

NEW JERSEY  
WATER ENVIRONMENT ASSOCIATION  
njwea.org

***Manual of Policies,  
Administrative Practices  
and Procedures***



**Date Amended: September 8, 2022**

## TABLE OF CONTENTS

I.	ESTABLISHMENT.....	1
II.	MEMBERS.....	1
	A. General	
	B. Officers	
	C. Executive Director and Deputy Executive Director	
	D. Attendance at WEF Conference & Other Meetings by Officers	
	E. Governing Council	
III.	STANDING AND SPECIAL COMMITTEES.....	7
	A. Executive Committee	
	B. Nominating Committee	
	C. Policy Advisory Committee	
	D. Awards Committee	
	E. Biosolids and Energy Committee	
	F. Budget and Finance Committee	
	G. Collection Systems Committee	
	H. Conference Management Committee	
	I. Constitution & By-Laws Committee	
	J. DRBC Technical Advisory Committee	
	K. Education & Training Committee	
	L. GIS/Asset Management Committee	
	M. Industrial Environmental Quality Committee	
	N. Information Management and Technology Committee	
	O. Laboratory Committee	
	P. Legislative Committee	
	Q. Library and Archives Committee	
	R. Long Range Planning Committee	
	S. Maintenance Committee	
	T. Membership Committee	
	U. Mini Workshops Committee	
	V. Operations Challenge Committee	
	W. Philanthropic Committee	
	X. Professional Engineers Committee	
	Y. Program Committee	
	Z. Publications Committee	
	AA. Public Education Committee	
	BB. Safety Committee	
	CC. Scholarship Awards Committee	
	DD. Seminar and Technology Transfer Committee	
	EE. Stormwater Committee	
	FF. Young Professionals Committee	
IV.	OTHER COMMITTEES.....	23
V.	FINANCIAL MANAGEMENT AND ACCOUNTING PROCEDURES.....	23

VI.	AMENDMENTS TO ASSOCIATION DOCUMENTS .....	23
-----	---	----

VII.	APPENDICIES.....	28
------	------------------	----

A. Event Attendance Tables

1. WEFTEC
2. WEFMAX
3. NJWEA Annual Conference

# **New Jersey Water Environment Association**

## **Manual of Policies, Administrative Practices and Procedures**

### **I. ESTABLISHMENT**

This Manual has been established under Article 11 of the By-Laws to provide detailed guidance for the Officers, Governing Council Delegates and Committee Members of the New Jersey Water Environment Association (NJWEA). The Manual is maintained by the Executive Committee and shall be amended from time to time as deemed advisable by the Executive Committee. This Manual covers in detail the duties of the Officers of the Association and general guidelines for all Committees. It deals with policy and procedural guidelines relating to meetings, budgets, financial statements, expenses and other related matters. Copies of the Manual are distributed to all Officers, members of the Governing Council and members of all Committees.

### **II. MEMBERS**

#### **A. General**

1. Membership- Article 1 of the By-Laws describes the various membership classifications, qualifications and privileges; and acceptance of any member into the New Jersey Water Environment Association indicates that each member subscribes to the objectives of the Association as described in Article 3 of the Constitution. However, it should be understood that no member may use the name, "New Jersey Water Environment Association" nor the name of any member or groups of members of the New Jersey Water Environment Association for promotional activity of any kind. Article 3 of the By-Laws describes admission and expulsion procedures.
2. Meeting Participation by Electronic Means. Any action allowed or required to be taken by the Governing Council or Executive Committee shall take place at a duly noticed meeting at which a quorum is present. Officers, Federation Delegates, Section Delegates (including Alternates as needed), and members of the Executive Committee, as appropriate, may participate in a meeting through the use of real-time communications technology by which the Officers, Federation Delegates, Section Delegates (including Alternates as needed), and members of the Executive Committee may hear, vote and otherwise fully participate in the meeting.

#### **B. Officers**

The duties of Officers, Executive Committee Members and Water Environment Federation (WEF) Delegates are described in the By-Laws as follows:

President	Article 4.1.1
President-Elect and Vice President	Article 4.1.2
Federation Delegates	Article 4.1.3
Treasurer	Article 4.1.4
Executive Director	Article 4.1.5(and see Part C. below)
Deputy Executive Director	Article 4.1.6(and see Part C. below)
Executive Committee	Article 5

### C. Executive Director and Deputy Executive Director

#### Duties not explicitly covered in the By-Laws:

1. In addition to duties described in Article 4.1.5 of the By-Laws, the Executive Director shall forward the agenda and make arrangements for, attend all meetings of, and record and distribute the proceedings of the Governing Council and the Executive and Policy Advisory Committee. The Executive Director shall be compensated for a reasonable expense.
2. Maintain all appropriate records of the Association including lists of members.
3. Distribute within thirty (30) days after the election of the President, digital copies of the lists of Committee appointments for the ensuing year. The Chairs of all Committees are to receive copies of the complete list of appointees.
4. Prepare a suitable digital volume containing the Constitution and By-Laws and the Manual of Policies, Administrative Practices and Procedures and supply each Officer, each member of the Governing Council and each Committee Chair with a copy.
5. The Executive Director shall review and approve all mass mailings (for example, seminar notices, fliers, EFFLUENTS, and SCAN).
6. The Executive Director shall review and approve all vouchers for payment and insure that all the expenditures are charged against the appropriate account.
7. The Executive Director shall review and approve all expenditures that exceed line item budgets in the approved Association budget.
8. The Executive Director shall be reimbursed for expenses relating to his duties such as travel, lodging and meals with the guidelines established by the Executive Committee.
9. The Deputy Executive Director shall assist the Association Executive Director with all duties of the Executive Director as described in Article 4.1.5 of the By-Laws and MOP Sections II C 1-8 above.

#### D. Attendance at WEF Conference and Other Meetings

This Section and Appendix A provide guidelines for selecting attendees to the listed conferences, meetings and seminars. Additional guidelines are given for reimbursement of allowable expenses to such functions.

1. Water Environment Federation National Conference (WEFTEC) – The Association attendees and the authorized number of nights in each case for the Water Environment Federation National Conference (WEFTEC) are shown in Table 1 of Appendix A. If assignments require a longer stay, it may be approved by the Executive Committee.
  - a. All attendees will be given assignments to be completed at the Conference.
  - b. Alternates to the Operations Challenge Team shall be selected by recommendation from the Operations Challenge Committee Chair and approved by the Executive Committee at the Executive Committee's June meeting prior to the National Conference each year.
  - c. The authorized attendees of the Water Environment Federation National Conference shall be reimbursed for registration, transportation, lodging and meals for the dates of the Conference. If attendees are required to attend scheduled working sessions or meetings prior to the Conference, attendees shall be reimbursed for all lodging and meals.
  - d. A report of all activities shall be submitted to the Executive Committee and the Newsletter Editor by the Senior Federation Delegate and the President upon their return from the Conference.
2. WEFMAX Meetings – The Association attendees and the authorized number of nights in each case for the WEFMAX meetings are shown in Table 2 of Appendix A. The Senior Federation Delegate or one of the Junior Delegates shall be allowed to attend the Mid-Year Delegates Meeting.
  - a. Additional Executive Committee members may attend depending on location and cost. The additional members shall be approved by the Executive Committee and are authorized for up to three (3) nights.
  - b. Officers and members may be assigned to attend other WEF or Association related workshops or meetings as Association operations may require. Such travel is subject to the approval of the Executive Committee and should not exceed the Cost Center's total remaining budget.
3. YP Summit – The YP Committee Chair or Alternate as designated by the Chair shall be authorized to attend the Annual WEF YP Summit.

- a. The Executive Director shall be responsible for evaluating and approving travel to the YP Summit.
- b. Travel reimbursement will conform to the MOP, Section II-D-8: “Reimbursement of Out of State Travel”

#### 4. Reimbursement of Expenses Out of State Travel

- a. The Executive Director shall be responsible to set maximum travel and hotel reimbursement rates with approval of the Executive Committee. Registrations and transportation shall be uniform for all attendees. The Executive Director shall consider the following factors in determining the reimbursement rates:
  - i. Conference/meeting location.
  - ii. Air travel cost based on non-stop flights and travel during normal working hours.
  - iii. Actual hotel rates within a host city.
  - iv. The need for Officers and Delegates to take lodging near the Conference headquarters and transportation centers.
  - v. The availability of local public transportation in lieu of a rental vehicle.
  - vi. The allowable amount shall be approved by the Executive Committee.
- b. The Executive Director shall be responsible for evaluating the attendance of spouses/guests and other Association Committee members at the WEFTEC and WEFMAX meetings for social functions only. Meeting attendees who are approved for room reimbursement may be accompanied by a spouse or guest at no additional expense to the Association.
- c. All expenses shall be paid upon receipt of vouchers and receipts.
- d. Members receiving expense reimbursement from other sources shall not be entitled to reimbursement by the Association.
- e. The following items will provide guidance to the Officers and Executive Director in establishing reimbursement rates:
  - i. Air transportation and connections including the lowest reported air fare between home base and the approved destination based on non-stop flights and reasonable departure and arrival times.
  - ii. Ground transportation while at the approved destination and/or to the approved destination from base if less costly than air transportation. There should be consideration given to group arrangements traveling to the same approved destination.
  - iii. If personal vehicle is used for Association’s approved business, the current cost per mile allowed by the IRS less \$0.04 will be considered and the rate set by the Executive Committee.
  - iv. Parking and tolls.

- v. Registrations.
- vi. Miscellaneous, out of pocket expenses including tips and taxi fares.
- vii. Lodging.
- viii. Meal allowance shall be provided while attending approved Association functions; however, the purpose must be identified. An approved per diem amount will be stipulated prior to travel. When the Officer attends food events as a guest and incurs no actual expense for meals the per diem will be reduced to reflect the actual cost savings.
- ix. See Section V of this Manual covering NJWEA Financial Management and Accounting Procedures.

## 5. NJWEA Annual State Conference

The Association attendees and the authorized number of nights in each case for the NJWEA Annual State Conference are shown in Table 3 of Appendix A.

If assignments require a person to be in attendance longer, it may be approved by the Conference Manager and Executive Committee. If a State Operations Challenge competition was held the prior year, the participating Operations Challenge teams will receive complimentary registration for the current State Conference providing the current year's team is made up of two or more members of the last year's team. A NJWEA team that participates in a regional or national Operations Challenge the prior year will receive complimentary registration for its members and coach for the current State Conference. Additional lodging may be provided and designated by the Conference Manager if available.

## 6. Reimbursement of Expenses for In-State Travel

- a. It is the General Policy of the NJWEA not to pay travel expenses for Officers or Committee members for events within the State of New Jersey. Exceptions may be made on a case-by-case basis when exceptional cost burdens may be imposed upon the Officer as the result of their performing their required duties.
- b. The Executive Director shall be responsible to set maximum travel and hotel reimbursement rates with approval of the Executive Committee. Registrations and transportation shall be uniform for all attendees. The Executive Director shall consider the following factors in determining the reimbursement rates:
  - i. Conference/meeting location.
  - ii. Actual hotel rates within a host city.
  - iii. The need for Officers and Delegates to take lodging near the conference headquarters and transportation centers.
- c. The maximum allowable amount shall be approved by the Executive Committee.
- d. All expenses shall be paid upon receipt of vouchers and receipts.



- e. Members receiving expense reimbursement from other sources shall not be entitled to reimbursement by the Association.
- f. The following items will provide guidance to the Officers and Executive Director in establishing reimbursement rates:
  - i. Air transportation will not be approved for in-state travel.
  - ii. Ground transportation while at the approved destination and/or to the approved destination from base will be considered on a case by case basis. There should be consideration given to group arrangements traveling to the same approved destination.
  - iii. If personal vehicle is used for Association's approved business, the current cost per mile allowed by the IRS will be considered and the rate set by the Executive Committee.
  - iv. Parking and tolls.
  - v. Registrations.
  - vi. Miscellaneous, out of pocket expenses including tips and taxi fares.
  - vii. Lodging.
  - viii. Meal allowance shall not normally be provided while attending approved Association functions within the State; however if pre-approved by the Executive Director, the purpose must be identified. When the Officer attends food events as a guest and incurs no actual expense for meals the per diem will be reduced to reflect the actual cost savings.
  - ix. See Section V of this Manual covering NJWEA Financial Management and Accounting Procedures.

## 7. Miscellaneous Guidelines

- a. The total number of members or guests receiving complimentary invitations to attend the President's Awards Reception at the Annual Conference shall be established by the Executive Director in consultation with the Conference Manager and President. In general the following are to receive invitations: Officers, Elected Delegates and Alternates to the Governing Council, Committee Chairs, Conference and Program Committee actively working on the Conference, Moderators, WEF Representatives, Speakers and Award Recipients with a guest.
- b. Authorization for attendance at the private dinner for the Federation Representative shall be limited to the President, Vice President, President Elect, Treasurer, Executive Director, Deputy Executive Director and Federation Delegate(s) and their spouses.
- c. The Senior Delegate and Executive Director shall serve as the official host to the Federation Representative attending the NJWEA Annual Conference.
- d. Complimentary registrations at NJWEA seminars and workshops shall be limited to the President, Vice President, President Elect, Treasurer, Federation Delegate(s) Seminar or Workshop Committee Chair, Moderators and Speakers. Registration will

not be complementary when the Committee Chair, Moderator or others are reimbursed from other sources.

#### E. Governing Council

The Governing Council is established by Article 7 of the Constitution and Article 6 of the By-Laws.

1. Each Section Secretary shall certify to the Executive Director of the Association the list of names of the elected Governing Council Delegates and Alternate Delegates to the Governing Council from the Section. Each such list shall be submitted by each Section President or Section Representative before the December meeting of the Executive Committee prior to the NJWEA Annual Business Meeting in April.
2. In the event that a Special Meeting of the Council is called by the President, any changes in Governing Council Delegates shall be certified to the Executive Director of the Association prior to the Special Meeting.
3. Each member accepting the election to the Governing Council must indicate to his/her respective Section Secretary the willingness to attend any Council Meetings.

#### III. STANDING AND SPECIAL COMMITTEES

##### General:

1. All Committees shall have both a Chair and a Vice Chair. Except as may be stipulated in the Constitution and/or By-Laws, the Chair of each Committee shall be appointed by the President. Except as may be noted below or as may be stipulated in the Constitution and/or By-Laws, the Chair shall then select the Vice Chair and Committee members. These selections shall be submitted by the Chair to the President for approval.
2. Prior to each meeting of the Executive Committee, each Committee Chair shall submit a written report to the Executive Director regarding Committee activities during the period since the prior Executive Committee meeting. If the Committee was not active during that time frame a report shall be submitted indicating same.
3. The Chair of each Committee, as a minimum, shall submit semi-annually in January and July of each year, the Committee's proceedings, meeting Minutes, programs, abstracts, reports, papers, education and training, etc., materials to the Library and Archives Committee Chair.
4. All Committee members shall actively participate in Committee functions. Non-active members shall be deleted from the Committee list.
5. Each Committee shall develop and maintain a comprehensive description of Committee functions and activities in the form of a "Committee Outline". The Committee Outline

should be reviewed at least annually by each Committee. The Committee Outlines are incorporated into this Manual of Policies, Administrative Practices and Procedures by reference.

The current Standing and Special Committees are as follows:

A. Executive Committee

The Executive Committee shall manage the affairs of the Association between meetings of the Governing Council. Article 9 of the Constitution and Article 5 of the By-Laws establish the composition and functions of the Executive Committee.

B. Nominating Committee

Articles 9.2 through 9.2.3 of the By-Laws establish the composition and function of the Nominating Committee. This Committee's composition, duties and responsibilities are delineated in the Constitution and By-Laws and cannot be modified except by amendment to the Constitution and By-Laws. The Committee consists of the five immediate living NJWEA Past Presidents. The Chair is the most senior Past President. The Committee shall prepare a slate of candidate(s) for each vacancy of elected office, submit the Nominating Committee Report to the Council of Delegates at the Annual Business Meeting for approval, and report to the Council any additional nominations received by petition.

C. Policy Advisory Committee

Articles 9.3 through 9.3.4 of the By-Laws establish the composition and function of the Policy Advisory Committee. This Committee shall consider matters related to long-term policies of the Association referred to it by the Governing Council, the Executive Committee or the President. The Committee shall consist of the five latest living Past Presidents with the most recent being the Chair.

D. Awards Committee

1. This Committee shall include at least eight (8) members as follows: two (2) Past Presidents of the Association, one (1) Chairperson, one (1) representative of each Section of the Association (preferably the current President), one (1) Chairperson of the Industrial Environmental Quality Committee, and one (1) Chairperson of the Site Remediation Committee.
2. This Committee shall adhere to the appropriate established criteria for soliciting and selecting recipients of the various awards of the Association and the nominees for Federation awards to be made to members of the Association. The award criteria can be found on the Association website at njwea.org. The Committee shall prepare appropriate statements of biographical information on each awardee.
3. The proceedings of the deliberations of this Committee shall be strictly confidential. The Executive Director will be responsible for the preparation of suitable plaques

and/or certificates, and the President will arrange for the presentation of the awards at the Annual Conference of the Association.

4. In relation to the Federation's Arthur Sidney Bedell, William D. Hatfield, Laboratory Analyst Excellence, and George W. Burke, Jr. Facility Safety Awards, it is necessary for the Chair of the Awards Committee to inform the Executive Director of the Association the names of the nominees at a time specified by the Federation. At the same time, it is essential that the Federation's Executive Director be informed of the qualifications of the Nominees for these Federation awards.
5. It should be understood that the Awards Committee will be in appropriate communication with other Committees of the Association in its deliberations on awards and prospective awardees.
6. The Chair shall present nominees for WEF and NJWEA Awards to the Executive Committee at the December Meeting for approval. In all cases it is essential that the nominations be accompanied by a detailed professional resume of the nominee along with specific reasons from the Committee on why the nominee is being recommended for the award.

E. Biosolids and Energy Committee

1. This Committee shall be comprised of approximately twelve (12) members who are directly involved with the requisition, research, treatment, or ultimate disposition of biosolids, as well as, in educating/advocating the efficient use of energy by wastewater treatment plants.
2. Either the Chairman, Vice Chairman or a designated member of this Committee shall be a member of the Program Committee and the Seminar and Technology Transfer Committee.
3. This Committee may participate in seminars, workshops, and other such meetings within and without of the NJWEA on subject of biosolids and energy.
4. As required, the Committee shall organize and conduct seminars and/or workshops at the Annual May Conference and the Technology Transfer Seminars. As appropriate, the Committee shall provide reports to SCAN and Effluents on matters related to biosolids and energy.

F. Budget and Finance Committee

1. The Budget and Finance Committee shall consist of all current Association Officers, the Executive Director, Deputy Executive Director and either the Treasurer or President from each Section. The President shall appoint the Vice-Chair. The NJWEA Treasurer shall be the Chair.

2. The Budget and Finance Committee shall work with the Executive Director and Comptroller to monitor the financial affairs of the NJWEA, as well as, review and recommend for approval the budgets and all matters relating to income and expenditures of the NJWEA. The Committee is responsible for the development and presentation of the Association's annual budget.

G. Collection Systems Committee

1. The Collection Systems Committee (CSC) is a group of professional members of the NJWEA who take an active role in training and supporting their fellow members responsible for the everyday operation and maintenance of all the sanitary, combined, and storm sewer systems throughout New Jersey as required under N.J.A.C. 7:10A. The committee members represent various areas of expertise within the Collection Systems industry which together provide a valuable and readily available source of knowledge and guidance for our active Collection System Operators to draw from.
2. The CSC educates, guides, and develops the State's Collection System Operators to meet the requirements defined in N.J.A.C. 7:10A through training programs, guidance documents, technical papers, mini workshops, and an internet facilitated open public forums and webinars.
3. The NJWEA CSC participates in, co-moderates, or make presentations in WEF sponsored Webcasts. CSC members also provide information and materials to foster improved public awareness in venues such as the New Jersey League of Municipalities (NJLOM) as well as the Association of Environmental Authorities (AEA) annual conferences.

H. Conference Management Committee

1. This Committee shall be comprised of the Conference Manager as the designated Chair, at least seven (7) members including a member of the Executive Committee and a person who shall serve as coordinator of the Spouse's Program. The Conference Management Chair, who shall be the Conference Manager, shall be appointed by the Executive Director. The Conference Chair shall appoint three Vice Chairs with approval of the Executive Committee and Committee members shall be appointed by the President with appropriate advice from the Executive Director and the Conference Management Chair.
2. This Committee shall be responsible for the planning, arranging, and management of the Annual Conference of the Association. This Committee shall consult with and be responsible to the Executive Committee in general for the conduct of its duties and responsibilities; however, the Committee shall not be responsible to the Executive Committee for approval of details of its functions. Registration and other fees established by this Committee and recommended for approval of the Executive Committee shall be estimated to be adequate to cover the costs of the Annual Conference.

3. The Conference Manager shall be a member of the Program Committee.
4. Duties of the Conference Manager
  - a. Shall serve as Chair of the Conference Management Committee and report to the Executive Committee through the Executive Director.
  - b. Shall be responsible for the general supervision and management of the Annual Conference.
  - c. Responsible for collection and disbursement of all funds related to the Annual Conference and submit an accounting report as described in this Manual under Accounting Procedures to the Executive Director.
  - d. Shall adhere as far as practicable to the following schedule:
    - i. Arrange confirmation of host and exhibition hotel two (2) years in advance.
    - ii. Execute signed contract with host hotel two (2) years in advance.
    - iii. Schedule Annual Conference dates (not yet booked) by host hotel six (6) to eight (8) years in advance.
    - iv. Mail exhibitors' applications five (5) months preceding the Annual Conference.
    - v. Mail fund-raising letters and applications four (4) months preceding the Annual Conference.
    - vi. Mail first general reminder three (3) months preceding the Annual Conference.
    - vii. Mail second general reminders, if needed two (2) months preceding the Annual Conference.
  - e. In advance of each Annual Conference, assemble for the visiting Representative of the Federation and his/her spouse a full set of credentials including identification cards, the Conference Program and appropriate function tickets. These credentials should be left at the conference registration headquarters hotel desk for delivery to the Federation Representative upon arrival at the hotel. If practicable, a copy of the printed program should be mailed to the visiting Federation Representative in advance of the Conference.
  - f. Prepare a form required for pre-registration for the Annual Conference of the Association.
  - g. Consider coordinators for each of the following Committee functions:
    - i. Registration
    - ii. Sponsors
    - iii. Banquet and Catering

- iv. Exhibits
- v. Hospitality Room
- vi. Spouses' Program
- vii. Students' Program
- viii. Security
- ix. Golf
- x. Executive Committee Liaison
- xi. Membership
- xii. Regulatory
- xiii. Operations Challenge
- xiv. Logistics
- xv. Entertainment
- xvi. Others as required

#### I. Constitution and By-Laws Committee

1. This Committee shall be comprised of at least five (5) members, one of whom shall be a Past President, either the President-Elect or the Vice-President, and one representing each of the three (3) Sections of the Association.
2. This Committee shall be responsible for reviewing from time to time, as directed by the Governing Council, the President or the Executive Committee, the Constitution, By-Laws and/or Manual of Policies, Administrative Practices and Procedures and of the Association in order that they may be updated as required. The Committee shall prepare all proposed amendments to the Association Constitution, By-Laws and/or Manual of Policies, Administrative Practices and Procedures for consideration by the Governing Council or Executive Committee as appropriate.
3. This Committee shall also be responsible for reviewing the Constitution, By-Laws and/or Manual of Policies, Administrative Practices and Procedures of the three (3) Sections of the Association and certifying that the Section Constitution, By-Laws and/or Manual of Policies, Administrative Practices and Procedures and any amendments thereto are compatible with, and not in conflict with, the Association Constitution, By-Laws and/or Manual of Policies, Administrative Practices and Procedures.

#### J. DRBC Technical Advisory Committee

1. This Committee is responsible for monitoring activities and actions of the Delaware River Basin Commission (DRBC). This Committee shall be responsible for keeping the Association, especially the Executive Committee and the Governing Council, informed of any new or significant DRBC developments that may impact the objectives of the Association or affect its members.
2. This Committee may participate in seminars, workshops, and other such meetings within and without of the NJWEA on subjects related to the DRBC. The Committee

is responsible for providing input to the Program and Seminar and Technology Transfer Committee Chairs on educational opportunities related to DRBC regulations, meetings, etc.

3. As required, the Committee shall organize and conduct seminars and/or workshops at the Annual May Conference and the Technology Transfer Seminars. As appropriate, the Committee shall provide reports to SCAN and Effluents on matters related to the DRBC.

K. Education & Training Committee

1. This Committee shall be comprised of at least seven (7) members, one of whom shall be a member of the Executive Committee, at least one of whom shall be a representative of the New Jersey State Department of Environmental Protection, and at least one of whom shall be a representative of an Educational Institution interested in education and training of personnel in water environment.
2. This Committee shall concern itself with all facets of education and training of technical, management, supervisory and operating personnel in the water environment field. The Chair of this Committee shall serve as liaison between the Association and the Federation, taking full advantage of the educational and training courses and guidance material offered by the Federation.
3. This Committee is responsible for coordinating the Licensed Operator training programs and TCH management program. The NJWEA is represented on the NJDEP Advisory Committee on Water and Wastewater Operator Training.
4. This Committee is also responsible for coordinating the Professional Engineer training programs for the Annual Conference and the Technology Transfer Seminars including management of the Continuing Education Credit program. These duties should be carried out by the Professional Engineers serving on the Committee.
5. The Chair shall be a member of the Program Committee.
6. The Chair shall be responsible for managing the Association Continuing Education Program including the following tasks:
  - a. Review and approval of NJWEA sponsored courses for conformance with NJDEP continuing education requirements.
  - b. Shall provide oversight of the preservation of the records required for compliance with the regulations.
  - c. The workshops and seminars will conform to the Association approved protocol.



L. GIS / Asset Management Committee

1. This Committee shall be comprised of members who are directly involved with Geographic Information Systems (GIS) and Asset Management techniques. This Committee shall be responsible for keeping the Association, especially the Executive Committee and the Governing Council, informed of any new or significant developments in the GIS and Asset Management fields in New Jersey that may impact the objectives of the Association.
2. This Committee may participate in seminars, workshops, and other such meetings within and without of the NJWEA on subjects of GIS and Asset Management. The Committee is responsible for providing input to the Program and Seminar and Technology Transfer Committee Chairs on educational opportunities in these fields.
3. As required, the Committee shall organize and conduct seminars and/or workshops at the Annual May Conference and the Technology Transfer Seminars. As appropriate, the Committee shall provide reports to SCAN and Effluents on matters related to GIS and Asset Management.

M. Industrial Environment Quality Committee

1. This Committee shall be comprised of up to nine (9) members, one of whom shall be a member of the Executive Committee. In general, the members of this Committee shall have a major interest in industrial environmental problems. This Committee shall consider inclusion of one representative of a regulatory agency (NJDEP, USEPA, and DRBC), at least one representative of the Educational Institutions offering formal training in the water environment field and at least one representative of the Consulting Engineering fraternity.
2. This Committee shall be responsible for keeping the Association, especially the Executive Committee and the Council informed of any new or significant developments in the Industrial Environmental Quality field in New Jersey. It also shall be responsible for bringing to the attention of the Association any problems of industry which the Committee deems it advisable that the Association consider for the advancement of the objectives of the Association. The Committee shall also offer input to the Awards Committee regarding Industrial Environmental Quality Awards.
3. The Chair shall be a member of the Program Committee and the Awards Committee.

N. Information Management and Technology Committee

1. The members of this Committee shall be knowledgeable in the fields of information management and technology. The primary goal of this Committee is to improve the business management of the Association in areas such as Conference and Seminar registration and the production and distribution of TCH certifications.

2. The Committee is also responsible for providing, as necessary, training for Association members on new information management and technology topics. It also shall be responsible for bringing to the attention of the Association matters that may advance the objectives of the Association such as the development of distance learning opportunities.
3. This Committee is responsible for the evaluation and purchasing of computer and audio/visual equipment such that the equipment is consistent throughout the Association and Sections.

O. Laboratory Committee

1. This Committee shall consist of at least eight (8) members, who are involved in laboratory work in the water environment field. The Chair and Vice-Chair shall be appointed by the President.
2. The Committee puts together seminars and workshops for the Annual May Conference and the Technology Transfer Seminars.
3. The Committee keeps the laboratory supervisors and technicians up to date on new regulations and new technologies as well as Quality Control / Assurance updates.
4. Provides reports to SCAN and Effluents.
5. Receives information from the WEF Laboratory Practices Committee so as to keep up to date on national laboratory matters and concerns.

P. Legislative Committee

1. This Committee shall consist of at least eight (8) members, one of whom shall be a member of the Executive Committee. There shall be also at least one representative each from a Consulting Engineer's group, industrial and public wastewater treatment plant operators and from the NJDEP.
2. The Committee shall review and analyze proposed State legislation, administration rules, regulations, programs and policies dealing with water environment, and related matters affecting the management of the State's water resources. It shall advise as to its findings directly to the official agency involved or to the Executive Committee for necessary action, whichever is appropriate. The Committee shall also cooperate with other organizations engaged in similar or allied activities when advisable.
3. The Committee shall be guided by the positions taken by the Federation and its Government Affairs Committee through their review and analysis of legislative and policy matters in the field of water environment and related subjects.

Q. Library and Archives Committee

1. This Committee shall be comprised of five (5) members. The Chair, one (1) Officer of the Association, and one (1) member from each Section.
2. This Committee shall receive and review from the other Committees, at a minimum on a semi-annual basis, such material as meeting minutes, seminar and conference proceedings, abstracts, technical and reference texts, audio and video tapes, slides and photos, scholar awardee dissertations, Presidential papers and other significant correspondence as well as Association Publications including but not limited to EFFLUENTS and SCAN for inclusion into the NJWEA's library collection. The Committee is responsible to discern and submit the material into the proper library location, i.e., historical and archival significance, or educational and training reference.
3. This Committee shall compile, update and maintain a complete listing of all the documents and material available for reference and review and include in the NJWEA Library Endowment at the Rutgers University Libraries.
4. Annually the Committee shall receive from the Rutgers University Foundation a report and review the financial status of the NJWEA Library Endowment. The Chair shall present a report to the Executive Committee with its findings and recommendations.
5. Annually the Committee shall submit to the "EFFLUENTS" Editor for publication a report referenced in Paragraph #4, including an updated listing of all NJWEA documents available to the public and Association members from the respective Rutgers University Libraries and statewide Public Libraries.
6. The Chair or a designee Committee member shall be the liaison between the NJWEA and the Rutgers University Foundation and the Rutgers University Libraries.

R. Long Range Planning

1. The Long Range Planning Committee (LRPC) mission is to formalize the ongoing procedures used to operate the NJWEA; and to recommend a short and long term strategic plan for the Association. The strategic plan describes how the NJWEA operates and interacts internally with other Member Associations and the WEF.
2. The LRPC provides direction for the Association in the form of policy recommendations and plans that are submitted to the Executive Committee for review, discussion, and possible implementation.
3. Committee members include current NJWEA Officers, the Executive Director, Deputy Executive Director, the Treasurer, Delegates, Section Presidents (or their appointees), and past Delegates and other NJWEA members who either hold an interest in serving on the Committee or as requested by the Chair.

4. Committee interaction will be primarily through the Executive Committee. However, the Committee will also work with other NJWEA committees as needed by request of individual Committees or the Executive Committee. The LRPC will also interact (through its individual members) in an outreach forum with WEF and other Member Associations.

S. Maintenance Committee

T. Membership Committee

1. This Committee shall be comprised of five (5) members including the Chair, the membership Chair of each Section (one of whom shall be the Committee Vice Chair), and one NJWEA Officer.
2. The primary function of this Committee shall be the promotion of membership in the Association, and the solicitation of new members. This Committee will be expected to demonstrate imagination in performance of its duties and responsibilities. This Committee will be expected to concern itself with such things as special incentives for solicitation of new members and the conduct of periodic member drives, continual liaison between this Committee and the membership activities of the three Sections is considered vital to the success of the Committee.

U. Mini Workshops Committee

1. This Committee is responsible for planning and managing a series of decentralized short course training programs offered at local venues throughout each of the three Sections. The Committee's goal is to conduct up to three seminars per year each offering four contact hours of instruction. The educational content of each seminar series shall be consistent for each of the three Section events.
2. This Committee shall consist of the Chair, Vice Chair and approximately four members from each Section.
3. The Chair shall be responsible for coordination of activities such as the issuance of certificates and liaison with the Chairs of the NJDEP Education Advisory and NJWEA Education & Training Committees. Each Section President (or their designee) shall be responsible for establishing a Section subcommittee responsible for facilitating the logistics of any Mini-Seminars held in their Section. The Committee shall make available equipment and technology necessary to conduct the seminars.

V. Operations Challenge Committee

This Committee shall consist of at least seven (7) members, the Chair, the Vice Chair, Operations Challenge Team Captains, NJWEA Executive Director, one Officer, the Operations Challenge registration coordinator and two additional members involved in the Operations Challenge. Committee members should be involved with the operation and maintenance of wastewater treatment and collection systems.

This Committee shall be responsible for the following:

1. Promoting, recruiting and assisting the Operations Challenge team.
2. Coordinating the NJWEA State and National Operations Challenge events.
3. The Committee shall meet as necessary or at the request of the Chair.
4. The Committee shall coordinate efforts to acquire sponsorship for Operations Challenge expenses.
5. The Committee Chair or current designated Operations Challenge member shall be reimbursed upon approval of the Executive Committee for reasonable expenses incurred at the NJWEA State and WEF National Operations Challenge competition.

W. Philanthropic Committee

The Philanthropic Committee has the responsibility of identifying worthy philanthropic causes that are consistent with the Association's mission and long-term planning objectives and reporting its findings and recommendations to the Executive Committee. This Committee will also be responsible for undertaking various fundraising activities to support those causes approved by the Executive Committee.

X. Professional Engineers Committee

The first and continuing responsibility of the Professional Engineers Committee is to develop the policies and procedures for submitting educational programs eligible for P.E. credit and the review and approval of any NJWEA technical program requesting NY or NJ P.E. credit. The Committee is tasked with reviewing all Abstracts to determine if they qualify for P.E. credit. The Committee also reviews speaker Biographical Information to ensure NJWEA records contain all information required by NY and NJ for the issuance of P.E. credits.

Y. Program Committee

1. This Committee shall be comprised of at least twelve (12) members including the following as a minimum: one (1) member of the Executive Committee, one (1) representative from each Section of the Association, one (1) representative of manufacturers, one (1) representative of the NJDEP and the Chairs of the following Standing Committees: Biosolids, Conference Management, Education & Training,

Industrial Environmental Quality, Publications, Public Relations and Seminar and Technology Transfer.

2. The primary duty and responsibility of this Committee is to prepare the technical program for the Annual Conference of the Association; the Committee also will collaborate with the Conference Management Committee in arrangements for the total annual conference program.
3. This Committee will be responsible for scheduling speakers for the Annual Conference and providing biographical information for the use of presiding Officers.
4. This Committee will furnish the Conference Manager with a substantially completed draft of the technical program at least one-hundred and twenty (120) days in advance of the Annual Conference of the Association; a complete detailed draft of the program shall be furnished to the Executive Director and Conference Manager not less than sixty (60) days in advance of the Annual Conference.
5. The printed program shall include a directory identifying by affiliation and title the Programmers named in the printed program.

Z. Publications Committee

1. This Committee shall be comprised of at least seven (7) members including as a minimum one (1) member of the Executive Committee, one (1) representative of a regulatory agency (NJDEP, USEPA, DRBC), the Chair of the Public Education Committee and a representative of each Section of the Association designated by the Section President. The Committee Chair shall be a member of the Program Committee.
2. This Committee shall in collaboration with the Executive Director, formulate general rules which, after approval by the Executive Committee, shall govern all publications. The Committee function includes setting schedules for publication, extracting articles and information for articles relevant to Association objectives, setting policy for advertising, and general support to ensure that NJWEA publications are the quality of contemporary publications.
3. This Committee shall also provide direction and support to the Editor to ensure timely and quality publication of SCAN and Effluents. This direction and support shall include developing advertisers, publication review, copy design, quality and transmittance and soliciting member appropriate materials.
4. The Editor shall be responsible for preparing a first draft of SCAN and Effluents for review and approval of the Executive Director prior to publication.

AA. Public Education Committee

1. This Committee shall be comprised of at least seven (7) members including one (1) member of the Executive Committee, one (1) representative from each Section of the Association as designated by the Section President, one (1) representative of a regulatory agency (NJDEP, USEPA, DRBC) and the Chair of the Publications Committee.
2. The primary responsibility of this Committee will be to collaborate with the Executive Director and other concerned Committees in promoting the technical and educational programs of the Association.
3. This Committee will be responsible for releases by the Association and other contacts with news media. It will be the responsibility for the Committee to arrange, in collaboration with the Conference Management Committee, for press conferences at the Annual Conference of the Association.

BB. Safety Committee

1. This Committee shall be comprised of members who are directly involved with safety issues and techniques. This Committee shall be responsible for keeping the Association, especially the Executive Committee and the Governing Council, informed of any new or significant developments related to safety legislation, regulations or techniques that may impact the members of the Association.
2. This Committee may participate in seminars, workshops, and other such meetings within and without of the NJWEA on the subject of safety. The Committee is responsible for providing input to the Program and Seminar and Technology Transfer Committee Chairs on educational opportunities in this field.
3. As required, the Committee shall organize and conduct seminars and/or workshops at the Annual May Conference and the Technology Transfer Seminars. As appropriate, the Committee shall provide reports to SCAN and Effluents on matters related to safety.

CC. Scholarship Awards Committee

1. The NJWEA presently distributes scholarships through its Dr. Raymond Manganeli Memorial Scholarship Awards Program. The Committee is responsible for publicizing the program, encouraging and collecting applications, and determining the winners. The Committee also periodically reviews the award criteria and committee practices, and recommends revisions where appropriate.
2. The Committee shall consist of representatives of a four year college/university, a County college, and each Section. Unlike most other Committees, the Chair and Vice Chair and all members of the Scholarship Awards Committee are appointed by the President.

3. This Committee shall establish a subcommittee that will be responsible for administering the James De Block and Richard Jenkins Scholarship Awards.

DD. Seminar and Technology Transfer Committee

1. This Committee shall consist of at least ten (10) members, one (1) of whom shall be a member of the Executive Committee, one (1) member from each of the three (3) Sections of the Association as designated by the Section President, one (1) member from a regulatory agency (NJDEP, USEPA, DRBC), one (1) member from the Education Advisory Committee, one (1) member representing industries, one (1), one (1) member representing equipment manufacturers, and one (1) member from the Biosolids Committee.
2. The Seminars will be conducted in accordance with established procedures so that attendees may quality for continuing education units. The Committee shall plan and conduct at least two (2) education and technology transfer seminars per year relating to the field of water environment geared toward the hands-on operators.
3. The Committee Chair shall consult with and advise the Executive Committee in advance of each seminar, the program content, location, date and other co-sponsoring organizations.
4. The Committee will be responsible for all necessary arrangements for the seminars including selecting a site and scheduling speakers.
5. The Committee shall prepare and disseminate programs and announcements for the seminars and furnish the Executive Director with an accounting of all expenditures incurred as a result of the Seminar and Technology Transfer Programs in accordance with accounting procedures described in this Manual under Accounting Procedures.

EE. Stormwater Committee

FF. Young Professionals Committee

1. The mission of the Young Professionals Committee is to increase opportunities for young professionals in the wastewater industry by developing interesting programs that provide a forum for networking, continuing education, professional growth, development of leadership skills, and access to the professional community.
2. The Committee's first (and main) objective is to reach out to Young Professionals in the NJWEA and/or in the water/wastewater industry to encourage more involvement for networking and professional growth. Increasing membership and involvement



through recruitment and promoting participation of the Association's younger members is the main objective of the Committee.

3. The Committee's second objective is to hold regular meetings. The Committee would like to meet once every three (3) months in addition to an emphasis on meeting during the NJWEA Technical Seminars and the Annual Conference. The Committee's third objective is to participate within the Technical Seminars by running a portion of the program during one of the Seminar days.

#### IV. OTHER COMMITTEES

It is the policy of the Executive Committee that the President have a free hand in determining the need for appointing of Committees other than Standing Committees such as Ad Hoc Committees.

#### V. FINANCIAL MANAGEMENT AND ACCOUNTING PROCEDURES

1. Appropriate accounting procedures are to be utilized to ensure that the Association complies with regulations under Section 501C (3) of the Internal Revenue Code governing the Association's status as a non-profit education organization. These procedures are to be amended as may be necessary to ensure compliance.
  - a. The Executive Director and/or the Deputy Executive Director shall oversee the Association business operations and ensure that all monies collected for the Association are promptly deposited to the Association Operating Checking Account under the care and supervision of the Treasurer.
  - b. The Treasurer shall be in charge of the funds of the Association, oversee any investments, review the Association's accounting and bookkeeping as maintained by the Comptroller, and report to the Executive Committee and the Governing Council at their scheduled meetings
  - c. The Budget and Finance Committee shall develop an Investment Plan to manage the Association Accounts. The Investment Plan shall be presented to the Governing Council for review and approval each year at the Annual Business Meeting.
  - d. The Executive Director and/or the Deputy Executive Director shall only authorize expenditures that are in conformance with the overall Association budget appropriation, are intended to further the mission of the Association and implement the goals of the Association as outlined in the Long Range Strategic Plan.
  - e. The Executive Director and/or the Deputy Executive Director shall scrutinize all expenditures and certify to the accuracy of all bills and vouchers on which

money is to be paid.

- i. Expenditures may be certified to and payment authorized by electronic signature or by email to the Treasurer and Comptroller.
  - ii. A formal voucher system that requires the authorization of the Executive Director and/or Deputy Executive Director prior to the payment of bills will be maintained and utilized for all invoices greater than \$1,000.00 or any non-routine or occasional expenditures.
  - iii. Routine and repetitive monthly bills, i.e. telephone or utility bills, and invoices under \$1,000 may be paid without preparation of a formal voucher with email approval of the Executive Director and/or Deputy Executive Director.
  - iv. The Association shall maintain a credit card account to facilitate Association business operations. The Executive Director and Deputy Executive Director shall be issued credit cards for use in conducting the day to day business of the Association. Each month a spreadsheet accounting for each credit card transaction shall be prepared and certified to by the Executive Director or Deputy Executive Director. The accounting will document at a minimum the transaction date, vendor, description of the purchase, NJWEA Class and account number to which the expense is to be charged and transaction amount. The accounting is to be reviewed by the President, President Elect, Vice President and Treasurer and approved by a minimum of two Officers. Credit card transactions shall be recorded in Quick Books Online.
- 2. At each Annual Business Meeting the Governing Council shall approve, by Resolution, the names of persons authorized to sign checks for the Association during the ensuing fiscal year.
  - a. Following are the approved check signatories:
    - i. President
    - ii. President Elect
    - iii. Vice President
    - iv. Treasurer
    - v. Executive Director
    - vi. Deputy Executive Director
  - b. All checks or withdrawals issued by the Association shall require two endorsing signatures and one signature must be that of an Elected Officer.
  - c. To facilitate internal financial transactions between approved Association accounts the Comptroller shall be authorized to affect transfers between

accounts with prior approval of the Executive Director or Deputy Executive Director and Treasurer.

3. At the Annual Business Meeting of the Association, the Governing Council shall approve, by Resolution, the names of persons authorized to sign contracts for the Association during the ensuing fiscal year.
  - a. The following Officers and Officials are authorized to enter into and sign contracts on behalf of the Association.
    - i. Executive Director
    - ii. Deputy Executive Director
    - iii. President
  - b. The approved Officers and Officials may only enter into contracts on behalf of the NJWEA provided sufficient funds are appropriated in the approved NJWEA Operating budget to satisfy any and all legitimate payment claims arising from the contract.
  - c. The NJWEA must on occasion enter into multi-year contracts or into contracts several years in advance of an event. Officers and Officials entering into these types of agreements on behalf of the Association shall use the current fiscal year budget appropriation as a guide to future funding and business planning. Prior to entering into this type of contract and at a minimum the Officers should be collectively consulted and a consensus approving the proposed agreement should be reached and documented.
4. The Association shall maintain its accounts and transactions in QuickBooks Online.
  - a. The Executive Director and/or Deputy Executive Director shall serve as Account Administrator, the Treasurer and Comptroller shall serve as full Company Administrators and all Officers shall have full access to all accounts in real time for monitoring purposes.
  - b. The Comptroller shall manage all Association bookkeeping functions on a day to day basis on behalf of the Executive Director and under the supervision of the Treasurer.
  - c. The Comptroller on behalf of the Executive Director shall reconcile the monthly bank statements to QuickBooks Online and promptly transmit the Reconciliation Report to the Treasurer, Executive Director, Deputy Executive Director and other Officers for review.
  - d. The Executive Director and/or the Deputy Executive Director and Comptroller shall maintain supporting documentation including vouchers, invoices and minutes of Executive Committee and Governing Council Meetings sufficient to support the annual audit.

- e. The Executive Director and/or the Deputy Executive Director and Comptroller shall maintain a fixed asset list for all Association property with an initial purchase cost greater than \$5,000.
  - f. The three Sections of the NJWEA shall maintain their accounts and transaction in QuickBooks Online in separate company accounts provided by the NJWEA. The Section Treasurers or their designee shall reconcile the monthly bank statements to QuickBooks Online and promptly transmit the Reconciliation Report to the Section Officers and the NJWEA Executive Director, Deputy Executive Director, Treasurer and Comptroller for review.
  - g. Section Treasurers shall submit all original cancelled checks, vouchers, bank statements, ledgers, disbursement sheets, receipt sheets, meeting minutes and reports by August 15<sup>th</sup>, after the end of the fiscal year to the NJWEA Treasurer to facilitate the annual audit.
5. An Annual Audit of the Association Books shall be completed subsequent to the end of each fiscal year and shall be presented to the Governing Council for review and approval at the Annual Business Meeting.
- a. Each fiscal year, the Executive Director, Treasurer and Comptroller shall solicit a proposal or proposals from a reputable auditing firm or firms to conduct an independent Annual Audit.
  - b. They shall submit their recommendation to the Executive Committee for review and approval at the June meeting.
  - c. The Auditors selected by the Executive Committee shall commence their work as soon as practical after the end of the fiscal year, June 30<sup>th</sup> and will submit their reports and findings to the Executive Committee at the December meeting.
  - d. Subsequent to review and acceptance of the report by the Executive Committee the report and findings shall be distributed to the entire Governing Council as part of the Agenda/Meeting package for the Annual Business Meeting of the Association in April.
6. Scholarship Investment, Operating Reserve Investment and Operating Checking Accounts
- a. It is the intent of the Association that the Scholarship Investment Account should serve as a permanent endowment for the NJWEA Scholarship Program. The funds within the account shall be invested in accordance with the Investment Plan.

- b. The Operating Reserve Investment Account is intended to provide a reasonable rate of return on the funds while providing readily available cash reserves to meet unanticipated Association obligations.
- c. The Operating Checking Account is intended to serve as the Association's working business account, will be the depository for all operating income and will serve as the disbursement account in support of Association business operations.
- d. It shall be a general business practice to maintain a balance in the Operating Reserve Investment Account in an amount at least equivalent to the approved operating budget for the ensuing fiscal year.
- e. At the minimum a rebalancing of funds held in the Operating Checking Account and Operating Reserve Account, including as appropriate transfers to the Scholarship Account should be completed subsequent to the Annual Conference and prior to June 30<sup>th</sup>, the end of the Association Fiscal Year.
- f. At the June meeting of the Executive Committee the Treasurer in consultation with the Executive Director and Comptroller shall issue a report summarizing the status of Operating Checking Account and Operating Reserve Investment Accounts and advising the Executive Committee as to the amount, if any, that will be transferred from the Operating Checking Account to the Operating Reserve Investment Account and/or the Scholarship Investment Account.
- g. In the event that funds need to be transferred from the Operating Reserve Investment Account to the Operating Checking Account, in excess of the amount stipulated in the approved budget, to sustain Association business operations the Executive Director shall be required to issue a written report detailing the reason the unbudgeted transfer is necessary. If additional funds are deemed necessary, funds shall be transferred from the Operating Reserve Investment Account to the Operating Checking Account with the prior approval of the Executive Committee.
- h. No funds shall be transferred from the Scholarship Investment Account without the prior approval of the Governing Council at a Regular or Special Meeting.

## VI. AMENDMENTS TO ASSOCIATION DOCUMENTS

Amendments to the Association Constitution, By-Laws, and Manual of Policies, Administrative Practices, and Procedures should be considered on a periodic basis as conditions warrant but no less frequently than every five (5) years.

- a. Amendments to the Constitution shall be proposed, considered, and enacted in accordance with Article 10 of the Constitution.
- b. Amendments to the By-Laws shall be proposed, considered, and enacted in accordance with Article 13 of the By-Laws.
- c. In accordance with Article 11 of the By-Laws, the Manual of Policies, Administrative Practices, and Procedures shall be amended as deemed advisable by the Executive Committee.

## VII. APPENDICES

### APPENDIX A: Event Attendance Tables

TABLE 1: WEFTEC ATTENDEES								
Office	>3Hr. Flight Nights	<3 Hr. Flight Nights	Request	Approval of Longer Stay by:	Alternates Permitted	Approval	Spouse/Partner	Approval
President	5	4	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
President-Elect	5	4	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Vice President	5	4	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Treasurer	5	4	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Executive Director	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Deputy Executive Director	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Comptroller	5	4	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Federation Delegate 1	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Federation Delegate 2	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Federation Delegate 3	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Federation Delegate 4	6	5	Longer Stay	Exec Committee	No	NA	Shared Room & Social Events	Executive Director
Op Challenge Team Member 1	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Op Challenge Team Member 2	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Op Challenge Team Member 3	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Op Challenge Team Member 4	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Op Challenge Chair	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Op Challenge Coach	4	3	Longer Stay	Exec Committee	Yes, Rec. of the Chair	Exec Committee	Shared Room & Social Events	Executive Director
Additional Executive Committee Members and/or Committee Chairs			Permission to Attend	Exec Committee	No	NA	Shared Room & Social Events	Executive Director

TABLE 2: WEFMAX ATTENDEES							
Office	Nights	Request	Approval	Alternates Permitted	Approval	Spouse/Partner	Approval
President	3					Shared Room & Social Events	Executive Director
President-Elect	3					Shared Room & Social Events	Executive Director
Vice President	3					Shared Room & Social Events	Executive Director
Treasurer	3					Shared Room & Social Events	Executive Director
Executive Director	3					Shared Room & Social Events	Executive Director
Deputy Executive Director	3					Shared Room & Social Events	Executive Director
Federation Delegate 1	3					Shared Room & Social Events	Executive Director
Federation Delegate 2	3					Shared Room & Social Events	Executive Director
Federation Delegate 3	3					Shared Room & Social Events	Executive Director
Comptroller	3					Shared Room & Social Events	Executive Director
Additional Executive Committee Members and/or Committee Chairs	3	Permission to Attend	Exec Committee	No	NA	Shared Room & Social Events	Executive Director

TABLE 3: JOHN J. LAGROSA ANNUAL CONFERENCE ATTENDEES							
Office	Nights	Request	Approval	Conference Registraton	Approval	Spouse/Partner	Approval
President	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
President-Elect	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Vice President	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Treasurer	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Executive Director	7	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Deputy Executive Director	7	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Conference Manager	7	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Asst. Conference Managers	7	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Registrar	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Conference Logistical Team	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Program Chair	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Program Vice Chair	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Comptroller	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Federation Representative	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Federation Delegate 1	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Federation Delegate 2	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Federation Delegate 3	5	Longer Stay	Executive Director /Conf.Manager	Yes	NA	Shared Room & Social Events	Executive Director
Op Challenge Team Member 1	0			Challenge Only	Prior Competition	Challenge Only	Executive Director
Op Challenge Team Member 2	0			Challenge Only	Prior Competition	Challenge Only	Executive Director
Op Challenge Team Member 3	0			Challenge Only	Prior Competition	Challenge Only	Executive Director
Op Challenge Team Member 4	0			Challenge Only	Prior Competition	Challenge Only	Executive Director
Op Challenge Coordinator	3			Challenge Only	NA	Shared Room & Challenge	Executive Director
Op Challenge Coach	0			Challenge Only	NA		
COMP ROOMS ON AN AS NEEDED BASIS ONLY AND BASED UPON AVAILABILITY OF ROOMS							
EXECUTIVE DIRECTOR AND CONFERENCE MANAGER TO DETERMINE PRIORITY OF ROOM ASSIGNMENTS							
LONGER STAYS MAY BE APPROVED BASED UPON ASSOCIATION NEEDS							
COMPLEMENTARY CONFERENCE REGISTRATION BASED UPON NEED ONLY							
SHOVELOR, GOLDEN MANHOLE AND PRAYER BREAKFAST ARE NOT COMPLEMENTARY EVENTS EXCEPTING SPEAKERS, INDUCTEES AND WEF REPRESENTATIVES							