

TEXAS WATER UTILITIES ASSOCIATION SUBSIDIARY UNIT VITAL INFORMATION FORM

Please complete this form in detail and return it to the T.W.U.A. Central Office, 1106 Clayton Lane, Suite 112 West, Austin, Texas 78723, by **DECEMBER 31st**. This information will be used to update all Central Office Information. Please include name, address, and phone numbers for every officer.

Name of Unit: _____

Total Dues for your Dist/Chap/Sect/ (including Association Dues):\$50.00 + _____

What time & day of the month does your Dist/Chap. meet? _____

OFFICERS FOR 20_____:

President: _____ E-mail Address _____

Mailing Address _____

Daytime Telephone _____ FAX Number _____ Cell Number _____

President Elect _____ E-mail Address _____

Mailing Address _____

Daytime Telephone _____ FAX Number _____ Cell Number _____

Vice-President _____ E-mail Address _____

Mailing Address _____

Daytime Telephone _____ FAX Number _____ Cell Number _____

Secretary/Treasurer _____ E-mail Address _____

Mailing Address _____

Daytime Telephone _____ FAX Number _____ Cell Number _____

Program Chairman _____ E-mail Address _____

Mailing Address _____

Daytime Telephone _____ FAX Number _____ Cell Number _____

If more space is needed, use this same format and attach another sheet to this form with additional officers who will be responsible for the listed duties. Include individual name, address, and day-time telephone and FAX number.

Submitting Monthly Program Reports _____

Maintaining Membership Records _____

Submitting Meeting Notice Information for Printing _____

Paying Invoices/Accounting _____

TEXAS WATER UTILITIES ASSOCIATION SUBSIDIARY UNIT ANNUAL FINANCIAL REPORT FOR 20__

NOTE: Report must be submitted by each Region, Section, District, and Chapter to the T.W.U.A. Central Office, 1106 Clayton Lane, Suite 112 West, Austin, TX 78723, **NOT LATER THAN MARCH 1.**

Reporting Organization: _____

Mailing Address _____

_____ Telephone (_____) _____

According to the official records of the above named subsidiary unit of the Texas Water Utilities Association, the following represents the official activities for the calendar year shown.

1. BEGINNING BALANCE (At January 1, 20__) \$ _____

REVENUES

2. Membership Dues	\$ _____	8. Donations Received	\$ _____
3. Interest Income	\$ _____	9. Other _____	\$ _____
4. Member Item Sales	\$ _____	10. Other _____	\$ _____
5. Manual Sales	\$ _____	11. Miscellaneous Revenues	\$ _____
6. Registration Fees	\$ _____		
7. Exhibitor's Fees	\$ _____	12. Total 20__ Revenues	\$ _____
		<small>(Total of Lines 2-11)</small>	

EXPENDITURES

13. Salary Expenses	\$ _____	25. Section Dues	\$ _____
14. Contractor Expenses	\$ _____	26. Association Services	\$ _____
15. Office Supplies	\$ _____	27. Professional Services	\$ _____
16. Postage Expense	\$ _____	28. Purchase of Manuals	\$ _____
17. Printing Expense	\$ _____	29. Member Items Purchase	\$ _____
18. Telephone Expense	\$ _____	30. Meeting Expenses	\$ _____
19. Insurance Expense	\$ _____	31. Seminar/School Expenses	\$ _____
20. Equipment Purchase	\$ _____	32. Awards Expenses	\$ _____
21. Equipment Rental	\$ _____	33. Other _____	\$ _____
22. Office Rental	\$ _____	34. Other _____	\$ _____
23. Travel Expense	\$ _____	35. Miscellaneous Expenses	\$ _____
24. Association Dues	\$ _____		
		36. Total 20__ Expenditures	\$ _____
		<small>(Total of Lines 13-35)</small>	

37. NET INCREASE (DECREASE) FOR 20__ : (Line 12 plus or minus Line 36) \$ _____

38. BALANCE AT DECEMBER 31, 20__ : (Line 1 plus or minus Line 37) \$ _____

I, the undersigned, do hereby certify that the information contained herein is true and correct to the best of my knowledge and belief.

Name and Title of Reporting Official: _____

Date Completed: _____ Signature: _____

TEXAS WATER UTILITIES ASSOCIATION MANAGEMENT LETTER REQUIREMENT

In accordance with the T.W.U.A. Bylaws: Article Six (G) Subsidiary Audits.

Each subsidiary unit (Region, Section, District or Chapter) shall cause a financial audit to be performed at the close of each calendar year. The audit may be performed by a Committee (of not less than three members of the subsidiary unit) appointed by the President or Chairman, or by an independent certified public accountant, municipal finance director, or other individual with knowledge of good accounting principles. The person or persons who completed the audit shall mail a "Management Letter", which describes the findings of the audit for the previous calendar year, to the Association's Central Office not later than March 15th. A copy of the Management Letter should also be sent to the President or Chairman of the unit.

A Sample "Management Letter" follows:

Management Letter

I hereby certify that the financial records of the _____
(Name of Subsidiary Unit)

for the year 200__ were audited and, to the best of my knowledge and/or belief,

- (1) the records are complete and accurate,
- (2) all financial transactions are properly recorded, and
- (3) no accounting/bookkeeping procedural changes are suggest except as follows:

Audit performed by:

Signature

Date

Signature

Date

Signature

Date

SAMPLE MEETING SCHEDULE

<u>DATE</u>	<u>HOST</u>	<u>PROGRAM</u>
January XX	City of _____	Disinfection
February XX	City of _____	Pump/Motor Maintenance
March XX	_____ W.C.I.D.	Chemical Safety
April XX	City of _____	Records Keeping
May XX	_____ W.S.C.	Protective Coatings
June XX	City of _____	Pipe Installation
July XX	City of _____	Trenching Safety
August XX	_____ F.W.S.D.	Electrical Trouble-shooting
September XX	City of _____	Emergency Planning
October XX	City of _____	Utilities Calculations
November XX	_____ S.U.D.	Hydrant Re-hab
December XX	City of _____	Operator Licensing

PROGRAM SPEAKER'S GUIDELINES FOR T.W.U.A. DISTRICT/CHAPTER MEETINGS

Thank you for agreeing to provide an education and training offering ("program") for one of the T.W.U.A. Districts or Chapters. We do appreciate your help.

Perhaps the most important feature of the District/Chapter meetings is the two hours of operator licensing credit which may be granted by the Texas Commission on Environmental Quality to those who attend.

Because of the tremendous importance of the operator licensing credits, and in order to assure their being approved, we must insist that the following guidelines be closely followed:

1. **Topic:** The program topic must be directly related to water and/or wastewater operations and maintenance. It is preferred that it apply to both the potable water and wastewater sectors.

Suitable topics would include problem solving procedures or techniques, various products available to accomplish a particular task, information related to the rules and regulations under which utilities operate, or any knowledge or skill particular to operations and/or maintenance of water utilities facilities or systems.

2. **Length:** The program must be at least sixty (60) minutes in length, in addition to the question and answer period at the end of the prepared program.
3. **Content:** The program must be educational; that is, non-commercial in nature and not directed to a particular product line.

It is believed that you will realize an advertising or promotional benefit from your participation, and that is not objectionable -- although the program itself must be non-commercial.

You are welcome to offer promotional literature, pamphlets, brochures, etc. about your product or services after the meeting.

We believe these guidelines will serve to protect the interests of those who attend for operator certification credit and to preserve the trust placed in us by the Texas Commission on Environmental Quality.

We believe that they will ensure a fair and honest approach by all vendors of products or services to the water utilities industry, and thus will serve to protect you as well.

Thank you again for helping.

Questions may be directed to us as follows:

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

ASSOCIATION SERVICES

The Texas Water Utilities Association, through its Central Office in Austin, offers a number of services to the subsidiary units and to the individual members of the Association.

Following is useful information about some of those services:

1. **Printing/Mailing:** The Central Office now has excellent computer and printing equipment, plus a professional printer on call, and can offer quality printing of a variety of documents for the subsidiaries. Some examples would include fliers, meeting notices, letterhead and envelopes, program booklets, certificates, nametags and even business cards. The cost to your District or Chapter is kept as low as possible, often far below what it would cost to get it done elsewhere.

2. **Meeting Reminders:** One of the most popular services is the monthly Meeting Reminders for the Districts and Chapters. A first-class postcard can be mailed to each member of your local District or Chapter. The current cost is 45 cents per member per month. The card can contain the District/Chapter name, the meeting date, the starting time, the meeting location, the program topic, and other brief information. The cards are mailed using first-class postage. The information must be supplied to the Central Office fifteen (15) working days in advance of the meeting. For more information see the District/Chapter Meeting Notice Information Sheet. The District or Chapter is billed for this service on a standard invoice each month. All invoices are payable within 30 days after the invoice date.

3. **Subsidiary Newsletters:** The Central Office can also mail a Newsletter for the Regions, Sections, Districts and Chapters. The Newsletter is normally limited to a one-sided 8 ½" x 11" or 8 ½" x 14" printed page. The Newsletters are also mailed using first-class postage, and the information must be received by the Central Office fifteen (15) working days in advance of the meeting date. The cost of this service is 60 cents per member per month. For more information see the District/Chapter Meeting Notice Information Sheet. If you are interested in having a one page Newsletter printed on both sides, or a multi-page Newsletter, please contact us for a quotation.

4. **Program Assistance:** The Central Office maintains a small library of films and slide/tape material on a variety of water and wastewater related topics, which can be "checked-out" by each subsidiary unit.

If there is a special topic in mind - often someone can be suggested who could speak on that subject. If there is no specific program subject in mind, the Central Office can help you identify one and then proceed by referring you to a speaker.

The Executive Director and other members of the Staff will do everything possible to help secure a quality training program at each meeting.

5. **Professional Manuals:** The Texas Water Utilities Association operator manuals are internationally recognized as being among the very best. Members of the Texas Water Utilities Association and your District or Chapter may purchase these excellent works at reduced rates.

6. **Member Items:** The Association offers a number of items designed to instill professional pride in its members and to promote public awareness of the education and training programs in the water utilities profession. A list of these items is provided as page 4 of this attachment. The Central Office can also arrange for coloring books, brochures, etc. for public education activities at a reasonable price. These may be purchased by your District or Chapter or by an individual member.

A special 15% Discount is available to a District or Chapter on the T.W.U.A. Member Items, when it purchases a minimum of \$60.00 in Member Items (only). To qualify for the discount, payment must accompany the order.

7. **Technical Assistance Publications (T.A.P.s):** The Association publishes a variety of T.A.P.s for the water utilities industry. These are small, "operator-affordable" pamphlets dealing with a specific water and/or wastewater topic. A list of the T.A.P.s which are currently available through the Central Office is provided as page 5&6. The Districts and Chapters are able to purchase T.A.P.s **at quantity discounts** to make them available at their monthly meetings. The quantity discount, for T.A.P.s of the same title, are as follows: 10 to 25 copies - 10% discount, 26 to 100 copies - 15% discount, and over 100 copies - 20% discount.
8. **Monthly Publication:** To help Association members stay informed about the legislative and regulatory changes being proposed (or having occurred), new trends and technologies, special events, news items and other matters of interest, the Association produces a monthly magazine (the TEXAS WATER UTILITIES JOURNAL). It is mailed directly to all Association members.
9. **Licensing Information:** Any member of the Association can contact the Central Office for information concerning the water and wastewater operator licensing programs. The Executive Director and other Staff members work very closely with the Texas Commission on Environmental Quality on a routine basis.
10. **Renewal Notices:** The Central Office will mail Membership Renewal Notices to all current members of the Texas Water Utilities Association, including members of your District or Chapter, at no charge. This service has been shown to increase membership and to "reveal" address changes needed in the Association's records.

The Membership Renewal Notice will inform the member of the total amount of dues which are payable to renew including the Association, the Section (if applicable) and the District/Chapter amounts.

Soon after the Mid-Year Board Meeting, the Central Office will advise each Region, Section, District and Chapter (by letter) of the Association's dues for the up-coming year. The Central Office must be provided with your District or Chapter dues structure for the up-coming year by November 1st.

These and other services are available to you as a local officer through the Association's Central Office. If any District or Chapter has a need for assistance in an area not listed, call the Central Office. Chances are the Staff will be able to help.

TIMELINE FOR CENTRAL OFFICE PRINTING & MAILING OF REGIONAL SCHOOL FLIERS & PROGRAMS

Promotional Fliers The Central Office needs to have the promotional flier information either by e-mail or on diskette in either Microsoft Word, Word Perfect or Microsoft Excel format. A camera-ready copy may be supplied. The information should arrive to the Central Office approximately two weeks prior to the desired mailing date as follows:

For a Single Flier - Two months prior to the starting date of the school (these are mailed about forty-five (45) days prior to the starting date of the school).

For Two Fliers - **1st flyer** - To us three months prior to date of school. These are mailed about sixty (60) days prior to starting date of school. **2nd flyer** - To us two months prior to the date of the school. These are mailed about thirty (30) days prior to starting date of the school).

For Programs - We need all information either by e-mail or on a diskette in either Microsoft Word, Word Perfect or Microsoft Excel format or in camera ready form approximately **three (3) weeks** prior to the starting date of the Regional School for printing and binding. Add to this if you want the printed programs shipped to you in advance of the school.

For JOURNAL Ads - We need the Ad either by e-mail or on a diskette in either Microsoft Word, Word Perfect or Microsoft Excel format by the **5th day of the month preceding the month's publication** in which you wish the Ad to appear. A "camera ready" copy may be supplied. The special rate for a *JOURNAL* Ad for each Region is \$100.00 per one page Ad per issue. A two-page Ad may be utilized (only once) and the cost will be \$250.00.

Internet Postings: Abbreviated Regional School information is posted to our Internet site at no charge. We request that you notify the Central Office of the following details as soon as the information is available:

- which courses will be offered at the Regional School and
- what the Regional School registration fee amounts will be.

**TEXAS WATER UTILITIES ASSOCIATION
NOTIFICATION OF
ESTABLISHMENT OF LOCAL DUES AMOUNT**

Notice is hereby given that the _____ (____) District or (____) Chapter of the Texas Water Utilities Association, at a meeting held on the _____ day of _____, 20____, established its individual membership dues amount for 20____ as follows:

Item	Districts	C.S.S. Chapters	L.A.S. Chapters	P.E.S. Chapters
Association Dues	\$50.00	\$50.00	\$50.00	\$50.00
Section Dues	\$____	\$____	\$____	\$____
District Dues	\$____	\$____	\$____	\$____
Chapter Dues	\$____	\$____	\$____	\$____
Total Dues	\$____	\$____	\$____	\$____

Name of Person Submitting Form: _____

Signature Date

Please submit completed form
by November 1 to:

**Ms. Henrietta Adee, Membership Coordinator
Texas Water Utilities Association
1106 Clayton Lane, Suite 112 West
Austin, Texas 78723-1093**

Or by facsimile to: (512) 459-7124

TEXAS WATER UTILITIES ASSOCIATION

**Application for Subsidiary Unit
DUES COLLECTION AUTHORITY**

The named District/Chapter of the Texas Water Utilities Association hereby applies for “Dues Collection Authority” for its current Treasurer or Secretary/Treasurer. In submitting this application, the District/Chapter affirms the following:

- 1. The District/Chapter agrees to utilize a computerized accounting system and an accurate record of all financial transactions.
- 2. The District/Chapter Treasurer or Secretary/Treasurer named herein has held office for at least one full year and has demonstrated exemplary performance of the duties of his/her office.
- 3. The District/Chapter agrees to forward the Association portion of any and all dues payments received locally to the Association’s Central Office within ten (10) working days following their receipt.
- 4. The District/Chapter shall follow the Association's pro-rate dues system for establishing dues amounts for new members.
- 5. The District/Chapter agrees to comply with all provisions of the Association’s Policies and Procedures Manual entitled “A Guide for Subsidiary Unit Officers”.
- 6. The District/Chapter, if granted “Dues Collection Authority”, hereby authorizes the Association to audit its financial records at any time and without prior notice.
- 7. The District/Chapter agrees to maintain a Dishonesty Bond (covering the individual or individuals having dues collection authority) and to keep a current copy of same on file in the Association’s Central Office at all times.
- 8. In submitting this application, the District/Chapter understands “Dues Collection Authority”, if granted, may be terminated at any time and may result from (1) a change in the local individual having dues collection authority, (2) failure to comply with the terms stated herein or in the Association’s Policies and Procedures Manual entitled “A Guide for Subsidiary Unit Officers”, or other reasons. Further it is understood this authority shall expire on December 31, of every year, unless a subsequent extension to the authorization is secured.

Name of District or Chapter: _____

Name of Local Individual to Collect Dues: _____

Application submitted this _____ day of _____, 20_____.

District/Chapter President’s Signature

Treasurer or Secretary/Treasurer’s Signature