



WHEREAS, the Southwest Ohio Water Environment Association (SWOWEA) is a Member Association of the Ohio Water Environment Association (OWEA), which is a 501(c) 3 Organization; and

WHEREAS, Committees are established to undertake assignments to carry out the work of the SWOWEA and the OWEA; and

WHEREAS, Standing Committees have perpetual existence; and

WHEREAS, Ad Hoc Committees are established to perform specific tasks, as assigned by the SWOWEA President and the Executive Committee (EC); and

THEREFORE, the SWOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. Committees shall work towards the OWEA vision and mission statement of the organization.
- II. Committees are encouraged to have, at a minimum, four meetings per year. Meetings may be either “face to face”, webcast, or teleconference.
- III. Committees deemed inactive by the President or EC, may be sunsetted, modified, and re-commissioned.
- IV. Standing Committees
 - A. The Standing Committees of the Section shall be: Membership, Nominating, Government Affairs, Auditing, Program, Plant Operations, Industrial Waste, Personnel Education, Safety, Public Education, Awards, Laboratory Analysis, Publications, Young Professionals, Watershed, Residuals Management, and Collection Systems. The Section President shall fill any vacancy in the committee for the unexpired term.
 - B. The Chairperson of each Standing Committee shall be an active member of OWEA and shall submit an annual report to the SWOWEA President which will be integrated into a Section update at the annual meeting. Report should be submitted by the end of May. Chairpersons shall attend Section Executive Committee Meetings or provide an update to the President when unable to attend. The President may add or remove members from any committee.
 - C. The Chairpersons of the Membership, Government Affairs, Plant Operations, Industrial Waste, Personnel Education, Safety, Public Education, Awards, Laboratory Analysis, Young Professionals, Watershed, Residual Management, and Collection Systems Committees shall serve on the respective OWEA. Each



Chairperson shall serve for a two year term. At the discretion of the President, any committee may be designated more than one chairperson. The starting date of each Chairperson's term is established in the following sections.

- D. The Membership Committee shall consist of a Chairperson, who shall be the Secretary of the Section, and a Vice-Chairperson, who shall be the Treasurer of the Section, and other members as appointed by the Section President. This Committee is charged with the formulation and implementation of policies and programs to increase and maintain the membership of the Section. It shall conceive programs of service which should by their nature maintain an increased interest in the activities of the Section. Emphasis shall be given to incorporating multiple professional disciplines in the Committee membership. New policies and programs shall be approved by the Section Executive Committee.
- E. The Nominating Committee shall consist of the three recent past Section Presidents, with the least recent Past President acting as Chairperson of the Committee. The Nominating Committee shall nominate candidates for the offices of the President, Vice-President, Treasurer, Secretary, and Directors as provided for in the Constitution.
- F. The Government Affairs Committee shall consist of a Chairperson appointed in even numbered years, for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee Chairperson shall serve on the State Government Affairs Committee and it is preferred that all Section committee members also serve on the State committee. The Committee's duties shall include review and analysis of State and Federal legislation in water pollution control and related fields, and to provide timely assistance to the Section Executive Committee in matters related to Section activity in this area. This Committee shall recommend topics for the Section Programs.
- G. The Auditing Committee shall consist of a Chairperson who shall be the outgoing Section President, and a Vice-Chairperson, who shall be the newly elected Section President. The Auditing Committee shall direct an annual review of all Section financial transactions, balancing receipts and disbursements, and dated balances with bank statements. The Committee Chairperson shall prepare a report attesting to the financial condition of the Section as of June 1, for the preceding year, and shall submit the report to the President of the Section prior to the annual OWEA State Conference for attachment to the Annual Treasurer's Report.
- H. The Program Committee shall consist of a Chairperson, who shall be the Vice-President and other members as appointed by the Section President, including the Treasurer and Personnel Education Chairperson. The Program Committee shall prepare the technical, business and social programs for the meetings, shall obtain program speakers, and in other matters assist the Secretary and Treasurer in preparing the meetings.



- I. The Plant Operations Committee shall consist of a Chairperson appointed in even numbered years, for a two-year term by the Section President. The Committee shall direct its efforts toward the study of activities associated with the treatment and management of municipal wastewater and residuals. The Committee may prepare summary reports and white papers for the Executive Committee's action. The Committee shall recommend to the Program Committee wastewater and residual management subjects or papers for consideration to be presented at the Annual OWEA State Conference. The Committee shall sponsor Plant Operations Seminars as authorized by the Executive Committee.

- J. The Industrial Waste Committee shall consist of a Chairperson appointed in even numbered years, for a two-year term, by the Section President. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. Its members shall have the expertise and background to identify issues relating to industrial needs. The Committee shall direct its efforts toward the study and the resolution of issues associated with the proper management of industrial wastes with the goal of waste minimization and pollution prevention. The Committee shall sponsor industrial wastes seminars and workshops as directed by the Executive Committee. The Committee may prepare summary reports and white papers for the Executive Committee's action. Subcommittees and/or advisory groups may be established to identify or address specific issues related to industrial wastes management. The Committee shall recommend program subjects for the Annual OWEA State Conference and Southwest Section meetings. Committee will serve as liaison to State Industrial Pretreatment Committee.

The Committee shall follow current trends and issues dealing with the pretreatment of industrial wastes discharged to POTWs, including, but not limited to, changes in federal and State regulations, pollution prevention, and enforcement of local sewer regulations. The Committee may prepare summary reports and white papers for Executive Committee action, and may identify and recommend program subjects for the Annual OWEA State Conference and Southwest Section meetings.

The Committee will select the winner of the "Karl G. Voelkel Industry" Award with the following criteria:

- a. candidate shall be a private industry within the Section;
- b. candidate shall have demonstrated outstanding contributions in waste minimization, pollution prevention, environmental compliance, and environmental stewardship;
- c. candidate must satisfy one or more of the criteria listed below:



- 1) having in-place practices and procedures that have reduced raw material requirements, the volume of wastewater discharged, and/or pollutant loadings to the environment;
 - 2) initiated improvements and/or programs to improve characteristics of the waste discharge even though the facility was previously in full compliance with its discharge permit;
 - 3) demonstrated a “good corporate citizen” attitude through the existence of outreach programs designed to increase environmental awareness;
 - 4) worked in a positive, constructive way with local governmental and regulatory agencies;
 - 5) made information available to other industries pertaining to its successful use of alternative processes and procedures designed to enhance the environment; and
 - 6) implemented programs with environmental compliance that have generated positive economic benefits that greatly exceed their cost of implementation.
- K. The Personnel Education Committee shall consist of the three Section Directors. The First-Year Director shall serve as the Chairperson. The Committee shall report to the Executive Committee. Other Committee members shall be appointed by the Section President. This Committee shall furnish the Program Committee with recommendations for the technical speakers at Section meetings. The Committee will also be responsible for gathering and disseminating information regarding technical programs and educational opportunities available to the members. For all Section-sponsored training, the Chairperson shall be responsible for administering the required continuing education contact hour forms, forwarding completed forms to the appropriate agency, and maintaining records (or arranging for the maintenance of records) for the Section. The Chairperson shall be familiar with the technology required to utilize the State contact hour system and support the Treasurer and Secretary with this process during Section-sponsored events.
- L. The Safety Committee shall consist of a Chairperson appointed in odd numbered years, for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Safety Committee shall direct its efforts toward formulating objectives, programs and policies in the interest of safety concerning the construction, operation and maintenance of wastewater treatment plants and collection systems. The Committee, in the interest of safety, shall make recommendations to the Executive Committee for action.
- M. The Public Education committee shall consist of a Chairperson appointed in odd numbered years, for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee.



This Committee shall be responsible for public awareness and public education programs. It shall promote activities of the Section and its members through use of the media. This Committee shall coordinate the Water Quality Awareness Week, student related programs including science fair programs, press releases and general articles of interest.

- N. The Awards Committee shall consist of a Chairperson appointed in odd numbered years, for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall solicit nominations for each award set forth in the OWEA Rules and Regulations and shall make a recommended selection of the nominations to the Executive Committee for approval. The approved nominations shall be presented to the OWEA Awards Committee by the Section's Awards Committee Chairperson. The Awards Committee shall also solicit nominations for any Section awards established. A recommended selection of the nominations for Section awards shall be made to the Executive Committee to present an award. If suitable nominees are approved, awards for any calendar year shall be presented at the annual Section meeting occurring the succeeding calendar year. The Section awards established by the Executive Committee are:

See Section website for a listing of awards.

- O. The Laboratory Analysis Committee shall consist of a Chairperson appointed in even numbered years, for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall direct its efforts in the interest of promoting high-quality performance of laboratories. This Committee shall endeavor to improve communications between laboratories, promote professionalism by keeping laboratory personnel abreast of training, and informed of any changes in the EPA's approved methods. The Committee shall recommend program subjects for the Program Committee.
- P. The Publications Committee shall consist of a Chairperson, who shall be the Second Year Director, and members as appointed by the Section President. The Committee shall provide guidance and assistance to ensure all Association publications maintain the highest standards, and shall ensure a technical review of all articles is performed.
- Q. The Young Professionals Committee shall consist of a Chairperson appointed in odd numbered years for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall promote the involvement of people who are new to the wastewater industry by providing opportunities to interact while learning more about the OWEA, SWOWEA, and the entire wastewater field. Members are typically 35 years old or younger.



- R. The Watershed Committee shall consist of a Chairperson appointed in odd numbered years for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall follow current trends and regulatory issues related to watershed management. The Committee shall provide guidance to the members on watershed issues and recommend subjects or papers to the Program Committee for consideration at Section Meetings and the Annual OWEA State Conference.
 - S. The Residuals Management Committee shall consist of a Chairperson appointed in odd numbered years for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall follow current trends and regulatory issues related to residuals and biosolids management and help communicate these to section membership. The Committee Chairperson shall serve as liaison between the state Residuals Committee and SWOWEA. The Committee shall help communicate members' issues to regulatory agencies on State and Federal legislation, and promote public awareness. The Committee shall recommend subjects or papers to the Program Committee for consideration at Section Meetings and the Annual OWEA State Conference.
 - T. The Collection Systems Committee shall consist of a chairperson appointed in odd numbered years for a two-year term. Other members of the Committee shall be appointed by the Chairperson, as required, to fulfill the goals of the Committee. The Committee shall provide the membership with information regarding the maintenance, operations, and importance of collection systems, with emphasis in the areas of technology, regulations, funding, public relations, and safety. The Committee may also coordinate a Hands-On Workshop for the State OWEA Collections Committee. The Committee chairperson should be an active member of the State OWEA Collections Committee, and dutifully report and coordinate the statewide activities back to the SW Section Executive Committee and the membership.
- V. Ad-Hoc Committtees
- A. Ad-Hoc committees may be appointed by the Section President as deemed necessary. An Ad-Hoc committee is defined as a committee which performs work in specific areas within the Section as assigned by the Section President and the Executive Committee. The committee may not be expected to complete yearly goals nor would the committee be required to report at the annual meeting unless requested by the Section President. The Section President shall fill any vacancy in the committees for the unexpired term.