

SUBSIDIARY AUTHORITY

The Regions, Sections, Districts and Chapters must receive approval from the Association's Board of Directors to be organized and recognized. Further discussion on the formation of new Regions, Sections, Districts and Chapters is contained in the Association's Bylaws. It should also be pointed out that the Association can revoke a subsidiary unit's recognition as a part of the organization in cases where the subsidiary unit is not complying with the Association's Bylaws or the mandatory portions of this Policies and Procedures Manual.

This drastic action will occur only in cases involving protection of the member's certification credits or when necessary to preserve the integrity of the Association or of its non-profit organization status, and would occur only after the Management Committee attempts to return the unit to a compliant condition. Revocation requires both a Management Committee recommendations of same, plus final approval action by the Board of Directors.

MANDATORY ACTIVITIES

One of T.W.U.A.'s strongest features is that we are a statewide organization. The fact that over 9,400 men and women employed in the water utilities industry have focused their energies into one organization says to the State Agency, the Legislature, and public we serve, that we believe in ourselves, our responsibilities, and in what we are doing. The State level organization also serves as a central resource for those seeking information and guidance pertaining to all aspects of the water utilities industry. The State Agencies appreciate having a single office to deal with in handling the details of certification credit. Uniformity in administering a statewide program also helps to avoid the creation of a hodgepodge pattern of handling the training needs of operators and other personnel.

While a central function is vital to the collective expression of Association goals and actions, the other element that provides strength to the Association is its internal organizational structure. The Regions, Sections, Districts, and Chapters must adhere to certain rules that are necessary to support the concept of a statewide organization. These rules are not intended to restrict creativeness or prohibit a reasonable variety of procedures in the administration of the subsidiary units. Their main purpose is to provide uniformity throughout the Association in those matters essential to our relationship with State Agencies and other organizations. The following items should be seen as mandatory, and must be closely followed if the Association is to meet its goals of service to its members:

1. Each subsidiary unit must have its Bylaws approved by the Association's Board and must submit a copy of any amendments thereto to the Central Office for Executive Committee approval (after review and approval by the Association's Bylaws Committee).
2. Each subsidiary unit must keep the Central Office informed as to its current officers.
3. Each District, Chapter and Section must notify the Central Office of the amount of its membership dues for the ensuing year by November 1st.

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4. Membership dues shall be submitted directly to the Central Office by the member. However, if the dues are submitted to a District or Chapter having “Dues Collection Authority”, then the subsidiary unit must forward individual Association membership dues within ten (10) working days following their receipt by the local unit to the Central Office. Appropriate Membership Applications, Renewal Notices, or a listing of all needed information should accompany the dues. Each subsidiary unit **must** utilize the Association's pro-rated dues system for all new members. Although an individual may become a member at any time of the year, dues for membership renewal must be received in the Central Office not later than thirty (30) days following the due date on the renewal notice. The names of members whose dues are not paid by that time will be purged from the membership roll, and the individuals will forfeit all membership benefits as a result. Please note that membership benefits (including credits for meeting attendance) will no longer be retroactive.
5. Each District, P.E.S., C.S.S. and L.A.S. Chapter must have an appropriate training presentation (or “program”) at each meeting for which operator licensing credit is sought.
6. Each District, P.E.S., C.S.S. and L.A.S. Chapter must submit a Program Report Form to the Central Office, within five (5) working days following the meeting, each and every month and for all regular meetings for which operator licensing credit is sought. Even though a meeting was not held in a given month, a Program Report Form must be completed and submitted to the Central Office.
7. Each District or Chapter must submit a completed Monthly Attendance Report to the Central Office (reflecting the operator licensing credit earned for each member) by the due date established by the Central Office.
8. Each District and Chapter, as well as each Region and Section, must submit an Annual Financial Report and Audit Report to the Central Office by March 15th of each year. This is necessary to facilitate the Association’s being able to complete reports required of it by the I.R.S.

VOICE IN ASSOCIATION MATTERS

The governing body of the Texas Water Utilities Association is the Board of Directors. The Chairman of each Region and Section of the Association, as well as the President of each District and Chapter, is a member of the Board. Others on this Board are the T.W.U.A. Officers plus a designated representative of (1) the Texas Section of the American Water Works Association, (2) the Texas Engineering Extension Service, (3) the Texas Municipal League-Texas Municipal Utilities Association, (4) the Texas Water Development Board, and (5) the Water Environment Association of Texas. The Association's Executive Director serves as an *ex officio* member of the Board of Directors.

Another very important group in the administration of the routine affairs of the Association is the Executive Committee. The Executive Committee consists of the Association Officers plus the Chairman of each Region and each Section of the Association. The Executive Committee has the important role of providing an Association presence throughout the State of Texas. It serves as a connecting link between the Association and the Districts and Chapters, thus providing communication between the membership and their Association officers and staff. The Executive Director is an *ex officio* member.

A smaller Management Committee is authorized to perform certain functions by the Association Bylaws. This group is made up of the Association officers plus the Association's Second Past President. Also included is a representative from the Texas Commission on Environmental Quality and a Vendor Representative (both of who are *ex officio* members). The Executive Director is also an *ex officio* member.

Again, in order that every District and Chapter has an opportunity to participate in the planning and decision making process of the Association, the President of each District and Chapter is a member of the Board of Directors and is very strongly urged to be actively involved. This gives the subsidiary unit leadership the opportunity to express their ideas, concerns, opinions, and suggestions and to actually vote on the decisions made by the Association.

DUTIES OF OFFICERS

General Comments: Again, the officers of the subsidiary units (Regions, Sections, Districts, and Chapters) within the Association's structure must realize there are certain functions which demand uniform handling on a statewide basis. It is possible that the duties of a particular officer position may vary from one group to another. Because of this, it is essential that all officers be familiar with the Bylaws of the subsidiary unit in which they are serving. Also they should be familiar with the Articles of Incorporation and Bylaws of the Association. Though conflict between the Association and subsidiary unit documents is not likely, if that should occur, the Association Articles and Bylaws will prevail. The self-governing feature should not be construed as relieving a subsidiary unit of any mandatory item discussed in this publication.

Every officer of a subsidiary unit should support the Texas Water Utilities Association and its mission statement, which reads:

"The Texas Water Utilities Association is a water utility member centered organization which provides training programs, technical publications, and mutual problem solving opportunities for those employed in, or otherwise interested in, the water utilities industry. Our goal is to assist our members in providing improved service to mankind in their public health and environmental endeavors."

The Districts and Chapters are the backbone of the Association. While the Central Office can provide assistance in many ways, most of the training effort must take place in each of the more than 80 subsidiary units. Like a chain, the Association is only as effective, or as strong in a particular area, as the links of which it is made. Do not underestimate the value of the service provided by each District or Chapter.

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The role of the local subsidiary unit officers is to give the necessary leadership to assure quality training to as many operators and others employed in the industry as possible. A high level of performance by its officers is one of the most valuable assets a subsidiary unit can have.

Each officer should become familiar with the services available to Association members; should encourage the members to attend each meeting; should set a proper example by exhibiting professionalism to the members; should promote good public education activities and the improvement of operator self image; should insist that the members conduct themselves properly during a meeting; and should treat, with respect, the trust that the regulatory agencies and the Association have extended to them.

As an officer's term of office comes to an end, he or she should be able to look back on their time of service with the knowledge that they have given their best to the public's interest, to their Association and the subsidiary unit, and to their fellow water utilities professionals. He or she should be sure that the person who has been elected to replace them is provided with all records received and maintained during their term. They should also help the new officers by sharing the knowledge and experience gained from serving in that capacity.

CHAIRMAN/PRESIDENT:

In the Regions and Sections, the titular head of the unit is its Chairman; whereas in the Districts and Chapters this position is its President.

The Chairman or President is the presiding officer, the leader of the unit. This officer should at all times conduct himself or herself in a manner consistent with the honorable position to which he or she has been elected.

Set high standards for yourself, and for your fellow officers. Be a leader. You can accomplish much good through proper leadership; as you guide, give direction, and set the proper example.

Conduct your meetings in a proper way - courteously and professionally. You will likely find that a relaxed, but structured meeting atmosphere will serve best. It is recommended that you have a meeting agenda and that you follow it at each meeting. Develop your own meeting agenda, or modify the one provided as a sample (as Attachment I) to fit your own group's needs or traditions.

You should have a working knowledge of your subsidiary unit's Bylaws to guide you in the proper leadership of your group.

You should familiarize yourself with the Association's Articles of Incorporation and Bylaws, especially since you are a member of the Board of Directors. You will be advised well in advance of the scheduled date of all Board meetings. You are urged to make a strong effort to participate.

However, if you cannot personally attend a particular meeting, another member of your group should be designated to represent the unit's interests. A letter of proxy signed by you must be prepared naming your stand-in. The letter should be presented to the Executive Director or

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Secretary by the person serving in your behalf prior to the meeting. A sample proxy is provided as Attachment II.

As a District or Chapter President, you are also a member of the Governing Body of the Region in which you are located. You are also encouraged to be active in the planning for the Regional School. From time to time, you, and possibly your Secretary, will receive correspondence from either the Central Office or your Regional Chairman to keep you posted on various matters of interest to the members. You are encouraged to always share this information with the membership as soon as possible. They need to know what their Association is doing in their behalf. This is very important!

To assist the District and Chapter Presidents, and the other officers, we suggest that the following items be placed on your calendar for attention at the appropriate time. The items are listed here since the President is ultimately responsible for seeing they are done properly.

<u>Memberships</u>	**	Promote payment of dues during month established for each Subsidiary unit (Reminder - 30 days later)
<u>January</u>	**	Promote Poster/Essay Contest (Public Education Chairman)
	**	Begin Audit of District/Chapter Records
<u>March</u>	**	Attend Association's Board of Director's Meeting at Annual School (President)
	**	Submit Annual Financial Report and Audit Letter by March 15 th (Treasurer)
<u>May</u>	**	Promote "Water Utilities Awareness Week" (Public Education Chairman)
	**	Review the Subsidiary Unit's Bylaws
<u>August</u>	**	Attend Association's Mid-Year Board of Directors Meeting in Austin (President)
<u>October</u>	**	Discuss/Set Dues for coming year
	**	Submit Renewal Notice Information to Central Office NOTE: Dues Information Due by November 1 or Dues Information will be established with previous year's information.
	**	Appoint Necessary Committees (Awards, Nomination, etc.)

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- November
- ** Election of Officers for coming year
 - ** Vital Information Form to Central Office (Deadline December 31st) (Secretary)
 - ** Presentation of Local Unit Awards (Awards Chairman)
 - ** Distribute meeting schedule for coming year (Program Chairman)
- December
- ** Association Award Nominees to Central Office by December 31st (Awards Chairman)

Because every group's individual members should feel they are a part of the 9,400+ member Texas Water Utilities Association, it is recommended that the Association's name be included on all bank accounts, letterheads, newsletters, registration cards, etc. Since your group may appear to function independently and because many individual members may be involved only at the local level, it is quite easy for them to lose sight of their membership in the statewide Association. An example of a suitable letterhead is provided as Attachment III.

It is recommended that you conduct a unit officer's meeting early in your term of office. Use this meeting to discuss goals and objectives, to solicit ideas and suggestions from your fellow officers, to plan upcoming events, to make sure everyone understands their role in the coming months - and to simply get to know each other better. Remember that enthusiasm is contagious, and use this as an opportunity to inspire others to do their very best.

VICE-CHAIRMAN/PRESIDENT OR CHAIRMAN/PRESIDENT-ELECT:

This officer is usually called upon to assume the duties of the Chairman or President in the event that officer is absent or unable to perform. Accordingly, he/she needs to become familiar with the duties of the President's office, and be ready to assume leadership should the need arise.

In many of the subsidiary units, either the Chairman/President-Elect or the Vice-Chairman/President is automatically elevated to Chairman or President the following year. This means you need to stay informed about local programs by communicating with the current Chairman/President.

Quite often you may also be the Program Chairman, Public Education Officer, Education Officer, Awards Committee Chairman, or have some other specific duties. Check your unit's Bylaws, or other rules or organizational procedures, if you are unsure of your duties.