel or convention bureau of the host city for clerical support to type up badges, stickers, etc., connected with the registration.
10. Make arrangements for the Board Appreciation Dinner on the Tuesday evening preceding the Section Annual Conference.

Revision: March 1998



5. AD HOC COMMITTEE

a. TERRY L. MCKANNA SCHOLARSHIP FUND COMMITTEE

The purpose of the Terry L. McKanna Scholarship Fund is to encourage the making of - and the receipt of - gifts, benefactions, and other donations by deed, will, direct gift, or otherwise, to establish and maintain scholarships to be awarded to students enrolled in an accredited college or university within the State of Kansas, who have the general intent of entering career fields in Waterworks Industry.

Refer to Formation Criteria for the Terry L. McKanna Scholarship Fund in Appendix G.



6. BOARD OF TRUSTEES

a. DUTIES:

The Board of Trustees shall have general supervision over all of the affairs of the Section and shall be its legal representative in all matters except as this duty may be specifically delegated. The Board of Trustees 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, the Bylaws, and the Governing documents of the American Water Works Association, and shall amend same as required. The Board of Trustees will develop, review, update, and execute the Section Mission Statement and Strategic Plan.



b. MEMBERSHIP

(1) CHAIR

REPORTS TO: Board

RESPONSIBILITIES

1. Supervise and coordinate affairs of the Section.
2. Administer the adopted policies and procedures of the Section as outlined in the Bylaws and Administrative Guidelines or by the Board.

(2) CHAIR-ELECT

REPORTS TO: Chair

RESPONSIBILITIES

1. Act as Chair in absence of Chair.
2. Oversee the activities of the Technical Program Committee.
3. Advise and counsel in matters related to membership activities.
4. Develop program of activities for upcoming year as assigned by the Chair.
5. Thoughtful consideration of Agenda items.
6. Miscellaneous duties as assigned by Chair.
7. See that the Technical Program is delivered to the Publications Committee so it can be printed in The Solution H₂O newsletter.

(3) SECRETARY-TREASURER

REPORTS TO: Chair

RESPONSIBILITIES

1. Attend all meetings of the Section, prepare Agenda, and record proceedings.



2. Handle all fiscal aspects of Section, including responsibility for all funds, filing of annual AWWA allotment and fiscal reports.
3. Custodian of all records of Section, such as Bylaws, regulations, procedure guides, etc.
4. Miscellaneous Section Annual Conference duties.
5. Miscellaneous duties as assigned, including up-to-date membership files, update of organizational chart annually, procurement of supplies, pins, plaques, etc.
6. Distribute Section newsletter.
7. Supervise activities of Management Association.

(4) DIRECTOR

REPORTS TO: Board

RESPONSIBILITIES

1. Represent Kansas Section on the National AWWA Board.
2. Represent National AWWA Board on the Kansas Section Board.
3. Coordination of AWWA and Section actions and activities.
4. Report to Board and Membership on AWWA activities.
5. Thoughtful consideration to Agenda items - voting member.

(5) DIRECTOR-ELECT

REPORTS TO: Board

RESPONSIBILITIES

1. Serve during the third year of the Director's term.
2. Perform the duties of the Director in case of absence or incapacitation of the Director.



3. Automatically become Director at the end of the term as Director-Elect.

(6) PAST-CHAIR

REPORTS TO: Chair

RESPONSIBILITIES

1. Coordination of Past Board with Present Board.
2. Advise and counsel Chair.
3. Thoughtful consideration to Agenda items.
4. Assist Chair in proper transition of duties and programs.
5. Chair of Nominating Committee.
6. Non Voting Member.

(7) TRUSTEES

REPORT TO: Chair

RESPONSIBILITIES

1. Principal promoters of membership of the Section (for details see Guide for Membership Committee), working through Section Membership Committee.
2. Liaison with Section Committees to promote active participation in programs and objectives of the Section. Assist various Committee Chairs in the dissemination of information to the membership.
3. Thoughtful consideration to Agenda items.
4. Become thoroughly familiar with Bylaws, regulations, procedure guidelines, especially Guide for Membership Committee, etc.
5. Recommend to the Nominating Committee those Section members deserving of consideration as possible nominees for future positions such as Section Officers, Committee Chairs or recipients of various awards.



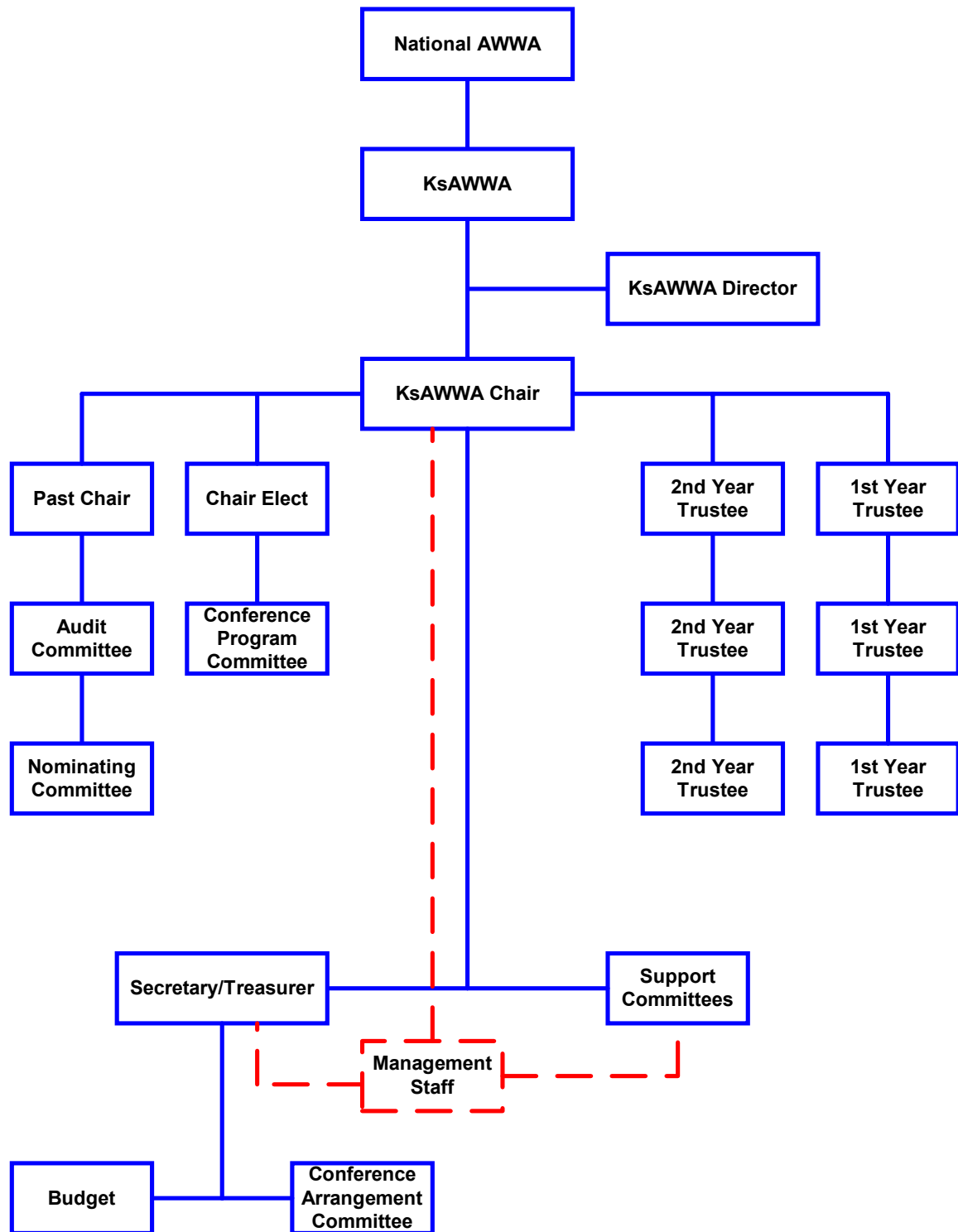
6. Miscellaneous as assigned, such as moderators at Section Annual Conference, etc.

Revision: March 1998



D. KsAWWA ORGANIZATIONAL CHART (Appendix A)

Revision: January 2002





E. BYLAWS (Appendix B)

BYLAWS OF THE KANSAS SECTION
AMERICAN WATER WORKS ASSOCIATION

Draft sent to AWWA for Approval

February 1998

Published in Solution H₂O for membership vote

ARTICLE I - NAME

The name of this organization shall be the "Kansas Section of the American Water Works Association", hereinafter called the "Section". The American Water Works Association shall hereinafter be referred to as "AWWA."

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 as noted in the AWWA Articles of Incorporation.

ARTICLE III - MEMBERSHIP

The membership of the Section shall consist of those members of AWWA residing in or having principal business activity in the State of Kansas and those assigned to Kansas Section by the Executive Director of AWWA.

ARTICLE IV - HEADQUARTERS

The headquarters of this Section shall be at the office of the Secretary-Treasurer, or at some other location specifically designated by the Board of Trustees, hereinafter called the Board.



ARTICLE V - OFFICERS AND GOVERNING BOARD

1. The governing body of this Section shall be known as the Board of Trustees and shall consist of the following officers:
 - a. A Chair
 - b. A Chair-Elect
 - c. A Secretary-Treasurer
 - d. A Director, who shall be the representative on the parent Association's Board of Directors.
 - e. A Director-Elect, who shall serve during the third year of the Director's term.
 - f. A Past-Chair, who shall be the most recent living Past-Chair of the Section.
 - g. Three Second Year Trustees
 - h. Three First Year Trustees
2. The Board shall execute the Section's business in accordance with the Bylaws and the Administrative Guidelines of the Kansas Section AWWA and the Articles of Incorporation, the Bylaws, and the Governing Documents of AWWA.
3. The terms of each of the officers shall be from one Section Annual Business Meeting to the close of the next Section Annual Business Meeting, which is approximately one (1) year, or until a successor is chosen, except in the following cases.

The Secretary-Treasurer shall take office thirty (30) days after the Section Annual Business Meeting and serve until thirty (30) days after the next Section Annual Business Meeting.

The terms of the Director shall be as provided in the Bylaws of the AWWA.



The term of the First Year Trustees and Second Year Trustees shall be for Two (2) years. Three Trustees shall be elected for a two (2) year term at each Section Annual Business Meeting, as provided in Article VIII and shall be identified as First Year Trustees. The First Year Trustees shall automatically become Second Year Trustees upon completion of their term as First Year Trustees. Members shall serve no more than two consecutive two-year terms as trustees.

The Chair-Elect shall be selected from the three Second Year Trustees, or from any member of the Section who has served a minimum of two (2) consecutive years as a Trustee, and shall automatically become Chair at the end of the term as Chair-Elect.

A Director-Elect shall be elected and serve during the third year of the Director's term. The Director-Elect shall automatically become Director at the end of the term as Director-Elect.

4. All of the officers of the Section shall be members of the Section in good standing.
5. Meetings of the Board shall include the Annual Business Meeting and a sufficient number of other meetings to conduct the business of the Section in a timely and effective manner. Meetings of the Board shall be called at the initiative of the Chair or at the request of any other officer.
6. A quorum of the Board shall consist of a majority of its members, as identified in Article V, Section 1.
7. The Board shall have general supervision over all of the affairs of the Section and shall be its legal representative in all matters except as this duty may be specifically delegated. The Board 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, the Bylaws and the Governing Documents of the AWWA, and shall amend same as required.

ARTICLE VI - DUTIES OF THE OFFICERS

1. The duties of the Chair shall be to supervise and coordinate all of the affairs of the Section and to preside at all meetings of the Section, except as may be otherwise specifically provided herein or directed by the Board. The Chair



shall also have the right to establish and/or dissolve committees with the approval of the Board.

2. The Chair-Elect shall perform the duties of the Chair in the latter's absence, together with such other regular duties as may be assigned by the Chair.
3. The Secretary-Treasurer shall attend all meetings of the Section and of the Board, duly recording the proceedings thereof; shall see that all monies due the Section are collected and shall promptly deposit the same to the credit of the Section in a depository which has been approved by the Board; shall perform all of the duties laid down in Article XI of the Governing Documents of AWWA; and shall perform such other duties as the Board may direct.
4. The Director shall be a member of the Section Board and a member of AWWA's Board of Directors in accordance with the provisions of the Governing Documents and Bylaws of AWWA and shall represent each one of those bodies in the deliberations of the other and shall act to coordinate and unify their actions.
5. The Director-Elect shall perform the duties of the Director in case of absence or incapacitation of the Director.

ARTICLE VII - SPECIAL NOTE ON GENDER PREFERENCE

1. Personal pronouns referring to either the masculine or to the feminine gender in these Bylaws shall be considered interchangeable where applicable and as the context requires or permits.

ARTICLE VIII - ELECTION OF OFFICERS

1. At least thirty (30) days prior to the Section Annual Business Meeting, the Chair shall appoint a Nominating Committee, with the approval of the Board consisting of four members. During the Section Annual Business Meeting, the Nominating Committee shall report to the Section at a previously announced business session of the Section and shall place in nomination at least one eligible candidate for each of the offices to be filled. Other nominations may also be made and received from members of the Section from the floor. From these nominees, the new officers shall then be immediately elected by vote of the Section members present, voting to take



place by "viva voce" or by ballot. The newly elected officers shall take office at the close of the annual meeting at which they were elected, according to Paragraph 3 of Article V.

2. All members of the Section in good standing, except for Multi-Section members, are eligible to nominate and vote.
3. Should any officer of the Section be unable to complete their term of office, the other officers of the Section may:
 - a. Select a qualified member of the Section to fill the vacancy, or at their discretion,
 - b. Nominate one or more qualified members of the Section for the office and conduct a letter ballot of all Section members to determine the choice of the Section membership.

ARTICLE IX - MEETINGS

1. The Section shall hold a Section Annual Business Meeting each year during the Section Annual Conference to elect officers and to conduct such other business as may be necessary. Voting rights for the purpose of electing officers and conducting other business matters of the Section at the Section Annual Business Meeting shall be as described in Article XIII. Action at the Section Annual Business Meeting shall be decided by majority vote of the members present, except the election of officers, which shall be decided by a plurality.
2. The Board shall hold meetings necessary to conduct the business of the Section. Voting rights for the purpose of conducting business matters at meetings of the Board shall be as described in Article VIII. Action shall be decided by a majority of the officers present.
3. The times and places of all meetings of the Section shall be fixed by the Board, or by a committee appointed by the Board, subject to the provisions of this Article.
4. It shall be a fixed policy of this Section to endeavor to cooperate with other Sections of AWWA 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.

ARTICLE X - SECTION FINANCES

1. Dues: Dues shall be assessed against members as required for membership in AWWA. The Section may, in accordance with the procedures defined in the Governing Documents and established guidelines of AWWA, apply for permission to levy a special dues assessment. The special 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 AWWA objectives and policies.
2. Fees: 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 and the Administrative Guidelines of the Kansas Section AWWA, and the Governing Documents and Bylaws of the Association.
3. Financial Controls: All Section finances shall be managed in accordance with these bylaws, the Administrative Guidelines of the Kansas Section AWWA, the Bylaws and Governing Documents of the Association, and all applicable financial rules and regulations of the State of Kansas. The Section shall conduct on an annual basis an independent audit of all Section finances. The audit shall be conducted by a qualified financial advisor who is neither an employee of the Section nor a member of the Section's Board.

ARTICLE XI - INDEMNIFICATION

1. All officers and any other official representatives of the Section shall be and they are hereby indemnified for expenses and costs incurred (including attorney's fees) by any of them in connection with any claim asserted against any of them by action in court or otherwise by reason of their service.
2. Such indemnification will not apply for the aforementioned individuals in regard to matters to which they or any of them shall have been guilty of



negligence or misconduct in respect to the matters in which indemnity is sought.

3. Indemnification is also provided by AWWA as described in their Bylaws, Article VI, Section 6.01.

ARTICLE XII - AMENDMENTS

1. Proposals for the amendment of these Bylaws may originate by a unanimous vote of the Board or by submission to the Secretary-Treasurer of a written petition signed by at least ten (10) members of the Section. Upon an amendment being proposed in either of these two manners, the Secretary-Treasurer shall furnish each member a copy of the proposed amendment. The proposed amendment shall then be voted upon by the members at the next Section Annual Business Meeting in the same manner as provided for in the election of officers (Article VIII), or may, at the discretion of the Board, be voted upon by letter ballot, provided, however, all members shall have at least thirty (30) days in which to consider the proposed amendment prior to a vote upon it.
2. Upon approval by a majority of the members voting on the proposed amendment, the Secretary-Treasurer of the Section shall submit the proposed amendment to the Executive Director of AWWA for approval or disapproval by the Association's Board of Directors. The amendment shall be effective upon notification of approval by the Board of Directors.

ARTICLE XIII - DISSOLUTION

1. In case of dissolution of the Section, such portions of the funds of property thereof in the hands of the Secretary-Treasurer as may have been derived from the general funds of AWWA shall be returned to AWWA.
2. The balance of the Section funds or property shall be disposed of by transfer and distribution to any one or more corporations, funds, 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".
3. 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 © 3 of the United States Internal Revenue Code, as they now exist or as they may hereafter be amended.

Any such receiving organization(s) shall be selected by vote of the majority of the members of the Section at a meeting 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 asset and property of the Section.

Approved: March 12, 1998



F. HARRY W. BADLEY AWARD (Appendix C)

Resolution for The Harry W. Badley Award of

Kansas Section American Water Works Association

WHEREAS, The late Harry W. Badley distinguished himself as an active American Water Works Association membership recruiter; and

WHEREAS, The Kansas Section Board of Trustees desires to recognize distinguished accomplishment in membership recruitment; and

WHEREAS, The American Water Works Association is currently engaged in the five (5) year "Every Member Get A Member" membership campaign;

RESOLVED, That the Award, a wall plaque worthy of pride, shall be presented each year at the Annual Banquet to the member of the Kansas Section who has accumulated the highest number of award points during the previous calendar year provided at least eight (8) points are accumulated;

RESOLVED, That the Award points shall be described as follows:

- a. One point for each Individual Active Membership recruited and one for each Organization Membership recruited of the lowest grade.
- b. Two points for each Organization Membership recruited of any grade greater than the lowest grade.
- c. One-half point for each Affiliate or Student membership recruited;

RESOLVED, That the Award year shall be January 1 through December 31, and that the new members shall be counted as printed on the "New Member" list received from AWWA Headquarters;

RESOLVED, That the Award will be made only to a candidate who has accumulated eight (8) points or more during the previous calendar year; and

RESOLVED, That the Award competition shall begin January 1, 1979, with the first possible award to the successful candidate to be made at the Kansas Section Annual Conference, March, 1980, with competition and Awards to continue thereafter.



G. OPERATOR'S MERITORIOUS SERVICE AWARD (Appendix D)

1. Award Title: OPERATOR'S MERITORIOUS SERVICE AWARD

2. Purpose of the Award:

Recognition of special performance in one or more of the following:

- a. Continuous compliance with public health standard in finished water.
- b. Consistent and outstanding contribution to plant maintenance thereby prolonging the useful lives of equipment.
- c. The development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment.
- d. Special efforts in the training of treatment plant operators.
- e. Special acts not directly related to water treatment, but which demonstrate dedication to the public beyond the normal operating responsibilities.
- f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines, pump stations and reservoirs.

3. The Award: An Operator's Meritorious Service Award Plaque.

4. Frequency of the Award:

No more than one award will normally be given each year per Section. However, larger Sections may give more than one based on one award per thousand Section members or fraction thereof. If there are no meritorious candidates, the Section will not give the award.

5. Eligibility for the Award:

Section members eligible to receive the Operator's Meritorious Service Award should be operators who are presently, or during the time period of the meritorious activities, working in the capacity of shift supervisors or superintendents.



6. Entry Requirements:

Submit full name and address and complete biographical information on each nominee on the entry form provided by AWWA along with supporting data concerning the meritorious service performed by the nominee.

7. Nomination Procedure:

A nomination for the award may be submitted by any AWWA Section Member to the Section Secretary who will transmit it to the Section Operator's Meritorious Service Award Committee for consideration.

8. Nomination or Submission Deadline:

Ninety (90) days prior to the Section Annual Conference.

9. Award Committee Membership

Each Section shall establish a Section Operator's Meritorious Service Award Committee composed of three (3) members including two (2) Section officers and one (1) other with special knowledge of water production, treatment, and distribution operations. The Section Chair shall appoint the committee members and designate one to serve as Chair.

10. Method of Selecting Award Recipients:

The Section Secretary will refer all nominations to the Section Operator's Meritorious Service Award Committee for consideration and evaluation, and if warranted, the Committee will select the awardee sixty (60) days prior to the Section Annual Conference.

11. Presentation of the Award:

The award will be presented at the Section Annual Conference by the visiting AWWA representative and will be formally announced by publication or otherwise at the American Water Works Association Conference and Exposition.



H. MISSION STATEMENT (Appendix E)

Kansas Section AWWA Mission Statement

January 22, 1999

The KANSAS SECTION AWWA mission statement is to bring together resources, people, and ideas to support safe drinking water for all Kansans.



I. STRATEGIC PLAN (Appendix F)

1. MEMBERSHIP

GOAL: To expand, maintain, recruit, and meet the needs of the KsAWWA membership.

ISSUE: Recruitment, Retention, Satisfaction, Participation, Mentoring, and Networking.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. Increase membership by three percent per year.	Membership	Annual Conference 2003
2. Achieve a ten percent growth in participation in KsAWWA activities and functions.	OTC Conference Program Community Relations	Annual Conference
3. Maintain a partnering program with new/old members and small/large systems.	OTC	On-Going
4. Communicate the value of KsAWWA membership to non-members.	OTC Membership Customer Service Community Relations	On-Going
5. Maintain an updated membership directory and resource guide.	Management Staff	On-Going
6. Actively recruit young and diverse professionals to KsAWWA and its committees.	Board of Trustees Membership OTC Young Professionals Diversity Committee	Annual Conference
7. Promote and encourage involvement in KsAWWA activities by all membership groups, including academic institutions.	Board of Trustees OTC Community Relations	On-Going



2. COMMUNICATIONS

GOAL: Increase communication links to members and non-members.

ISSUE: Members, Non-Members, Public, and Emergency Assistance.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. Maintain and update the web page.	Publication	On-Going
2. Maintain the number of Solution H2O issues at three.	Publications	On-Going
3. Market workshops and conferences to members and non-members	Conference Program OTC Management Staff	On-Going
4. Communicate to water utilities the benefits of their staff attending workshops, annual conference, and membership.	Community Relations Customer Service	On-Going
5. Develop web links to county and city web pages.	Management Staff Membership	January 2004
6. Increase advertising from vendors for various publications, including Solution H2O and Operator Training Manuals.	Publications OTC Management Staff	On-Going



3. EDUCATION AND TRAINING

GOAL: To provide education and training to Kansas water professionals.

ISSUE: Annual Conference, Outreach, Designing Creative and Diverse Programs, Support AWWA Programs, and Technology Transfer.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. To maintain a concurrent conference program at the annual conference specifically addressing operator and small system interests.	Conference Program OTC	On-Going
2. To selectively support AWWA teleconferences, a minimum of one conference per year.	Community Relations	On-Going
3. To conduct a minimum of one workshop in each KDHE district that addresses the area operators needs.	OTC	On-Going
4. To conduct a management seminar every other year with a topic on current interest.	Community Relations	2002
5. To promote educational opportunities on the KsAWWA web page.	Publications	On-Going



4. PROFESSIONAL ORGANIZATIONS

GOAL: Improve working relationships with other professional, water related organizations.

ISSUE: Work with other water related organizations.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. Continue and improve relationships with other water related organizations.	Board of Trustees OTC Community Relations Customer Service	On-Going
2. Develop working relationships with Health professionals.	Board of Trustees OTC Community Relations Customer Service Publications	December 2003



5. MANAGEMENT

GOAL: To achieve sound management of the Kansas Section.

ISSUE: Financial Management, Resources, and the Operations and Administration of KsAWWA.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. Maintain a 5 year, long range financial plan.	Budget Management Staff Secretary/Treasurer	On-Going



6. SECURITY

GOAL: Provide information and resources for best practices for Kansas Section members.

ISSUES: Organizational Capacity, Emergency Preparedness, Resource Materials, Funding, and Regulatory Requirements.

<u>OBJECTIVE</u>	<u>COMMITTEE</u>	<u>TIME LINE</u>
1. Provide 1 session of security related issues at Annual Conference.	Conference Program	Annual Conference 2002
2. Form security Ad-Hoc Committee for Kansas Section.	Board of Trustees	March 2002
3. Identify and prioritize security issues for Kansas Section.	Ad-Hoc Committee	May 2002
4. Provide security materials for OTC training manuals.	Board of Trustees Ad-Hoc Committee	December 2002

Strategic Plan Revision: December 07, 2001



J. TERRY L. McKANNA SCHOLARSHIP FUND (Appendix G)

Last Revised: January 02, 2003

Standing Committee Formation Criteria

for the

Terry L. McKanna Scholarship Fund

of the

Kansas Section, American Water Works Association

ARTICLE I

Name

The name of this Committee shall be “The Terry L. McKanna Scholarship Fund” (TLMSF), a standing committee of the Kansas Section of the American Water Works Association (KsAWWA).

ARTICLE II

Duration

The period of duration for this Scholarship Fund is intended to be perpetual through the possible establishment of an Endowment Fund. In the event the Scholarship Fund is dissolved, accumulated funds will revert to the KsAWWA.

ARTICLE III

Objectives

The purpose for which the TLMSF is organized is to encourage the making of - and the receipt of - gifts, benefactions and other donations by deed, will, direct gift, or otherwise, to establish and maintain scholarships to be awarded to students enrolled in an accredited college or university within the State of Kansas, who have the general intent of entering career fields in Waterworks Industry.



ARTICLE IV

Headquarters

The headquarters of the TLMSF shall be at the office of the Secretary-Treasurer, KsAWWA, unless an alternate location is specifically designated by the governing board of KsAWWA.

ARTICLE V

Governing Board of Directors

The governing body of the TLMSF shall be an executive group of directors, hereinafter sometimes referred to herein as the Board. The immediate (or next available) Past-Chair of KsAWWA will serve as an ex-officio, nonvoting member of the TLMSF Board and will function as a liaison with the KsAWWA Board.

The affairs of the TLMSF shall be managed by the Board of Directors, consisting of five members appointed by the officers of the KsAWWA. The Board members may be as follows with no more than two members from any one of the following categories:

1. Water Utility Employee
2. Professional Engineering Consultant
3. College or University Professor
4. Manufacturing Company Representative
5. Manufacturer's Supplier Representative
6. Representative(s) from the Kansas Department of Health and Environment and/or other State agency approved by the KSAWWA Board.

All Board members must be members of KsAWWA.

Terms of Directors

TERMS OF DIRECTORS shall be based on the administrative year of KsAWWA, (generally from one Section Annual Conference to the next), on a give year rotation. The terms of the Directors will be staggered to enable the appointment of one new



member to the Board each year. No member of the Board shall serve more than two terms as Director. Unfilled terms will be filled by appointment by the Chair of KsAWWA.

The Board of Directors shall consist of the offices of CHAIR, VICE CHAIR, SECRETARY-TREASURER AND two other Directors. The officers shall be elected for a one-year term by the Board of Directors with the term of office generally corresponding to the administrative year of KsAWWA.

The immediate (or next available) Past-Chair of KsAWWA shall serve as an ex-officio member of the Board for a one-year term, generally corresponding to the administrative year of KsAWWA.

ARTICLE VI

Notice of TLMSF Board Meetings

NOTICE OF ALL MEETINGS OF THE BOARD, date, day, hour, and location and the purpose for which such meeting is called shall be given by the Chair, Vice Chair or Secretary, by written communication to all Board Members and the KsAWWA Chair.

Unless otherwise called, one Board meeting per year will be held during the SECTION ANNUAL CONFERENCE OF KsAWWA at a time not conflicting with TECHNICAL PROGRAMS.

At any meeting of the TLMSF Board Members, three members in good standing shall constitute a quorum. When a quorum is present at any meeting, a majority of those present in person shall decide any question brought before such meeting, unless the question is one upon which, by express provision of law, or other KsAWWA bylaws, a larger or different vote is required, in which case, such express provision shall govern and control the decision of such question.



Scholarship Application Information
for the
Terry L. McKanna Scholarship Fund
of the
Kansas Section of the American Water Works Association

Objectives

The Kansas Section of American Water Works Association (KsAWWA) has established a scholarship fund entitled the Terry L. McKanna Scholarship Fund (TLMSF) for qualified students enrolled in an accredited college or university in the State of Kansas. Qualifying curriculum for scholarship applicants shall include courses related to civil or environmental engineering or environmental science with emphasis on career fields associated with the Waterworks Industry.

The TLMSF will consider applications for one or more scholarships per year in the amount of one thousand dollars (\$1,000). The purpose of these scholarships is to encourage enrollment in educational studies related to career fields associated with the Waterworks Industry.

Eligibility and Application Requirements

1. The applicant must be enrolled in a two- or four-year accredited college or university program as previously stated.
2. The applicant must be a citizen of the United States.
3. The application (furnished) must be completed in full with a two-page (or less) typewritten essay, describing the applicant's career plans. A recommendation from at least one professor in the applicant's major field of study, such as a mathematics or science teacher, must be included with the form.
4. The applicant may be a graduate or under-graduate student.
5. An applicant receiving financial aid from the applicant's employer which constitutes more than 50 percent of the applicants annual costs for tuition and fees is not eligible for scholarship aid from the TLMSF of the KsAWWA.



Selection Criteria

The following point system will be used by the TLMSF of the KSAWWA as the basis for selecting a scholarship recipient:

<u>Evaluation Criteria</u>	<u>Total No. of Points Possible</u>
Relation of course studied to the waterworks industry	30
Grade point average	30
Essay on career plans	20
Recommendation by Professor	10
Professional activities, offices held, and/or work experience	<u>10</u>
Total Possible Points:	100

In the process of awarding scholarships when multiple candidates are available, the applicant with the highest point total shall be preferred.



APPLICATION FORM
FOR THE
TERRY L. McKANNA SCHOLARSHIP FUND
OF THE
KANSAS SECTION AMERICAN WATER WORKS ASSOCIATION

Name: _____
(Last) (First) (Middle)

Permanent Mailing Address: _____
(Number and Street)

(City) (State) (Zip Code)

Telephone Number: (____) _____ Date of Birth: _____

Social Security Number: _____ Marital Status _____

College/University: _____

School Mailing Address: _____

(City) (State) (Zip Code)

Major Field of Study: _____

Cumulative Grade Point Average: _____



INSTRUCTIONS:

If you are selected to receive a scholarship, the amount of the award will be one thousand dollars (\$1,000).

Mail this application to:

KCK BPU
c/o Frank Yau, Chair of TLM Scholarship Fund
4301 Brenner Road
Kansas City, Ks 66104-5531

NOTE: PLEASE PRINT OR TYPE THE REQUIRED INFORMATION ON THIS FORM.



INCLUDE WITH APPLICATION: Prepare an essay of two pages, or less, discussing the course of study in which you are enrolled and your career plans in the Waterworks Industry.

Deadline for receipt of application is Friday, May 31, 2002.

ACTIVITIES: Work experience: List part-time and summer jobs you have held since entering college/university.

EMPLOYER: _____

DUTIES: _____

EMPLOYER: _____

DUTIES: _____

EMPLOYER: _____

DUTIES: _____

EMPLOYER: _____

DUTIES: _____



COLLEGE/UNIVERSITY ACTIVITIES

INSTRUCTIONS: List, in the order of your interest, your on-campus and off-campus extracurricular activities (other than jobs) that you have been involved in since entering college/university.

Activity: _____

Your most significant contribution: _____

Activity: _____

Your most significant contribution: _____

Activity: _____

Your most significant contribution: _____

Activity: _____

Your most significant contribution: _____



PROFESSIONAL ACTIVITIES AND MEMBERSHIPS:

List professional activities (other than jobs) that you have been involved in during your college/university career.

_Activity: _____

Your most significant contribution: _____

Activity: _____

Your most significant contribution: _____

Activity: _____

Your most significant contribution: _____

HONORS: List any special honors and scholarships you have won, either in or out of school, since you entered college/university.

DESCRIPTION OF HONOR OR SCHOLARSHIP:

NOTE: If space provided is not sufficient, PLEASE list your activities on a separate sheet and attach.



Application Form
(University or College Official or Professor Recommendation)
for the
Terry L. McKanna Scholarship Fund
of the
Kansas Section American Water Works Association

1. Applicant's Name: _____
2. Describe, in your own words, why you feel this applicant should be considered for award of this scholarship.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

College/University: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone(____) _____



K. KsAWWA CALENDAR (Appendix H)

<u>MONTH</u>	<u>ACTIVITY</u>
September	<ul style="list-style-type: none"> SECTION ANNUAL CONFERENCE Incoming Chair have Committee Chairs selected.
October	<ul style="list-style-type: none"> Thank you letters to Annual Conference Speakers and Exhibitors.
November	<ul style="list-style-type: none"> Finalize Committee members. Finalize Committee list. Mail Administrative Guidelines to each Committee Member. Submit Solution H₂O Articles.
December	<ul style="list-style-type: none"> 1st Board of Trustees meeting. Strategic Plan review with Committee Chairs. Fiscal Budget and 5 Year Projection.
January	<ul style="list-style-type: none"> Update Administrative Guidelines. (Revised January 2002)
February	<ul style="list-style-type: none"> Chair-Elect Drafting Annual Conference Program for 2nd Board of Trustees meeting.
March	<ul style="list-style-type: none"> 2nd Board of Trustees meeting. Tentative upcoming Annual Conference Program. Tentative speakers for upcoming Annual Conference Program.
April	<ul style="list-style-type: none"> Confirm speakers for upcoming Annual Conference Program. Submit Solution H₂O Articles.
May	<ul style="list-style-type: none"> Confirm Annual Conference Program 3rd Board of Trustees meeting.
June	<ul style="list-style-type: none"> AWWA NATIONAL CONFERENCE
July	<ul style="list-style-type: none"> Mail Section Annual Conference Registration packet. Finalize Annual Conference arrangements. Print Section Annual Conference program and Awards Banquet program. Submit Solution H₂O Articles.
August	<ul style="list-style-type: none"> 4th Board of Trustees meeting. Prepare Committee reports for Section Annual Business meeting.



L. KSAWWA MEMBERSHIP by COUNTY (Appendix I)

Revised: September 2000

Cheyenne 1	Rawlins 0	Decator 0	Norton 2	Phillips 1	Smith 0	Jewell 1	Republic 1	Washington 1	Marshall 1	Nemaha 0	Brown 3	Doliphan 0		
Sherman 0	Thomas 4	Sheridan 1	Graham 0	Rooks 0	Osborne 1	Mitchell 1	Cloud 4	Clay 2	Riley 17	Pottawatomie	Jackson 1	Atchison 6	Leavenworth 19	
Wallace 1	Logan 2	Gove 0	Trego 1	Ellis 6	Russell 1	Lincoln 0	Ottawa 1	Dickinson 4	Geary 6	Wabaunsee 2	Shawnee 49	Douglas 23	Johnson 214	
Greeley 0	Wichita 3	Scott 0	Lane 0	Ness 2	Rush 1	Barton 11	Ellsworth 5	Saline 18	Morris 0	Lyon 10	Osage 7	Franklin 11	Miami 8	
Hamilton 0	Kearny 0	Finney 10	Hodgeman 0	Pawnee 1	Stafford 0	Reno 14	Rice 4	McPherson 11	Marion 1	Chase 0	Greenwood 1	Coffey 2	Anderson 1	Linn 4
Stanton 0	Grant 1	Haskell 1	Gray 2	Ford 12	Kiowa 0	Pratt 4	Kingman 2	Segwick 55	Butler 10	Elk 5	Woodson 2	Allen 7	Bourbon 10	
Morton 2	Stevens 3	Seward 4	Meade 1	Clark 0	Comanche 0	Barber 2	Harper 2	Sumner 4	Cowley 19	Chautauqua 1	Montgomery 10	Labette 10	Cherokee 6	
													Wyandotte 46	

OUT OF STATE

- Missouri - 24
- Colorado - 7
- Texas - 3
- Oklahoma - 2
- Arkansas - 1
- Illinois - 1
- Minnesota - 1
- Montana - 1
- North Dakota - 1
- Nebraska - 1
- New York - 1
- Pennsylvania - 1
- Wisconsin - 1



M. KsAWWA Management Services (Appendix J)

The Administrative Management Services for KsAWWA constitutes a contract between KsAWWA and said Administrative Management Service. The following contract agreement and services shall be provided for by the Administrative Management Service and compensation for these services shall be paid by KsAWWA.

AGREEMENT and CONTRACT FOR KsSECTION AWWA MANAGEMENT SERVICES

Administrative management of the KsAWWA will constitute an agreement between KsAWWA and HCB Management Services. The following is a listing of the services to be provided by HCB and those fees to be paid by KsAWWA.

Scope of services to be provided:

Paragraph A -

Meetings

- Provide coordination between Board members and the National AWWA.
- Assist with the site selection, format and the general logistics of future annual meetings.
- Coordinate with Committee Chairs to invite guests and speakers.
- Account for all finances, including registration fees for attendees and exhibitors.
- Enter all registrants and exhibitors in a data base.
- Coordinate functions of meeting facility with KsAWWA Board.
- Be available to assist with registration at Annual Section Conference.
- Coordinate with Host Utility for additional registration help at annual conference.
- Assist KsAWWA Board in finalizing arrangements with the hotel and speakers, to include making the necessary AV equipment arrangements.
- Design, create and disseminate conference registration packets, conference program, exhibitor prospectus, and banquet program.
- Send exhibitor confirmation packets to exhibitors.
- Provide the necessary communication to all exhibitors and prospective exhibitors to insure a good exhibit hall.
- Attend one-day meetings of the Board of Trustees to record minutes, to include any special Board meetings.
- Prepare and distribute agendas and minutes for all KsAWWA board meetings.
- Attend Regional Officers Training Workshop.



Paragraph B -

Publications

- Maintain and distribute a calendar of all KsAWWA activities.
- Coordinate printing and mailing of OTC Workshop invitations.
- Coordinate advertising in the newsletter; solicit payment from advertisers with assistance from the chair of the Publications Committee. Arrange for articles, printing and mailing of the newsletter with the assistance of the Publications Committee.

Paragraph C -

Membership

- Support solicitation efforts to increase membership in KsAWWA, and provide the Membership Chair with on-going membership recruitment and retention services/support.
- Update and prepare annual membership directory and distribute at the Annual Section Conference.
- Maintain a complete membership database in the computer database.
- Maintain a supply of membership applications for Section use.
- Maintain an operators listing database by OTC sections.
- Maintain a mailing list for OTC by sections.

Paragraph D -

Committees

- Provide additional support to KsAWWA committees as directed by the board.

Paragraph E -

Management Service Responsibilities

- Provide permanent address, telephone number and e-mail address for Section headquarters.
- Use of office space, office equipment, computer and related software as needed.
- Establish and maintain relations with appropriate organizations.
- Provide storage for KsAWWA owned property.
- Provide bulk mailing permit.



Paragraph F -

KsAWWA Responsibilities

- All costs associated in layout and printing of brochures, and newsletters.
- All customized artwork, artwork, etc., or printing for other jobs done at a printer.
- Postage/Shipping/Courier expenses incurred on behalf of KsAWWA.
- Percentage of bulk mailing permits to be used on newsletters, OTC workshop invitations, and other miscellaneous mailings for the Section.
- Any accountant's fees for financial assistance on behalf of KsAWWA.
- Any attorney's fees for any legal assistance on behalf of KsAWWA.
- Expenses to Regional Officer's Training Workshop.
- Expenses to Annual KsAWWA Conference.
- Expenses for storage of KsAWWA owned property if said property should exceed normal office equipment and supplies.

FEE STRUCTURE

HCB Management Services will provide the services in Paragraphs A through E for \$1,500 per month to KsAWWA beginning on October 1, 2001. KsAWWA will be responsible for items listed in Paragraph F. Agreement and scope of services to be reviewed at the Annual Section Conference each year. Either party may declare their intentions to terminate this agreement in writing within 60 days of expiration date or agreement will automatically renew for another year.

Accepted:

Accepted:

(Ms.) Hank Corcoran Boyer

KsAWWA Representative

HCB Management Services

Date

Date