

ILLINOIS ASSOCIATION OF WATER POLLUTION CONTROL OPERATORS

CONSTITUTION
(AMENDED April 17, 1979)

ARTICLE I
Name

The name of this organization shall be: Illinois Association of Water Pollution Control Operators.

ARTICLE II
Objective

The Objectives of this Association shall be:

SECTION 1: The advancement of fundamental and practical knowledge concerning the nature, collection, treatment and disposal of sewage and industrial wastes.

SECTION 2: The advancement of knowledge concerning design, construction, operation and management of sewage and industrial waste works.

SECTION 3: The study and promotion of improvement in the quality of waterways.

SECTION 4: The encouragement of a friendly exchange of information and experience pertaining to sewage and industrial waste operations.

SECTION 5: The advancement of the wastewater operator's status in public service through recognition by the general public of the problems and effects of water pollution on the Health and Welfare of our communities.

ARTICLE III
Membership

The membership of the Association shall consist of persons interested in any of the objectives of the Association (Article II) and possessing qualification prescribed in the By-laws.

ARTICLE IV
Association Officers

All officers at the time of their election shall be active members of the Association. The Officers of the Association shall be a President, Vice-Presidents (the number provided in the By-laws), and a

Secretary-Treasurer. These Officers, together with the retiring President and the Chairman from the regional sections, shall constitute the Executive Board.

ARTICLE V
Election of Officers

At Least thirty (30) days before any annual meeting, the Executive Board shall appoint a Nomination Committee; the Chairman of the Nomination Committee shall place in nomination the candidates of the office to be elected. Following the Nomination Committee report, the President shall call for nominations from the floor. In the event more than one person is placed in nomination for any one office, the election shall be by secret ballot, voice vote or standing vote at the discretion of the active members present.

ARTICLE VI
Term of Office

The term of office of the officers on the Executive Board shall be for one (1) year and no officer, with exception of the Secretary-Treasurer, shall be eligible for re-election or appointment to the same office in a succeeding year. The year shall be from the close of one (1) annual meeting until the close of the next succeeding one.

The Executive Board shall be authorized to appoint a Secretary-Treasurer for a term of one (1) year, which shall be the fiscal year beginning on June 1 and ending May 31 of the succeeding year. At the time of the appointment of the Secretary- Treasurer, the Executive Board shall set the amount of the management fee to be paid the Secretary-Treasurer.

ARTICLE VII
Amendments to the Constitution and By-Laws

Amendment to the Constitution and By-Laws may originate in the Executive Board or upon a petition submitted to the Board by at least fifty (50) members of the Association, including at least ten from each regional section. The secretary-Treasurer shall notice and text of the amendment, on the instruction of the Executive Board, to each member at least thirty (30) days before it is to be voted upon. Amendments may be voted upon at annual meeting or by a letter ballot. A majority of votes cast is required for passage.

ARTICLE VIII
Special Agreements

The Executive Board shall be authorized to negotiate, and enter into, such agreements as it deems necessary to further the interests of the Association.

ARTICLE IX
Definitions

“Regional Section” refers to the geographical areas designated as Northeastern, Northwestern, Central and Southern. For the purpose of these rules and regulations, the State is divided into said sections as follows:

The Northeastern Section comprising the counties of Cook, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will.

The Northwestern Section comprising of the counties of Boone, Bureau, Carroll, DeKalb, Henderson, Henry, JoDaviess, Knox, LaSalle, Lee, Mercer, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside and Winnebago.

The Central Section comprising the counties of Adams, Brown, Calhoun, Cass, Champaign, Christian, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Fulton, Green, Hancock, Iroquois, Jersey, Livingston, Logan, McDonough, McLean, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Moultrie, Peoria, Platt, Pike, Sangamon, Schuyler, Scott, Shelby, Tazewell, Vermillion and Woodford.

The Southern Section comprising the counties of Alexander, Bond, Clay, Clinton, Crawford, Edwards, Effingham, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Madison, Marion, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Union, Wabash, Washington, Wayne, White and Williamson.

ILLINOIS ASSOCIATION OF WATER POLLUTION CONTROL OPERATORS

BY-LAWS

(Amended April 20, 1988)

ARTICLE I
Classification of Membership

SECTION 1: The membership of the Association shall consist of Active, Consultant, and Manufacturer Members, as defined in the following sections.

SECTION 2: Active members shall be any person engaged in the treatment and disposal of sewage and/or industrial waste. Also any person employed by any state agency or educational facility interested in the disposal of sewage and/or industrial waste.

SECTION 3: Consultant members include any employees of private firms engaged in consultation, study, evaluation, and design of wastewater systems and facilities.

SECTION 4: Manufacturer members are those employed by private firms engaged in the manufacturing and selling of supplies and equipment to the wastewater treatment field.

ARTICLE II

Fiscal Year

The fiscal year shall begin on June 1 and end on May 31 of the succeeding year. Annual membership and registration fees for each member shall be as determined by the Executive Board.

ARTICLE III

Meetings

SECTION 1: The date and place of the annual meeting of the Association shall be as determined by the Executive Board.

SECTION 2: The location of the annual regional meetings of the regional sections shall be as determined by the Regional Officers. The date of the annual regional meetings of the regional sections shall be as determined by the Regional Officers.

SECTION 3: All persons attending the annual meeting shall register and pay a fee as prescribed in ARTICLE II.

SECTION 4: Special meeting may be called by the President with concurrence of the Executive Board for emergency situations, providing at least fifteen (15) days notice of such meeting be mailed to all members. Special meetings may be called by the membership upon presentation of a petition to the President, including a minimum of fifth (50) signatures, at least ten (10) from each of the regional sections.

SECTION 5: The Association shall reimburse all Officers for reasonable travel expenses incurred while attending special Executive Board meetings.

ARTICLE IV

Succession of Officers

SECTION 1: Each year, as provided in ARTICLE V and ARTICLE VI of the Constitution, officers shall be elected to serve one (1) year.

SECTION 2: At the annual conference meeting, a President and three (3) Vice-Presidents shall be elected to serve. The term of office shall begin at the conclusion of the conference and shall terminate at the conclusion of the annual conference in the succeeding year.

SECTION 3: The Secretary-Treasurer of the Association shall be appointed by the Executive Board, and shall serve as prescribed in ARTICLE VI of the Constitution. The Secretary-Treasurer shall be authorized to pay all debts incurred by the Association. The Secretary-Treasurer shall be bonded to the amount set forth by the Executive Board and the premium for this bond shall be paid by the Association. The Secretary-Treasurer at the end of each fiscal year shall submit an annual financial statement along with the Association's financial records to a certified public accountant appointed by the Executive Board for a financial audit.

SECTION 4: At the annual regional meeting of each section, a Chairman, Vice-Chairman and Secretary shall be elected to serve. The term of office shall begin at the conclusion of the annual regional meeting and shall terminate at the conclusion of the annual regional in the succeeding year. Regional Chairmen elected at the annual regional meetings shall not be appointed to serve on the Executive Board until the conclusion of the Association's annual conference and shall terminate at the conclusion of the annual conference in the succeeding year.

ARTICLE V

Duties of the Executive Board

SECTION 1: It shall be the duty of the Executive Board to carry on the business and advance the interest of the Association between annual meetings. All actions of the Executive Board require a majority vote of the Board Members present. A minimum of five (5) members of the Executive Board shall constitute a quorum. Proxy votes duly executed by those Board Members absent from any board meeting shall be accepted as eligible votes on any issue stated in the proxy.

SECTION 2: In the event that an office becomes vacant between annual meetings, the Executive Board shall appoint an active member to serve until the next annual conference meeting.

SECTION 3: Regional Chairmen appointed to serve on the Executive Board shall serve as Technical Advisors to their regional section and shall assist the regional officers in planning and presentation of the annual regional meetings.

SECTION 4: The Executive Board as authorized under ARTICLE VIII of the Constitution may appoint an Association Executive Director to serve as the Executive Administrator and representative of the Association.

ARTICLE VI
Association Committees

SECTION 1: The Executive Board in addition to the Nomination Committee authorized under ARTICLE V of the Constitution may appoint such other standing committees as it is necessary to further the interests of the Association.

ARTICLE VII
Amendments to the Constitution and By-Laws

Amendments may originate in the Executive Board, or upon petition submitted through it of at least fifty (50) members, including at least ten (10) from each regional section. The Secretary-Treasurer shall mail notice and text of the amendment, on the instruction of the Executive Board, to each member at least thirty (30) days before it is to be voted upon. Amendments may be voted upon at annual meetings or by letter ballot. A majority of votes cast is required for a passage.

Illinois Association of Water Pollution Control Operators

- POLICY STATEMENT -

May 20, 1982

The Board of Directors of the Illinois Association of Water Pollution Control Operators makes the following “Policy Statement” to establish a policy for activities during the “Annual Conference” and for advertising and/or exhibit participants.

The Illinois Association of Water Pollution Control Operators shall, if at all possible, obtain an exclusive contract with the facility wherein the conference is to be held. The exclusivity of this contract will be adhered to and activities of any group other than the Illinois Association of Water Pollution Control Operators shall not be permitted at the conference facility during the period of time the conference is being held.

It is also the intent of the Board of Directors of the Illinois Association of Water Pollution Control Operators to discourage any other organization from using the conference to further their own respective organization. The use of the phrase –“pre-conference”- will be discouraged for the promotion of any activity not directly connected with the Illinois Association of Water Pollution Control Operators, prior to the “Annual Conference”.

The Illinois Association of Water Pollution Control Operators will, however, cooperate with the Illinois Environmental Protection Agency to aid it in establishing a time and location for the conducting of certification examinations so long as such cooperation is for the benefit and convenience of the Water Pollution Control Operators.

The Board of Directors also feel that advertising in the conference program and/or exhibiting at the “Annual “Conference” will be open to any organization that provided any product and/or service that directly related to Water Pollution Control

Variances from this policy may be granted by appropriate action of the Board of Directors of the Illinois Association of Water Pollution Control Operators.

Illinois Association of Water Pollution Control Operators

COMPENSATION POLICY

April , 2007

The purpose of this policy is to provide guidance to the Association’s Executive Director and Secretary-Treasurer regarding the waiving of registration and meal fees for Association events.

- Speakers at Association events, including the Annual Conference and the Fall Conference, who are not members of the Association and are only attending the conference to give a presentation, shall not be charged registration or meal fees.
- Family members, co-workers, and supervisors of Association award nominees, shall not be charged registration fees if attending the banquet only.

The Executive Director and/or Secretary-Treasurer have the authority to interpret this policy and decide the waiving of other fees or provide any other benefit not specifically mentioned above, but must disclose all such decisions at the next Board Meeting.

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR OF THE IAWPCO

The duties described start with the first Executive board meeting following the Annual conference and go through the next Annual conference.

At the first board meeting on Thursday following the conference have the following items for the board:

1. The preliminary report on the number of vendors that attended the show, the number of vendor personnel at the show, and an approximate amount of revenue from the exhibit hall. This amount will not be a firm number as we will not have the amount that was collected online.
2. A tentative schedule including dates and places for the upcoming year's executive board meetings.
3. A list of suggestions, complaints, or compliments from the people that attended the conference.

DURING THE MONTH OF MAY

1. Secure the dates and places chosen by the board for the executive meetings.
2. Notify secretary-treasurer of location for the June meeting so notices can be sent to all board members.
3. Get final revenue numbers from the secretary-treasurer so a final report can be completed on the exhibit hall numbers.
4. Secure dates and locations for regional conferences, the Regionals should not be set during the week of WEFTEC to avoid conflict for any of our members or vendors.

DURING THE MONTH OF JUNE

The second board meeting is generally held on the first Friday in June.

Items to be brought to the board include:

1. Final report on the exhibit hall numbers and revenue.
2. Locations and dates of the regional conferences.
3. Discuss with regional chairmen the need to secure speakers for the regionals as soon as possible but no later than the next board meeting.

DURING THE MONTHS OF JULY AND AUGUST

1. Stay in contact with regional chairs and help secure speakers if needed.
2. Have secretary-treasurer send deposit checks to regional venues that require it.
3. When all speakers are confirmed update regional pamphlet and take to printer.
4. Try to mail out pamphlet by mid-August.

5. The third board meeting is usually the first or second Thursday in August with the program committee being held the next day.
6. Find out which board members will be staying overnight between meetings and make appropriate number of reservations at the host hotel.

DURING THE MONTHS OF SEPTEMBER AND OCTOBER

1. In early September sign BEO's at required regional sites.
2. After receiving the list of award nominees from the IEPA print letters on association letterhead Sign, and send them to IEPA director for his signature.
3. When the letters are returned from the director, make the appropriate number of copies and mail to all officials and operators on the list. Try to mail these letters by the end of September.
4. Collect all checks that are sent in for regional registrations , check e-mail for online registrations
5. Compile list of all attendees and vendors for each regional.
6. Print name badges for all regional attendees.
7. Contact each regional location, finalize menus and set guarantee level.
8. Attend all regionals and assist regional officers as needed.
9. Prepare tentative income and expense for November board meeting.
10. Assist IEPA with plant award inspections.

DURING THE MONTHS OF NOVEMBER AND DECEMBER

1. The fourth board meeting is held on the first Friday of November.
2. Bring income and expense report for the board.
3. Bring all checks and give to secretary for deposit.
4. Bring all receipts for expenses incurred during regionals.
5. Finish plant award inspections if needed.
6. Update vendor booth application for the annual conference and take to printer.
7. Try to mail applications out by late November or early December.
8. Contact WEF and make sure we are on the list for a speaker at our annual conference.

DURING THE MONTHS OF JANUARY AND FEBRUARY

1. The fifth board meeting is held on the third Friday of January.
2. Bring any checks for exhibitors that have come in and give to secretary.
3. Meet with host hotel for the annual conference and start planning menus.
4. Start database for all registered vendors and personnel.
5. Report to program committee chair as soon as WEF speaker is known.

DURING THE MONTHS OF MARCH AND APRIL

1. The sixth board meeting is held on the first or second Friday of March.
2. Have members of the executive board collect traveling trophies.
3. Repair trophies as needed.
4. Bring all checks to secretary that have been received.
5. Give preliminary report on the number of vendors and personnel in the exhibit hall.
6. Mail out booth assignments to all vendors and request names of persons that will be in the booth.
7. Start printing name badges and Wed. meal tickets for all known vendor personnel.
8. Complete exhibitor database.
9. Take the following items to be printed or engraved.

All trophy plates
Past year's award plaques
All nominee certificates and gifts
Klassen award plaque
Past President's plaque
Incoming president's gavel

DURING THE WEEK OF THE CONFERENCE

Arrive at the host hotel on Sunday and make sure the exhibition hall is set up properly.

Bring all trophies, plaques, certificates, gifts, and pins that will be given out at the Awards Banquet.

On Monday, exhibitors will start arriving and setting up booths.

Pass out badges to registered persons.

Assist with setup as needed.

Register any new booth personnel and collect monies owed.

Print new badges and meal tickets.

Tuesday morning will be much like Monday.

Provide guarantee number for Tuesday lunch around 10:00 A.M.

On Wednesday, provide guarantee number for lunch around 10:00 A.M. and number for evening banquet by 3:00 P.M.

JOB DESCRIPTION FOR SECRETARY – TREASURER OF THE IAWPCO

The following will describe the duties of the position mentioned above. It will provide the board with a calendar year outline set up in four quarters.

January – March

1. Have website updated for the coming annual conference. On the page ANNUAL CONFERENCE, PUT IN DATES, TIMES, LOCATION, OF THE ANNUAL CONFERENCE. Have the on-line registration setup with northern Illinois University Outreach Department. Make a link on this page for the on-line registration for both attendees and exhibitors. The board and Executive Director will set the cost for both the attendees and exhibitors. Setup a spreadsheet in Excel for recording conference registrations. Start printing nametags, and mailing labels for the attendee's conference registration. Start registrations on the spreadsheet with hundred.

Annual Conference Registrations codes typed on the nametags. Type their name in all capitals and the plant name and city along state.

Full Package – FP100
Spouse Program – FPS100
Conference Package – CP100
Tuesday Only - T100
Tuesday Day with Lunch - TL100
Wednesday with Buffet - WL100
Banquet Only – BAN100
Exhibit Hall Only Pass - EXH100

2. Work on the 1st quarter issue of the newsletter. Include the Annual Conference program outline and mail in registrations. Call the publishers to set date for newsletter printing. Update the publishers with members' addresses and new members.
3. Check the associations e-mail and reply to any e-mails. Continue working with the Program Chair to finalize speakers and their information. Check USPS mailbox for mail on a weekly basis. Start processing mail in registrations.
4. Start working on the program pamphlet. Executive Director will mail you the vendors' names and contact information to be put in the Exhibitors Section. Have all the speaker information confirmed so the information will be accurate in the pamphlet.
5. On January 1, mail letters to vendors to advertise in the conference pamphlet. Along with this mailings include a rate structure of ad cost. Once you receive the payment for ads, put check number and amount in the Quickbooks.
6. First of the year mail out invitations to the life members, explaining their full conference packets will be available at the registrations table.
7. Work on the banquet pamphlet and have the nominees for Plant and Operator of the Year awards to put in the banquet pamphlet. Take to publishers and proof read and print out 300 copies. Take to conference and give to the conference hotel staff to place one at each setting.
8. Reconcile bank statements with Quickbooks, and print out 12 copies for board and auditors.

April – June

1. April is the busiest month as you must have the Conference registrations done and boxed, Make sure you have the Conference pamphlets and banquet pamphlets. Bring computers, both printers, projectors, bring extra nametag sheets, pens, paper. Set up file folders for the Executive board meetings materials. Have the board minutes from the previous meeting done. First folders have the Monday night board meeting information, (bank reconciliation detail sheets, and current conference program pamphlet for board to look over). For Wednesday's Business meeting, have the previous year's minutes and roll call. Thursday's Executive Board meeting folder have new board members information sheet for them (Association Constitution, e-mail addresses, meeting dates or the coming year).

2. Once back from Annual Conference do the following:

1. Double check registrations with the Checks for on-site registrations. Do direct billing or attendees and some vendors. Make bank deposits from conference cash and checks. Double check the Excel spreadsheet for attendees names and adds any that were missed at the conference. Organize all the items that were brought back to set up our office, such as computers and printers. Start preparing for the auditors. The fiscal year runs from June 1 to May 31 of the following year.

Must have the following for the auditors:

All receipts for checks written.

Bank statements with reconciliation from Quickbooks program

All Executive Board meeting minutes

Include all printed material, newsletters, conference program pamphlets,
all bank deposit books, receipt books, and print out the Quickbooks
Accountants copy of the fiscal years activities.

Double check all the on-line and on-site, pre-registrations for payment and
that it balance with your bank statement deposits.

Package all the above into a folder and deliver to the auditor by August

1. This is done so the report can be mailed to the IRS by October 1

3. Reconcile bank statements with Quickbooks, and print out 12 copies, so there will be copies for the auditors.

4. Type the Executive Board meeting minutes and business meeting minutes and send to Executive Board for review.

5. Start on the 2nd quarter issue of the Newsletter, April-July. Include conference pictures in if you have them yet. Take to publishers and proof the copy before publishers mail it out.

6. Update the membership list from the conference attendees as to which package they purchased. Membership is included in the Full Package. The membership is \$10.00 per year.

7. Update the website with pictures from the conference. Add the Regional Conference information and the local operator's group page.

July – September

1. Reconcile bank statements with Quickbooks, and print out 12 copies.

2. Answer questions from the auditors as it pertains to the associations finances.

3. Work on the 3rd quarter newsletter; try to seek out articles on different subjects from operators and vendors. Send newsletter to publishers and proof read the copy.
4. Update the regional website page with the new dates and locations. Send out the deposits to the hotels that are the regionals meeting locations.
5. Make up the regional pamphlets; send to publishers to print out one copy to proof. Try to mail out by Mid-August.
6. Check e-mail and post office box for mail. Process any memberships that came in. Make deposit of check(s) to bank account.
7. Reconcile bank statements with Quickbooks, and print out 12 copies.
8. Process on-line registrations for the regional conference and print each registration for the auditors report.
9. Executive Director will give you all receipts, checks, and cash at the end of the regional conference deposit. Check post office box for registrations checks.

10. AUGUST EXECUTIVE BOARD MEETING – 4:30 PM

Have the June board meeting minutes ready. Try to e-mail board before meeting for their review.
 Have all Reconciliation bank statements in the Board meeting packet.
 Present any correspondence that my have come in.
 Take notes of the board meeting. Type up ASAP if able to.

PROGRAM COMMITTEE MEETING THE NEXT DAY – 10:30 A.M.

Have the blank outline to hand out to each member
 Have agenda ready to hand out
 Take notes on the speakers and take attendance
 E-mail all program committee members the form letter to send to speakers
 Work with the Program Chair to get speakers information

E-mail out the program form with all the guest speakers in each slot to the Program Chair.

October – December

1. Complete the small program pamphlet that is to be mailed. Proof read after getting copy from publishers. Have the pamphlet mailed by November 15th. Keep working with Program Chair on confirming speakers so you can have correct names and titles in the pamphlets.
2. Work on the 4th quarter newsletter and send to publishers. Proofread the copy. Include the annual conference program out-line and have one page for mailing in pre-registrations.
3. Reconcile bank statements with Quickbooks, and print out 12 copies.
4. Attend all four regional conferences and take pictures of the new and present regional board members and any Executive board members that are present.
5. Check post office box for new and renewal members' checks. Make deposits of any checks from members or very-early conference pre-registrations.

6. Start making a folder on the computer for the up coming Annual Conference items. Make changes and do the following items:
 - a. Excel spreadsheet for registrations
 - b. Life member's letters
 - c. Banquet pamphlet
 - d. updated program out-line
 - e. Executive Board meeting items and minutes for the next meeting
 - f. Last years advertisers' letter and ad cost sheet.
 - g. The list of nominees for the newsletter and conference pamphlet
 - h. Name tag work sheet
 - i. On-site registrations sheet with cost for registrations
 - j. Spouse program posters
 - k. The Presidents pre-banquet invite tags
 - l. Mail out new awards inspection expense sheet to awards committee
 - m. Set-up the final for on-site registrations with on-line company with cut off date, which is April 10.

7. Get receipts from the Executive Director for the regional bills and pay other vendors from the regional conferences.