

NEW JERSEY WATER ENVIRONMENT
ASSOCIATION
njwea.org

*Manual of Policies,
Practices and Procedures*

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MANUAL OF POLICIES, PRACTICES AND PROCEDURES

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New Jersey Water Environment Association Manual of Policies, Practices and Procedures

I. Establishment

This Manual has been established under Article II of the By-Laws to provide more detailed guidance for the officers and committees of the Association.

II. MEMBERS

A. General

Article I 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 5 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.

B. Officers

The duties of Officers, Executive Committee Members and Council of Delegates are described in the By-Laws as follows:

President	Article 4.11
President-Elect and Vice President	Article 4.12
Federation Directors	Article 4.13
Treasurer	Article 4.15 (See Part C. below)
Executive Director	Article 5
Executive Committee	Article 6

C. Executive Director – Duties not explicitly covered in the By-Laws.

1. In addition to duties described in Article 4.15 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 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 each annual Conference of the Association, copies of the lists of Committee appointments for the ensuing year, Chair of all Committees are to receive copies of the complete list of appointees.
4. Prepare a suitable volume containing the Constitution and By-Laws and the Manual on Policies, Administrative Practices and Procedures; and supply each Officer, each member of the Council and each Committee Chair with a copy.
5. The Executive Director shall review and approve all mass mailings (for example, seminars, fliers 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 be reimbursed for expenses relating to his duties such as travel, lodging and meals with the guidelines established by the Executive Committee.

D. Attendance at WEF Conference and Other Meetings by Officers

This Section provides 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 – The President, President Elect, Vice president, Executive Director, Treasurer and Federation Director(s) and four Operations Challenge Team Members shall be allowed to attend the Water Environment Federation National Federal Conference. In the event any of the above Officers are unable to attend, their alternates as described below may attend in their places.
2. All attendees will be given assignments to be completed at the conference.
3. Alternates to the Operations Challenge Team shall be selected by recommendation from the Operations Challenge Committee Chair representative and approval by the Executive Committee at the Executive Committee's September meeting prior to the National Conference each year.
4. The Officers attending the Water Environment Federation Conference shall be reimbursed for registration, transportation, lodging and meals for the dates of the Conference. If Officers are required to attend scheduled working sessions or meetings prior to the Conference, attendees shall be reimbursed for all lodging and meals.

5. A report of all activities shall be submitted to the Executive Committee and the Newsletter Editor by the Senior Federation Director and the President upon their return from the Conference.
6. WEFMAX Meetings – The President, President-Elect, Vice President, Executive Director and Treasurer. Federation Directors shall be allowed to attend the Regional Conference.
 - a. Additional executive Committee members may attend depending on location and cost. The additional members shall be approved by the Executive Committee.

Officers may be assigned to attend other WEF workshops or meetings as Association operations may require. Such travel is subject to the approval of the Executive Committee.

5.7 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:
 - * Conference/meeting location
 - * Air travel cost based on non-stop flights and travel during normal working hours
 - * Actual hotel rates within a host city
 - * The need for Officers and Directors to take lodging near the conference headquarters and transportation centers
 - * The availability of local public transportation in lieu of a rental vehicle)
- b. The allowable amount shall be approved by the Executive Committee.
- c. Members designated to attend the Water Environment Federation Conference, WEFMAX Conference and other WEF meetings and workshops may receive 75% of the anticipated expenses in advance. All advances shall be uniform for each function with prior approval of the Executive Committee. Advances must be substantiated by vouchers and accompanied by receipts.
- 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. 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 will be allowed.
- 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. Telephone calls are limited to one brief call home per day and all business calls related to the Association business shall be documented.
- x. See Section V of this Manual covering NJWEA Accounting Policies and Procedures.

8. NJWEA State Conference – Officers, President, President-Elect, Vice President, Director(s), Executive Director, Treasurer, Conference Manager and Federation Representative shall receive complimentary registration, including all functions and lodging. The Operations Challenge teams will receive complimentary registration for prior years' teams attending the State Conference providing the prior year's team is made up of two or more members of the last year's team. Additional lodging may be provided and designated by the Conference Manager if available.

9. (Reimbursement of Expenses for In-State Travel

- a. It is the General Policy of the NJWEA not to pay travel expenses for Officers 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:

- Conference/meeting location
 - Actual hotel rates within a host city
 - The need for Officers and Directors to take lodging near the conference headquarters and transportation centers
- c. The allowable amount shall be approved by the Executive Committee.
- d. Members designated to attend the meetings and workshops may receive 75% of the anticipated expenses in advance. All advances shall be uniform for each function with prior approval of the Executive Committee. Advances must be substantiated by vouchers and accompanied by receipts.
- e. All expenses shall be paid upon receipt of vouchers and receipts.
- f. Members receiving expense reimbursement from other sources shall not be entitled to reimbursement by the Association. 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 allowed.
 - 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. Telephone calls are limited to one brief call home per day and all business calls related to Association business shall be documented.
 - x. See Section V of this Manual covering NJWEA Accounting Policies and Procedures.)

Miscellaneous Guidelines

- a. The total number of members or guests receiving complimentary invitations to attend the President's Luncheon at the Annual Conference shall be established by the Executive Committee.

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- b. The reimbursement for attendance at the private dinner for the Federation Representative shall be limited to the President and Director(s) and their spouses.
- c. The Senior Director shall serve as the official host to the Federation Representative attending the NJWEA Annual Conference.

Complimentary Registrations:

- d. Complimentary registrations at NJWEA seminars and conferences shall be limited to the Program Committee Chair, Moderator and Speaker. Registration will not be complimentary when the committee chair or moderator is reimbursed from other sources.

E. GOVERNING COUNCIL

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

1. Each Section Secretary shall certify to the Executive Director of the Association the list of names of the duly appointed 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 at the February Executive Committee meeting prior to the NJWEA Annual Business Meeting.
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. COMMITTEES:

All Committee members shall actively participate in committees functions. Non-active members shall be deleted from the committee list.

STANDING AND SPECIAL COMMITTEES:

General: The Chair of each Committee 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.

A. Executive Committee

Article 9 of the Constitution and Article 5 of the By-Laws establish the composition and functions of the Executive Committee.

B. Nominating Committee

Article 9.2 through 9.23 and Article 4.41 of the By-Laws establish the composition and function of the Nominating Committee.

C. Policy Advisory Committee

Article 9.3 through 9.34 of the By-Laws establish the composition and function of the Policy Advisory Committee.

D. Awards Committee

1. This Committee shall include at least nine (9) members as follows: Two (2) Past Presidents of the Association, one (1) chairperson appointed by the President, one (1) representative of the New Jersey Department of Environmental Protection, one (1) representative of each Section of the Association (preferably the incumbent President and one (1) chairperson of the Industrial Waste Committee, and one (1) chairperson of the Hazardous Waste Committee.
2. The Chair of this Committee shall be appointed by the President and the Vice-Chair shall be a Past President of the Association.
3. This Committee shall adhere to the criteria as outlines in the Appendix to this Manual 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 Committee shall prepare appropriate statements of biographical information on each awardee.
4. 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.
5. In relation to the Federation's Bedell and Hatfield 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.
6. 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.
7. The Chair shall present nominees for WEF Awards to the Executive Committee at the December Meeting for approval. NJWEA Awards nominees shall be submitted prior to the February Executive Committee meeting.

E. Biosolids 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. The President shall appoint the Chair and Vice-Chair.
2. This Committee may participate in seminars, workshops, and other such meetings within and without of the NJWEA on subject of biosolids.

F. 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 Spouses' Program. Committee members shall be appointed by the President with appropriate advice from the Conference Manager 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. Shall be familiar with and use the assistance of the Conference Management Committee members in carrying out the duties delineated in the Appendix attached hereto.
- f. 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.
- ☞ Prepare a form required for pre-registration for the Annual Conference of the Association.
- h. Appoint the coordinators for each of the following Committee functions:
- * Registration
 - * Sponsors
 - * Banquet and Catering
 - * Exhibits
 - * Hospitality Room
 - * Spouses' Program
 - * Students' Program
 - * Security
 - * Golf
 - * Others as required
 - * Executive Committee Liaison
 - * Membership
 - * Regulatory

G. 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, and 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 Council, the President or the Executive Committee, the Constitution and By-Laws of the Association in order that they may be updated as indicated. This Committee shall be responsible for reviewing the Constitution and By-Laws of the three (3) Sections of the Association and certifying that the Section Constitution and By-Laws and any amendments thereto are compatible with the Association Constitution and By-Laws.

H. Education Advisory 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. The Chair shall be a member of the Program Committee.
4. 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, See Appendix B.

I. Hazardous Waste Committee

1. This Committee is made up from the membership of the NJWEA and includes representatives from the Federal Environmental Agency (EPA) and the New Jersey Department of Environmental Protection (NJDEP) as well as from the private sector

who are knowledgeable in various aspects of the hazardous waste problem. There is no specific recommended number of members for this committee.

2. This Committee shall be responsible to serve as a resource for the membership of the NWEA to provide information, advice and guidance on how and where to get assistance for specific hazardous waste concerns or problems. It is not intended that the Committee shall provide consulting services. The NJWEA and Federal EPA representatives on the Committee are there to advise on legislation and regulations applicable to specific situations.
3. This Committee shall conduct Seminars sponsored by the NJWEA or co-sponsored by the NJDEP, Federal EPA or other organizations in the private sector to inform the membership of new legislation and regulations governing hazardous wastes; advise the membership on the relationship between the Federal "Superfund" and the Resource Conservation and Resource Recovery Act (RCRA) legislation and regulations and their interface with the NJDEP legislation and regulations.
4. Other activities may include preparation of fact sheets, publication of articles conducting workshops and the development of other forms of assistance and sources of information concerning hazardous wastes.
5. In addition to the usual structure, this Committee besides the Chair has many Vice Co-Chair's for its diverse Subcommittees.
6. This Committee also supports an Annual NJWEA Award for a recipient for Professional Advancement of Hazardous Waste Management.

J. Industrial Environment Quality Committee

1. This Committee shall be comprised of at least 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 include one representative of the NJDEP, 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.
3. The Chair shall be a member of the Program Committee.

K. 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. This Committee may participate in seminars, workshops and meetings with other Committees.
3. This Committee shall be responsible for reporting and evaluating analytical procedures in the water environment field to the NJWEA membership.

L. Legislative Analysis 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.

M. Library and Archives Committee

1. This Committee shall be comprised of at least twelve (12) members. The Chair shall be appointed by the President, one (1) shall be the current Vice-President of the Association, one (1) shall be the Chair of the Education Advisory Committee, one (1) shall be a member of the State Association from the academia profession, six (6) shall be the respective Presidents and Secretaries from the North, Central and South Sections; one (1) member of the Association designated as Association Historian, and one (1) person from the Rutgers University Foundation and/or Rutgers University Libraries, (i.e., Historical/Archives – Curator of Manuscripts Alexander Hall Library, Technical/Reference – Mable Smith Douglas Library or Video/Audio – Library of Science and Medicine).
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. Semi-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. Semi-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.

N. Membership Committee

1. This Committee shall be comprised of at least nine (9) members including a member of the Executive Committee, a member of the Public Relations Committee, a representative of the NJDEP, two (2) manufacturers' representatives and the Membership Committee Chair from each of the three (3) Sections of the Association.
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.

O. Operations Challenge Committee

This Committee shall consist of at least seven (7) members, the chair and two members from each section. Persons shall be involved with the operation and maintenance of wastewater treatment and collection systems. The President shall appoint the Chair and Vice Chair.

This Committee shall be responsible for the following:

- Promoting, recruiting and assisting the Operations Challenge team.
- Coordinating the NJWEA State and National Operations Challenge events.
- The Committee shall meet as necessary or at the request of the chair.
- The Committee shall coordinate efforts to acquire sponsorship for Operations Challenge expenses.
- 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

P. Program Coordinator 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 Chair's of the following Standing Committees: Conference Management, Education Advisory, 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.

Q. 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 the NJDEP, one (1) representative of State Educational Institutions, the Chair of the Public Relations Committee and a representative of each Section of the Association.

2. This Committee shall in collaboration with the Executive Director, formulate general rules which, after approval by the Executive Committee, shall govern all publications.
3. The Chair of this Committee shall be a member of the Program Committee.

R. 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, one (1) representative of the NJDEP 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.
4. The Chair of this Committee shall be a member of the Program Committee.

S. Seminar and Technology Transfer Committee

1. This Committee shall consist of 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, one (1) member from the NJDEP, one (1) member from the Education Advisory Committee, one (1) member representing industries, one (1) and one (1) member representing equipment manufacturers.
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.

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, safety, in-plant research, etc.

V. ACCOUNTING

1. Accounting procedures adopted December 8, 1989 are to be utilized to ensure that the Association complies with regulations under Section 503C (3) of the Internal Revenue Code governing the Association's status as a tax-exempt education organization. Those procedures are attached to this Manual under Chapter VI Educational Organization.
2. At the Annual Business Meeting, as described under Section 10.14 of the By-Laws, the Governing Council shall approve, by Resolution, the accounting procedures and names of persons authorized to sign contracts for the Association during the ensuing fiscal year. This Resolution shall be a yearly addendum to the Appendix of this Manual.

VI. APPENDIX I:

PROTOCOL PROCEDURES FOR APPROVING TRAINING CONTACT HOURS (TCH'S)

1. The Chair will be responsible for reviewing and approving courses for TCH awards to include maintaining of database for all course and TCH's awarded. The workshops and seminars will conform to the Association approved protocol.
 - d. Mail certified transcripts
 - i. No cost to recipient
 - ii. Enclose member application with non-member transcripts
 - iii. Enclose schedule of upcoming program events
 - iv. First Class Mailing
 - e. On Request Uncertified Transcripts
 - i. E-mail requests only
 - ii. No charge for members or non-members
 - iii. Transcript will be sent via e-mail
 - iv. Make information available by password on the web
 - f. On Request Certified Transcripts
 - i. Members
 1. One per year, No Charge
 2. Additional, \$3.00 per transcript
 3. Prepaid by check, by mail
 - ii. Non-Members
 1. \$5.00 per transcript
 2. Prepaid by check, by mail
 3. Request form on website
 4. Offered at Tinton Falls Seminars and Conference
 - g. Policy on Vendor Co-Sponsored Courses
 - i. Charge is \$15.00 per certificate awarded
 - h. Utility and Sister Associations
 - i. Charge is \$5.00 per certificate awarded
 - ii.
 - i. Association Section Courses
 - i. Short sessions at Section Meetings
 1. No charge to NJWEA members for certificates
 2. Membership numbers must be included on registration sheet
 3. Information Tech will periodically supply sections with member listing.
 4. Non NJWEA Members charge is \$5.00, Section keeps the fee.

5. New member application charge is waived, promotional membership fee (PWO only) \$42.00 to State Association for processing; Promotional Membership fee for Active Membership is \$78.00 (subject to change).

ii. Workshops and Seminars

1. No charge to NJWEA members for certificates
2. Membership numbers must be included on registration sheet
3. Information Tech will periodically supply sections with member listing.
4. Non NJWEA Members charge is \$10.00 for certificates, sponsoring membership keeps the fee.
5. Program management is entirely with Sections.

With new member application charge shall be waived, Promotional membership fee (PWO only) \$42.00 to state Association for processing; Promotional Membership fee for Active Membership is \$80.00 (subject to change.)