

Attachments:

- I. Sample Meeting Agenda
- II. Sample Proxy Form
- III. Letterhead Suggestions
- IV. Membership Applications, Renewal and Address Change Forms
- V. Monthly Program Report
- VI. Visiting Member Attendance Record
- VII. SSN Conversion Statement
- VIII. Vital Information Form
- IX. Annual Financial Report and Audit letter
- X. Sample Meeting Schedule
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- XIII. Establishment of Local Dues
- XIV. Dues Collection Authority Application

## SAMPLE AGENDA

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

1. Call to Order - President
2. Invocation - Appointed member: \_\_\_\_\_
3. Welcome - By host City Official: \_\_\_\_\_
4. Response - Appointed member: \_\_\_\_\_
5. Recognition of Guests and Visitors - President
6. Read Minutes of Previous Meeting - Secretary/Treasurer
7. Financial Report - Secretary/Treasurer
8. Approval of Minutes and Financial Report - Voice vote conducted by President
9. Unfinished Business - Items from last meeting  
\_\_\_\_\_  
\_\_\_\_\_
10. Committee Reports - Award, Nominating, Public Education, etc.
11. New Business - Include a report on correspondence from the Central Office or other Association activities - \_\_\_\_\_  
\_\_\_\_\_
12. Conclude Discussion - President turns meeting over to Program Chairman
13. Introduction of Speaker - Program Chairman
14. Program: \_\_\_\_\_
15. Thank the Speaker - Program Chairman
16. Make Announcements - President - Training schools available, location or other information about next meeting
17. Adjourn - President

If you have a meal at your meeting, it is usually best to have the business meeting and program before you eat. If it is not the case, be sure that the meal does not disturb the speaker and that members do not leave prior to the program.

## PROXY

Know all men by these presents:

I hereby authorize \_\_\_\_\_ to represent me at the  
meeting of the Texas Water Utilities Association Board of Directors to be held on  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of T.W.U.A. Unit

\_\_\_\_\_  
Typed or Printed Name of Board Member

# Texas Water Utilities Association

## Southwest Texas Region

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# Texas Water Utilities Association

## Central Rio Grande District

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# Texas Water Utilities Association

## Customer Service Section

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# Texas Water Utilities Association

## Laboratory Analysts' Section

### Alamo Chapter

## **PROPER USE OF THE “MEMBERSHIP APPLICATIONS”, “ADDRESS CHANGE FORM” OR “MEMBERSHIP RENEWAL FORM”**

1. Two different membership applications forms are available. One is for Individual Members and the other is for Organizational Members. Please be sure to utilize the proper form. A form should be completed by all new members and the prospective member should submit the completed application form along with payment directly to the T.W.U.A. Central Office.
2. Every renewing member will receive a Membership Renewal Form from the T.W.U.A. Central Office sixty (60) days prior to their membership expiring. The renewing member should make any corrections, if necessary, and return with payment stated on form **directly to the T.W.U.A. Central Office**. To avoid the possibility of being dropped (or purged) from active member status, this should certainly be done in all cases such that the renewal is received in the Central Office not later than thirty (30) days after the expiration date.
3. An Address Change Form should be completed by members if there is a change in the address, employment, or phone numbers on file with the T.W.U.A. Central Office.
4. Caution members to write legibly, to press hard enough to make all copies legible, and to be sure that all information is correct. Correctness of the member's social security number is especially critical.
5. If your unit has any T.W.U.A. Honorary members, be sure to submit an Individual Membership Application on their behalf to the T.W.U.A. Central Office. At the top of the form write the words "T.W.U.A. Honorary". If someone, who is already a member of T.W.U.A., wishes to affiliate themselves with your local unit, have them complete an Individual Membership Application and submit the completed form to the Central Office. At the top of the form write the word "Dual". No dues are required to be submitted to T.W.U.A. in these two cases. This does not refer to your local units honorary members, only T.W.U.A. Honorary members. If you should have any questions, contact the Central Office.
6. Check all forms for legibility, chances are that if you cannot read it, neither can the Staff at the T.W.U.A. Central Office. Once the form is checked, return it to the member and have the member submit it, with payment if applicable, directly to the T.W.U.A. Central Office.
7. If your subsidiary unit has the designation of "Dues Collection Authority" from the T.W.U.A. Central Office you may collect the appropriate forms and dues for the Association. Appropriate dues amounts for new members, are listed on pro-rate dues sheets established by the Central Office. Mail the original to the T.W.U.A. Central Office promptly together with your unit's check (payable to T.W.U.A.) in the appropriate amount. In most cases, the total amount of the check should be equal to the number of forms sent times the amount of the T.W.U.A. (only) dues. For example, 30 individual members with T.W.U.A. dues of \$ 40.00 would equal \$ 1200.00. An exception to this would occur only in cases of a T.W.U.A. Honorary Member or a Dual Member (one who has paid T.W.U.A. dues to the Central Office for the current year). Dues should always be paid by separate check. Please do not combine with payments for service invoices. All completed Membership Applications and appropriate Association dues should be **submitted to T.W.U.A. within ten (10) working days**. The second copy (yellow) is for your subsidiary unit records.

## TEXAS WATER UTILITIES ASSOCIATION Individual Membership Application

**USE THIS FORM TO:**

1.) Join T.W.U.A. "At Large" \$50.00      2.) Join T.W.U.A. and the District/Chapter you desire (Stated below)

**PRINT CLEARLY AND FIRMLY      RETURN COMPLETE FORM TO T.W.U.A. CENTRAL OFFICE**

**CHECK ONE:**    New Member \_\_\_\_\_      Full-Time Student \_\_\_\_\_      Retired Member \_\_\_\_\_

District or Chapter \_\_\_\_\_      Membership for year \_\_\_\_\_

Name \_\_\_\_\_      TCEQ Lic# \_\_\_\_\_

Home Address \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_      Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_      E-Mail Address: \_\_\_\_\_

If this is a new address, list old address \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

Job Title \_\_\_\_\_

Amount of dues paid \_\_\_\_\_      Applicant Signature \_\_\_\_\_      Date \_\_\_\_\_

**SUBMIT ALL DUES TO THE T.W.U.A. CENTRAL OFFICE**

**MEMBERSHIP IS VALID FOR ONE YEAR**

**\$ 5.00 OF YOUR ANNUAL T.W.U.A. DUES IS ALLOCATED FOR A SUBSCRIPTION TO THE TEXAS WATER UTILITIES JOURNAL.**

**T.W.U.A. ADDRESS: 1106 CLAYTON LANE, SUITE 112 WEST, AUSTIN, TX 78723-1093 • PHONE (888)367-8982 or (512)459-3124**

ORIGINAL: T.W.U.A. OFFICE

COPY: MEMBER

## TEXAS WATER UTILITIES ASSOCIATION Organizational Membership Application

**CATEGORY    CHECK ONE:**    Associate Member \_\_\_\_\_      Technical Service Member \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip \_\_\_\_\_

Firm Phone: area code \_\_\_\_\_ / \_\_\_\_\_      Product or Service \_\_\_\_\_

Firm Fax: area code \_\_\_\_\_ / \_\_\_\_\_      Firm E-Mail Address \_\_\_\_\_

Designated Representative \_\_\_\_\_      TCEQ Lic# \_\_\_\_\_

Address \_\_\_\_\_

If this is a new address, list old address \_\_\_\_\_

Amount of Dues paid \_\_\_\_\_      Signature \_\_\_\_\_      Date \_\_\_\_\_

**MEMBERSHIP IS VALID FOR ONE YEAR**

**RETURN COMPLETE FORM WITH PAYMENT TO:**

**TEXAS WATER UTILITIES ASSOCIATION**

**1106 CLAYTON LANE, SUITE 112 WEST**

**AUSTIN, TEXAS 78723-1093**

**(888)367-8982 or (512)459-3124**

ORIGINAL: T.W.U.A. OFFICE

COPY: MEMBER

**TEXAS WATER UTILITIES ASSOCIATION**  
**Individual Membership Application**

**USE THIS FORM TO:**

1.) Join T.W.U.A. "At Large" \$50.00      2.) Join T.W.U.A. and the District/Chapter you desire (Stated below)

**PRINT CLEARLY AND FIRMLY RETURN COMPLETE FORM TO T.W.U.A. CENTRAL OFFICE**

**CHECK ONE:**    New Member \_\_\_\_\_      Full-Time Student \_\_\_\_\_

District or Chapter \_\_\_\_\_      Membership for year \_\_\_\_\_

Name \_\_\_\_\_      TCEQ Lic # \_\_\_\_\_

Home Address \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_      Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_      E-Mail Address: \_\_\_\_\_

If this is a new address, list old address \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

Job Title \_\_\_\_\_

Amount of dues paid \_\_\_\_\_      Applicant Signature \_\_\_\_\_      Date \_\_\_\_\_

**SUBMIT ALL DUES TO THE T.W.U.A. CENTRAL OFFICE**  
**MEMBERSHIP IS VALID FOR ONE YEAR**

**\$ 5.00 OF YOUR ANNUAL T.W.U.A. DUES IS ALLOCATED FOR A SUBSCRIPTION TO THE TEXAS WATER UTILITIES JOURNAL.**

**T.W.U.A. ADDRESS: 1106 CLAYTON LANE, SUITE 112 West, AUSTIN, TX 78723-1093 • PHONE (512)459-3124**

ORIGINAL: T.W.U.A. OFFICE      COPY: MEMBER

# TEXAS WATER UTILITIES ASSOCIATION

## Membership Renewal Notice

**Note: If your address and social security number as shown below are correct, and you are not completing a new T.W.U.A. Membership Application, please provide the following information for the database:**

**Please return this form with payment to:**  
**TEXAS WATER UTILITIES ASSOCIATION**  
1106 Clayton Lane, Suite 112 West  
Austin, Texas 78723-1093

Employer: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
TCEQ License #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Your membership in the Texas Water Utilities Association and in the District or Chapter shown expires on \_\_\_\_\_. To insure uninterrupted service, please remit membership dues in the amount shown and to the address above not later than \_\_\_\_\_. Make your check payable to T.W.U.A.

**Total Dues Amount:**

**Amount pays your T.W.U.A. membership dues through:**

**District/Chapter:**

**TO:**

Note:  
\$5.00 per year of your T.W.U.A. membership dues pays for your subscription to the *TEXAS WATER UTILITIES JOURNAL*.

# TEXAS WATER UTILITIES ASSOCIATION

## Address Change Form

Name \_\_\_\_\_ TCEQ Lic# \_\_\_\_\_

**OLD ADDRESS INFORMATION:**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_ Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**NEW ADDRESS INFORMATION:**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_ Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

New Employer and Address (If applicable) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
**TEXAS WATER UTILITIES ASSOCIATION**  
1106 CLAYTON LANE, SUITE 112 WEST  
AUSTIN, TEXAS 78723-1093  
(888)367-8982 or (512)459-3124

**TEXAS WATER UTILITIES ASSOCIATION**  
**Address Change Form**

Name \_\_\_\_\_ TCEQ Lic # \_\_\_\_\_

**OLD ADDRESS INFORMATION:**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_ Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**NEW ADDRESS INFORMATION:**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: area code \_\_\_\_\_ / \_\_\_\_\_ Work Phone: area code \_\_\_\_\_ / \_\_\_\_\_

Fax Number: area code \_\_\_\_\_ / \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

New Employer and Address (If applicable) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
**TEXAS WATER UTILITIES ASSOCIATION**  
**1106 CLAYTON LANE, SUITE 112 WEST**  
**AUSTIN, TEXAS 78723-1093**  
**(512)459-3124**



## TEXAS WATER UTILITIES ASSOCIATION

### DISTRICT/CHAPTER MEETING NOTICE INFORMATION SUBMITTAL FORM

T.W.U.A. District/Chapter: \_\_\_\_\_

Person Submitting Information: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Meeting Place: \_\_\_\_\_ City: \_\_\_\_\_

Directions: \_\_\_\_\_

Program Title: \_\_\_\_\_

Speaker: \_\_\_\_\_ From: \_\_\_\_\_

Host/Sponsor: \_\_\_\_\_

Special Announcements: \_\_\_\_\_

Meal Information: \_\_\_\_\_ Cost: \_\_\_\_\_

Meal Provided By: \_\_\_\_\_

Changes/Corrections to Officer Listing: \_\_\_\_\_

Business Agenda/ Additional Information: \_\_\_\_\_

**NOTES:** Please submit this form fifteen (15) days prior to the meeting date. Please call the T.W.U.A. Central Office if there will be a delay in providing the meeting information. Effective August 1, 1992, a \$5.00 charge will be added to the monthly invoice if it is necessary for a member of the Central Office staff to contact you to obtain meeting notice information. Please...If there is a change in your regular schedule monthly meeting, it is important that you notify Central Office ASAP. Thank You!

Texas Water Utilities Association • 1106 Clayton Lane, Suite #112 West • Austin, TX 78723-1093  
888/367-8982 or 512/459-3124 • FAX 512/459-7124