

AIR & WASTE MANAGEMENT ASSOCIATION

SOUTHERN SECTION

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POLICY MANUAL

OPERATING GUIDELINES INCLUDING:
ORGANIZATION STRUCTURE and
OBJECTIVES

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Date	Changes	Approved

OPERATING GUIDELINES

This Policy Manual contains operating guidelines including:

- Organization Structure;
- Committee Structure; and
- Objectives of A&WMA - Southern Section

All members of the Board and committee chairs should read and be aware of this Guidebook's full contents to properly understand the role that they are expected to play.

ORGANIZATION STRUCTURE

The Air & Waste Management Association - Southern Section operates as the not-for-profit entity under Section 501(c)(3) of the Internal Revenue Code of the United States.

Officers and Executive Board

The Officers of the Section are designated as the Chair, Vice-Chair, Secretary and Treasurer.

The Executive Board of the Section consists of the four elected officers of the Section, four elected directors of the Section (one from each State represented in the Section), the previous year's Chair of the Section, the Chair of each Chapter within the Section, and all members of the Section who are directors of the Air & Waste Management Association.

The Board should concern itself with policy matters. Most of the detailed discussions involved in the Section's activities should take place at the committee level. Board members with interest in specific activities can provide input at that level.

Committees

Committees exist at the pleasure of the Chair. Ordinarily Committee Members will also be members of the Board, but this is not a requirement. However, Committee Members must be members of the Section.

Standing Committees

As provided in the Bylaws, the Section may operate with any or all of the following Committees:

Membership Committee
Program Committee

Publications Committee
Bylaws Committee

General

Air and Waste Management Association rules require that all Executive Officers and all Directors of the Section belong to the International body, i.e., be a member of the Association, in addition to any local Section membership.

All Officers and Directors are encouraged to regularly check the Bylaws, to keep responsibilities and/or scheduling in mind.

The Chair and the Vice-Chair of the Section each serve one-year terms. The Vice-Chair is Chair-Elect, the Secretary and Treasurer are each elected to serve a two-year term. Elections are by a majority vote of the members voting by ballot. (Bylaws Art. V, § 2).

The Section operates on a calendar year from January 1 through December 31. New Board Members and Officers shall take office on the first day of January of the calendar year in which their term shall begin. (Bylaws Art. IV, § 1).

If any Board Member demonstrates inactivity over a period of seven months, that Board Member shall be contacted by the Chair to determine continued interest in participating on the Board. The Chair nominates members to fill vacancies on the Board until the next election.

The Section shall evaluate annually its various chapters against criteria established by the Board. The Chapter attaining the highest score shall be designated Chapter of the Year and the award will be announced at the next annual meeting of the Section.

The Board may take action during a meeting by way of a majority vote so long as a quorum is present. (Bylaws Art. VII, § 1). Alternatively, members of the Board may vote by email or paper ballot without the necessity of a formal meeting if so requested by the Chair.

FINANCIAL Procedures

Approvals and Payments

- 1.1 Board members may not commit to expenditures unless specific approval has been obtained from the Board.
- 1.2 Invoices for expenditures that are within the Board approval are to be dated, approved by a Board member and forwarded to the Treasurer for payment.
- 1.3 Checks or other income received by the Board members are to be forwarded to the Treasurer, for deposit, with explanatory documentation.

Accounts for Conferences and Other Events (e.g. Seminars, Meetings)

- 2.1 The Committee responsible for a specific program can establish a separate account for the event.
- 2.2 The event committee may decide the institution where the account is to be established, and the signing officers. There shall never be less than two signing officers, one of whom will be the Event Treasurer.
- 2.3 Before opening any account, the event committee will prepare a specific budget and present it to the Board for approval. If advance moneys are required, the Treasurer will issue these upon approval by the Board.
- 2.3 All income and expenditures relating to the event will be handled through the event account by the responsible signing officers.
- 2.5 Following conclusion of the event the committee will present a full financial statement concerning the event to the Board. If there is any balance of the event account it should be forwarded to the Treasurer, and the event account closed. If the event account contains insufficient funds to meet expenses, the event committee will bring a motion to the Board to approve an extraordinary expenditure (c.f.2.3).
- 2.6 The Treasurer has the responsibility to verify that the event financial records received are correct and complete. The event Committee is responsible to ensure that the complete records for all events occurring in the current fiscal year are in the hands of the Treasurer in advance of closing the Section books for annual audit.

OFFICERS

CHAIR

OBJECTIVES

Provide support and direction to:

- Officers
- The Executive Board
- Committee Chairs
- Committees
- Chapter Chairs

Prior to the initial Board Meeting of the operating year the Chair should review this Policy Manual to determine specific objectives that are important to him/her and which he/she wishes to emphasize to the Board.

Before July 1 of each year, the Section Chair shall appoint a Nomination Committee of not less than three full members. Not more than one of the committee members shall be a member of the Executive Board.

At the initial Board Meeting of the operating year, provide information to prepare Executive Officers and Directors for their duties in the forthcoming year.

Explore closer relations and/or co-operative ventures with other professional organizations, and with other A&WMA Sections.

Choose the committee structure for the next year. One of the principles to be kept in mind is that of continuity in committee operation.

Represent the section on the A&WMA Sections Council or nominate a representative.

Plan the Board meetings for the year.

Call special meetings as may be necessary.

Appoint all Committees and an auditor.

Preside at all meetings of the Section

Preside at all meetings of the Executive Board.

VICE-CHAIR

OBJECTIVES

Prepare for succeeding as Chair:

- Critically review the performance of the Officers and the Committees in the current year.
- Prepare an action plan for the upcoming year including a review of committees

Ensure the adequacy, quality, and operation of the Program Committee, and report regularly at Board meetings.

Oversee the activities of the Webmaster, the Communications Coordinator and the Newsletter Coordinator.

Provide support for the Chair as required.

Assist the Chair with relations, both existing and developing, with other organizations, as required.

Preside at all meetings in the absence of the Chair.

Assume the duties and functions of the Chair in the event the office of the Chair shall become vacant through resignation or other reason.

TREASURER

OBJECTIVES

Report at each Board Meeting in person or by Deputy on the financial state of the Section.

Coordinate with the Scholarship Awards Committee with respect to Scholarship payment timing, etc.

Maintain complete and accurate records of all financial transactions.

Furnish financial reports to the business meetings of the Section or the Executive Board meeting as requested by the Chair.

Submit reports and accounts for an annual audit to an auditor appointed by the Chair.

Surrender at the end of his/her term of the office to his/her successor all properties and records of the Section which are in his/her custody.

Ensure that each conference (etc.) Chair knows his/her funds handling responsibilities and our reporting requirements.

Assist in compiling financial information for the annual report due to Headquarters.

Receive and disperse moneys and keep accurate and complete records of transactions in accordance with the Financial Rituals.

Assist in preparation of the annual operating budget.

Reconcile the monthly bank statement to the record-keeping system.

Monitor the investment program and advising the Board of appropriate courses of action.

Prepare and submit all annual tax returns and related filings, and act to protect the Sections 501(c)(3) tax status, including a 1099 Misc. IRS form to any employee making more than required by the IRS (currently \$600 annually).

SECRETARY

OBJECTIVES

Assist with booking Board meetings as requested by the Board. The planning of meetings should include making any necessary preliminary arrangements (e.g., making reservations for meeting space, room rates (as applicable), parking, food and beverages).

Maintain the Section's master timetable, to facilitate planning Section activities.

Record official business of the Section through writing, retention, and distribution of minutes. As a part of these duties, the Secretary or designee should similarly record all meetings of the Executive Committee and Board of Directors.

Send out meeting notices and agenda for Board meetings.

Maintain copies – paper or electronic – of all official business for the Section – meeting minutes, letters, conference flyers and program materials, and other archival information that may be applicable to future events.

Maintain the Section Policy Manual

PAST CHAIR

OBJECTIVES:

Provide support for the Chair as required.

Ensure that the Association's annual report is completed and sent out by the deadline. This shall include written annual Chapter Reports and any committee reports that are submitted by the committee chairs.

Ensure the adequacy, quality, and operation of the Nominating Committee, and report regularly on the Committee's progress at Board Meetings.

Ensure the adequacy, quality, and operation of the Bylaws Committee, and report regularly on the Committee's progress at Board Meetings.

STANDING COMMITTEES:

MEMBERSHIP COMMITTEE

REPORTS TO: Secretary

OBJECTIVES

The committee should address the following:

- In conjunction with A&WMA, ensure that the Section's membership list is updated on a regular basis
- Provide quarterly reports to the Board on membership numbers
- Contact delinquent members and encourage them to renew their memberships.

The Membership Committee Chair should represent the Section on the A&WMA Membership Committee or nominate a deputy preferably from the Section's Membership Committee.

PROGRAM COMMITTEE

MEMBERS: the Board

REPORTS TO: Chair

OBJECTIVES

Assist in preparing a detailed action plan for next year, which would include the following:

- A review of the Section's performance during the current and recent years.
- Assisting the Technical Program Committee to plan meetings and themes for next year.
- Keep Strategic Plan up to date.

Consider planning activities such as:

- Breakfast/lunch meetings
- Workshops - talk to Pittsburgh
- Seminars
- Joint dinner meeting with other groups
- Any other worthwhile ideas
- Special meetings

NOTE: Try to maintain balance in the preparation of technical programs with respect to orientation of papers and speakers (government - industry - general public - consultant, etc.).

PUBLICATIONS COMMITTEE

REPORTS TO: Vice-Chair

OBJECTIVES

Prepare or oversee preparation of Section publications including electronic newsletters and any printed materials.

BYLAWS COMMITTEE

REPORTS TO: Past Chair

OBJECTIVES

Continue review of Bylaws to ensure that these meet the needs and agree with the operation of the organization.

SPECIAL COMMITTEES:

NOMINATING COMMITTEE

MEMBERS: Appointed by Chair

OBJECTIVES

Preparation of lists of nominees for Officers and for Board Members for the next year.

Pursuant to the duty set out above, prior to July 1 of each year, the Section Chair shall appoint a Nomination Committee of not less than three full members, not more than one of whom shall be a member of the Executive Board. The Nomination Committee shall nominate one or two candidates for each office and for each Executive Committee vacancy to be filled at the next election. The Committee shall obtain acceptances and present the slate to the Executive Board no later than October 1. (Bylaws Art. VIII, §1).

Assistance to the Vice-Chair, as required, with the selection of committee chairs for the next year.

Assistance to the Chair, as required, with the nomination of auditors for next year. Auditors should be at least two persons dealing at arms length personally and professionally with the Treasurer.

Assistance to Committee Chairs, as required, with recruitment of committee members.

NOTES: As nominations for all of these positions require considerable preparation, the committee should consider nominations early in the operating year, in order to

receive Board approval and then prepare the nominations for submittal by the November 1st deadline. Nominations should be solicited from the membership through the newsletter.

A&WMA International encourages nominees for Executive positions, directorships, committee positions, and awards. They say that they would like a nominee for each such from each Section and Chapter each year.

SCHOLARSHIP AWARDS COMMITTEE

REPORTS TO: Vice-Chair

OBJECTIVES

Prepare the Annual Section Scholarship Awards List for approval by the Board.

NOTES:

- Winner's awards and expenses are paid out of the Section's Scholarship Funds.

[What follows in this draft are some optional positions and possible additional organizational structure for discussion by the Board]

COMMUNICATIONS COORDINATOR

REPORTS TO: Board

OBJECTIVES

Promotion of the Chapter through e-mail notices as provided by Board members

WEBMASTER

REPORTS TO: Publications Committee

OBJECTIVES

- Development and maintenance of a Section Web-Page.
- Posting of Section publicity materials.

NEWSLETTER COORDINATOR

REPORTS TO: Publications Committee

OBJECTIVES

Compile and distribute the electronic newsletter three times per year.

- In conjunction with the Web Site committee, investigate and implement options for ensuring optimal efficiency and reduced costs for section publications, mailings and electronic publishing.

CRITERIA FOR CHAPTER OF THE YEAR

Meet professional needs of A&WMA

Headquarters conferences/workshops/professional development courses	3 pts first day/2 pts each additional day/20 pts max
Chapter conferences/workshops/etc	2 pts first day/1 pt each additional day/5 pts. max
Local membership meetings	2 pts per meeting/20 pts max
Local Board Meetings	1 pt per meeting/6 pts max
Section Board Meetings	1 pt per meeting/6 pts max
Annual Report submitted on time	4 pts
Professional articles in <i>Journal of the Air & Waste Management Association</i>	2 pt per article/8 pts max
Professional articles in <i>EM</i>	1 pt per article/2 pts max
Encourage individual achievement	
QEP certification	1 pts per new QEP/10 pts max
Scholarship	1 pt per \$200/10 pts max
Help grow A&WMA	
Newsletter	2 pts per newsletter/10 pts max
Participate in A&WMA leadership	
Members who serve on the A&WMA Board of Directors, Association Officer or Council Officer (Chair or Vice-Chair)	4 pts each/8 pts max
Members who serve on Board or Council Ad Hoc or Standing Committee (Note: No points awarded if points have been awarded for that person in the above category)	3 pts each/18 pts max
Improve communication between members and A&WMA governing and administrative units	
Chapter event where A&WMA leadership was speaker	1 pt per event/3 pts max
Totals	