

POLICIES AND PROCEDURES MANUAL

For Joint Functions of

**Rocky Mountain Section
American Water Works Association**

and

**Rocky Mountain
Water Environment Association**

February 2015

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. JOINT GOVERNING BOARD.....	3
A. Composition.....	3
B. Responsibilities.....	3
C. Quorum.....	4
D. Rules.....	4
E. Voting.....	4
F. Amendments.....	5
G. Grievances.....	5
H. Dissolution.....	5
III. JOINT COMMITTEES.....	6
A. Establishing a Joint Committee.....	6
B. Disbanding a Joint Committee.....	7
C. Appointing Joint Committee Chairs.....	7
D. Joint Committees.....	7
E. Joint Committee Chair Responsibilities.....	7
F. Accounting Responsibilities.....	8
G. Annual Budget Requests.....	8
H. Annual Reconciliation.....	9
I. Contract Reviews.....	9
IV. JOINT ANNUAL CONFERENCE.....	11
A. Introduction.....	11
B. Site Selection.....	11
C. Conference Management Committee.....	12
D. Budget.....	12
E. Complimentary Room Assignments.....	12
F. Distribution of Profit or Loss from Joint Annual Conference.....	13
G. Advertisement, Entertainment, and Exhibition Policy.....	14
H. Conference Refunds.....	14
I. Guest Speakers and Complimentary Tickets.....	15
V. JOINT PUBLICATIONS.....	15
A. Introduction.....	15
B. Responsibilities.....	15
C. Publishing Policies.....	16
VI. OTHER JOINT COMMITTEES.....	17
A. Joint Operators Training Conferences Committee.....	17
B. Joint New Mexico Involvement Committee.....	17
C. Joint Small Systems Committee.....	17
D. Joint Technical Activities Committee.....	17

E. Joint Utility Management Committee.....	17
F. Joint Water For People Committee.....	18
G. Joint Water Reuse Committee	18
H. Joint Young Professionals Committee.....	18
I. Joint Student Chapter Coordinator.....	18
J. Joint Student Chapters	19
VII. INFORMATION SHARING POLICY.....	19
A. Purpose.....	19
B. Database Information.....	19
C. Attendee Information	19
VIII. PAID STAFF	20
IX. MEMBER/NON-MEMBER PRICING.....	20

I. INTRODUCTION

This Joint Policy and Procedures Manual is intended to document general policies and procedures for joint activities of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA). This manual should be reviewed periodically by an ad-hoc committee created specifically for the purpose of recommending changes and/or updates. The ad-hoc committee should be comprised of current and/or previous RMSAWWA Governing Board members and RMWEA Executive Committee members.

II. JOINT GOVERNING BOARD

A. Composition

The Joint Governing Board (JGB) shall consist of the RMSAWWA Chair, Past Chair, Chair-Elect, Treasurer, Director, and Trustees; and the RMWEA President, Past President, President-Elect, Vice President, Treasurer, Secretary, Senior Delegate, and Trustees. Therefore, the Board shall consist of 26 members (i.e., 13 members from each organization). The responsibility for chairing JGB meetings shall alternate between the two presiding officers, with the RMSAWWA Chair chairing in even numbered years and the RMWEA President chairing in odd numbered years. Similarly, the Secretary of the JGB shall be the RMSAWWA Secretary in even numbered years and the RMWEA Secretary in odd numbered years. JGB positions shall change immediately after the Joint Annual Conference, which is typically held in September of each year.

B. Responsibilities

The JGB shall meet formally at least three times a year to discuss matters of joint interest and concern between the two organizations. Either the RMSAWWA Chair or RMWEA President, as needed, may call additional meetings. The JGB Chair (or designee) shall ensure that notices of meetings are sent to all JGB members at least ten days in advance of such meetings. The JGB Chair shall also ensure that agendas and other pertinent information are distributed to each member of the JGB in advance of such meetings, and that draft and final minutes of the meeting are distributed in a timely manner following the meeting. Copies of the meeting minutes shall be kept by the responsible organization for perpetuity.

It is the responsibility of the JGB to:

1. Establish and approve joint policies;
2. Approve Joint Annual Conference site selections;
3. Approve the preliminary budget for the Joint Annual Conference at least six months in advance of the conference;

4. Review and approve joint committee activities and budgets as part of each organization's annual budgeting process, prior to the start of the calendar year;
5. Establish new joint committees to perform services for both organizations as may be deemed necessary;
6. Review the charge and need for continuation of all joint committees;
7. Review and provide input on contracts for paid staff who work on joint committee activities and/or on the Joint Annual Conference;
8. Approve all proposed changes/updates to the Policies and Procedures Manual.
9. Review and approve minutes of JGB meetings.

C. Quorum

A quorum of the JGB shall consist of fourteen (14) members, which represents a majority. At least five (5) board members shall be from RMSAWWA and five (5) members shall be from RMWEA. A quorum is required in order to vote on business matters.

D. Rules

JGB meetings shall be conducted according to the latest edition of "Robert's Rules of Order."

E. Voting

The JGB may vote, approve and adopt new policies and procedures at any joint meeting called by the RMSAWWA Chair or RMWEA President. A quorum must be present to vote and each member shall have one vote. The result of any vote will be determined by a super majority (i.e., two-thirds or more of the quorum) and that super majority must include at least one vote from each organization

Voting on time critical issues may be held electronically via email or similar system(s) at the discretion of both the RMSAWWA Chair and the RMWEA President. The RMSAWWA Chair or RMWEA President will collect the votes and set a deadline for voting. A hard copy of the votes will be given to the JGB Secretary for record keeping. The result shall also be documented in the minutes of the subsequent JGB meeting.

F. Amendments

1. The JGB shall consider proposed amendments to this document, provided that copies of such proposed amendments have been provided in writing to the JGB Chair and distributed to each JGB member at least 10 days before the next scheduled JGB meeting.
2. Adoption of an amendment shall require a vote of JGB members.
3. When amendments have been acted upon favorably by the JGB, they shall take effect immediately unless specified otherwise.

G. Grievances

1. A grievance is defined as a complaint regarding the interpretation of, application of, or compliance with the provisions of the Joint Policies and Procedures Manual. Grievances shall be handled in accordance with the procedures outlined below.
2. Any RMSAWWA or RMWEA member (who is in good standing with their respective organization) may present a written petition (grievance) to the JGB Chair for review and consideration by the JGB. The complainant is encouraged to include a statement as to what remedy is being sought, if possible.
3. Upon receipt of the written petition from the complainant, the JGB Chair shall include the petition on the next meeting agenda. All relevant facts and circumstances pertaining to the grievance shall be presented by the complainant in person and discussed with the JGB members.
4. The JGB shall then render a decision, supporting, reversing, or modifying its position. The decision shall be made by an affirmative majority vote, and shall constitute final judgment.

H. Dissolution

1. Dissolution of the JGB may take place with a super majority vote (i.e., two-thirds or more) of all JGB voting members. Should one or both Boards independently decide they want to disassociate from the JGB, the JGB will dissolve.
2. If the JGB is dissolved mutually by both organizations (as defined in Section II.H.1 above), any joint logos or branding (i.e., joint conference logo and name) shall not be used in the future by either RMSAWWA or RMWEA. Financial obligations associated with breaking any existing joint contracts will be borne by both organizations as shown in Table 1.

Table 1	
Distribution of Outstanding Financial Obligation	
Joint Committee	RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> ▪ Joint NMIC ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint Student Chapter Coordinator ▪ Joint Utility Management ▪ Joint Water Reuse ▪ Joint WFP ▪ Joint Young Professionals ▪ All Joint Student Chapters 	50% / 50%
<ul style="list-style-type: none"> ▪ Joint Publications 	Based on distribution as of December 31 st of the previous year
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ JOTC 	Based on attendance at the previous year's conference (as discussed in Section IV.F). If there was no conference the previous year, then distribution shall be 50% / 50%.

3. If the JGB is dissolved by one Board independently, any joint logos or branding (i.e., joint conference logo and name) shall not be used in the future by either RMSAWWA or RMWEA. Financial obligations associated with breaking any existing joint contracts will be borne by the Board wishing to dissolve the JGB.

III. JOINT COMMITTEES

Joint committees should be considered if the formation of such a committee provides operational or financial benefit for both organizations. Joint committees represent both RMSAWWA and RMWEA and should support the goals and objectives of both organizations. The following guidelines shall be followed for joint committees:

A. Establishing a Joint Committee

1. Both the RMSAWWA Governing Board and the RMWEA Executive Committee shall independently consider the proposal to create a joint committee.
2. If either organization disagrees with the formation of a joint committee, then the joint committee shall not be created.
3. The JGB members shall vote on the formation of the joint committee and determine which organization shall handle the financial activities for the newly created joint committee.

B. Disbanding a Joint Committee

Either organization shall notify the other organization of its intent to discontinue its support for a joint committee. Disbanding of the joint committee will become effective at a mutually agreed upon time. If disbanding a committee has any impact on already executed contracts or logos/branding/name, the provisions in Section II.H apply.

C. Appointing Joint Committee Chairs

Joint Committee Chairs shall be appointed and approved by both the RMWEA President and RMSAWWA Chair.

D. Joint Committees

At the time of this edition of this manual, there are 18 joint committees, as listed in Table 2.

Table 2	
Joint Committees of RMWEA and RMSAWWA	
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ Joint New Mexico Involvement (NMIC) ▪ Joint Operators Training Conferences (JOTC) ▪ Joint Publications ▪ Joint Site Selection ▪ Joint Small Systems ▪ Joint Technical Activities (JTAC) ▪ Joint Utility Management ▪ Joint Water For People (WFP) ▪ Joint Water Reuse ▪ Joint Young Professionals 	<ul style="list-style-type: none"> ▪ Joint Student Chapter Coordinator ▪ Joint Student Chapter – Colorado School of Mines (CSM) ▪ Joint Student Chapter – Colorado State University (CSU) ▪ Joint Student Chapter – New Mexico Institute of Mining and Technology (NMIMT) ▪ Joint Student Chapter – University of Colorado - Boulder (CU) ▪ Joint Student Chapter – University of New Mexico (UNM) ▪ Joint Student Chapter – University of Wyoming (UW)

E. Joint Committee Chair Responsibilities

Joint committee chairs shall be responsible for representing both organizations through the following activities:

1. Joint Committee Chairs must be a member of either RMSAWWA or RMWEA.
2. Joint Committee Chairs shall serve a minimum one year term unless agreed upon by both the RMWEA President and RMSAWWA Chair.

3. Joint Committee Chairs may nominate a committee co-chair, which shall be approved by both the RMSAWWA Chair and RMWEA President.
4. Joint Committee Chairs or Co-Chairs shall be responsible for identifying and recruiting committee members that represent both organizations.
5. Joint Committee Chairs or Co-Chairs shall report to the JGB Chair and shall provide monthly written or verbal updates of committee activities to the JGB Chair.
6. Joint Committee Chairs or Co-Chairs are expected to attend the Winter, Summer, and Annual Conference JGB meetings, and are encouraged to attend all JGB meetings.
7. Joint Committee Chairs or Co-Chairs shall participate in the strategic planning efforts of both RMSAWWA and RMWEA.
8. Joint Committee Chairs or Co-Chairs are responsible for complying with the policies of the Board responsible for their finances.
9. Joint Committee Chairs shall coordinate with the Treasurers to determine event insurance and liability waiver requirements.

F. Accounting Responsibilities

The Chair or Co-Chairs for each joint committee shall be responsible for submitting receipts, invoices, and revenues to the Treasurer identified in Table 3. Expenses and receipts shall be submitted along with the appropriate reimbursement form (per the financial assignment in Table 3).

Exceedances or deficits of more than 25% of the budget amounts shall be reported to the Joint Governing Board by the Committee Chair. This includes changes in attendance, income, and/or expenses.

G. Annual Budget Requests

The Treasurer of each respective organization shall solicit annual budget requests for each joint committee. Joint Committee Chairs shall complete and submit budget requests by November 1st to facilitate the budgeting process. Budgets should be developed as accurately as possible with number of anticipated attendees and income and expenses itemized. Lump sums for unspecified events are not acceptable.

Only the events and items specified in the approved joint committee budget are approved. Dates, times, and locations of events may be adjusted based on availability and scheduling constraints, however, changing events or using money

for other purposes not specified in the budget must be approved in advance by the JGB.

Table 3	
Joint Committee Financial Assignments	
RMSAWWA	RMWEA
<ul style="list-style-type: none"> ▪ Joint Publications ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint WFP ▪ Joint Young Professionals ▪ Joint Utility Management 	<ul style="list-style-type: none"> ▪ Joint NMIC ▪ JOTC ▪ Joint Student Chapter Coordinator ▪ Joint Student Chapter – CSM ▪ Joint Student Chapter – CSU ▪ Joint Student Chapter - CU ▪ Joint Student Chapter – NM Tech ▪ Joint Student Chapter - UNM ▪ Joint Student Chapter – UW ▪ Joint Water Reuse
Finances for the Joint Conference Management Committee are handled by RMSAWWA in even years and RMWEA in odd years.	

H. Annual Reconciliation

Expenses and revenues for all joint committees shall be tracked by the respective organization identified in Table 3. The budget reconciliation and year-end reconciliation of the joint committees shall be split between the organizations as identified in Table 4.

Table 4	
Distribution of Expenses/Revenues for Joint Committees	
Joint Committee	RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> <li style="width: 50%;">▪ Joint NMIC <li style="width: 50%;">▪ Joint Utility Management <li style="width: 50%;">▪ Joint Site Selection <li style="width: 50%;">▪ Joint Water Reuse <li style="width: 50%;">▪ Joint Small Systems <li style="width: 50%;">▪ Joint WFP <li style="width: 50%;">▪ JTAC <li style="width: 50%;">▪ Joint Young Professionals <li style="width: 50%;">▪ Joint Student Chapter Coordinator <li style="width: 50%;">▪ All Joint Student Chapters 	50% / 50%
<ul style="list-style-type: none"> ▪ Joint Publications 	Based on distribution as of December 31 st of each year (as discussed below)
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ JOTC 	Based on attendance (as discussed in Section 4.F below)

I. Contract Reviews

The RMSAWWA Chair and Treasurer and RMWEA President and Treasurer are the only persons that have signing authority to act on behalf of the JGB. Joint

Committee Chairs do not have signing authority and therefore cannot execute contracts on behalf of either organization.

Adequate time shall be provided for contract reviews and negotiations. Budgeted events may be cancelled if sufficient time is not provided, with the agreement of the Treasurers, RMSAWWA Chair, and RMWEA President.

All contracts associated with joint committee activities that have a value of up to \$5,000 shall be reviewed and executed by the assigned Treasurer or RMSAWWA Chair or RMWEA President.

All contracts associated with joint committee activities that have a value of \$5,000 - \$20,000 shall be reviewed by a minimum of one of the following representatives from each organization: RMWEA President or Treasurer and RMSAWWA Chair or Treasurer. Upon review and approval by the representative from each organization, such a contract may be executed by the assigned Treasurer or RMSAWWA Chair or RMWEA President.

All contracts associated with joint committee activities that have a value of greater than \$20,000 shall be reviewed by a minimum of one of the following representatives from each organization (RMWEA President or Treasurer and RMSAWWA Chair or Treasurer) and also by a minimum of two of the following: representatives of the American Water Works Association (AWWA), the Water Environment Federation (WEF), and/or paid staff. Contracts greater than \$20,000 in value must be executed by the RMSAWWA Chair or Treasurer and the RMWEA President or Treasurer.

The hotel and venue contracts for the Joint Annual Conference must always be reviewed by the RMWEA President and Treasurer, the RMSAWWA Chair and Treasurer, and a minimum of two of the following: representatives of AWWA, WEF, and/or paid staff. Upon review and approval, this contract must be executed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer.

For recurring annual contracts other than the hotel and venue contracts for the Joint Annual Conference, if the language of the contract has not substantially changed and has previously been reviewed as required above, and if both organizations (i.e., RMSAWWA Chair or Treasurer and RMWEA President or Treasurer) agree that an outside review is not necessary, then the review may be waived and the contract executed according to the above requirements.

Either RMSAWWA or RMWEA may request special review of contracts. The costs for these reviews (if any) shall be borne by the organization requesting the special review, unless both organizations agree in advance to share the expense.

Table 5 summarizes the requirements associated with contract reviews.

Table 5 Contract Review Requirements		
Contract Amount	Review	Execute
< \$5,000	Assigned Treasurer or RMSAWWA Chair or RMWEA President	Same as review
\$5,000 to \$20,000	A minimum of one from each organization: RMSAWWA Treasurer or Chair RMWEA Treasurer or President	Same as review
> \$20,000	A minimum of one from each organization: RMSAWWA Treasurer or Chair RMWEA Treasurer or President A minimum of two of the following: AWWA representative WEF representative Paid staff	RMSAWWA Treasurer or Chair and RMWEA Treasurer or President
JAC hotel and venue	RMSAWWA Treasurer and Chair RMWEA Treasurer and President A minimum of two of the following: AWWA representative WEF representative Paid staff	RMSAWWA Treasurer and Chair and RMWEA Treasurer and President

IV. JOINT ANNUAL CONFERENCE

A. Introduction

The Joint Annual Conference is the major joint activity of RMSAWWA and RMWEA. Conferences may be held either in Colorado, New Mexico or Wyoming. In order to provide continuity and useful information to all persons involved in the planning and execution of this event, a Conference Management Manual has been prepared. The manual contains descriptions of events, requirements for the conference and checklists for details. All persons involved with the Joint Annual Conference should review the Conference Management Manual.

B. Site Selection

The purpose of the Joint Site Selection Committee is to identify and evaluate potential sites for the Joint Annual Conference, make a formal recommendation to the JGB, and negotiate the contract after the JGB selects a conference site.

The Joint Site Selection Committee Chair is appointed by the RMSAWWA Chair and RMWEA President. The Site Selection Committee shall include at least one member that has previously served as a Joint Conference Coordinator and additional members as necessary. The Joint Site Selection Committee Chair shall, if possible, recruit members who represent and can address the interests of all three states.

C. Conference Management Committee

The Joint Conference Management Committee Coordinator is appointed by the RMSAWWA Chair and the RMWEA President. The individual selected to serve as Conference Coordinator shall have previous experience with the Joint Conference Management Committee and be willing to serve as a mentor to future Conference Coordinators. The Conference Coordinator shall be a member of both organizations, where possible.

Finances for the Joint Annual Conference shall be handled by RMSAWWA in even years and RMWEA in odd years. More information on the Conference Management Committee is included in the Conference Management Manual.

D. Budget

The Joint Annual Conference represents a significant investment of resources by both organizations and in turn is a significant source of revenue. It shall be the policy of the JGB that the conference be budgeted to make a profit. This goal should be reviewed and adjusted periodically, taking into account location, anticipated expenses, and the current economic climate.

The Joint Conference Management Committee shall present a preliminary budget to the JGB with recommendations regarding registration fees, meal ticket costs, etc., approximately nine months prior to the conference and no later than at the Winter JGB meeting. The JGB shall make the final decision on these matters. An updated conference budget shall be presented at the Summer JGB meeting.

E. Complimentary Room Assignments

Complimentary room nights provided by the conference hotel for each day of the conference will be assigned by the following priority:

1. Conference Coordinator.
2. Assistant Conference Coordinator.
3. Visiting representative of the organization having lead responsibility for the Joint Annual Conference.

4. Visiting representative of the organization without lead responsibility for the Joint Annual Conference.
5. Current JGB Chair.
6. Chair or President of the other organization.
7. Treasurer of the organization having lead responsibility for the Joint Annual Conference.
8. Additional room nights, if available shall be assigned by the Conference Coordinator, in consultation with the RMSAWWA Chair and RMWEA President.

F. Distribution of Profit or Loss from Joint Annual Conference

RMSAWWA and RMWEA shall share the profit or loss from the Joint Annual Conference based upon the number of members (AWWA/RMSAWWA and WEF/RMWEA) registered for the conference from each organization. A ratio between the two organizations shall be established as follows:

- A = Number of attendees who are WEF/RMWEA members only.
- B = Number of attendees who are AWWA/RMSAWWA members only.
- C = Number of attendees who are members of both WEF/RMWEA and AWWA/RMSAWWA.
- D = Number of attendees who are unaffiliated with either organization or their affiliation is unknown or not otherwise specified.
- The RMWEA percentage share will be: $[A+(C+D)/2]/[A+B+C+D]$.
- The RMSAWWA percentage share will be: $[B+(C+D)/2]/[A+B+C+D]$.

The distribution shall then be made as follows:

1. Total all items of income and expense for the conference.
2. Deduct all items of income and expense that clearly benefit only one organization and charge those items to that organization. The sum of the remaining items represents the net profit or loss.
 - Most events at the conference benefit both organizations, even if they are viewed primarily as RMSAWWA or RMWEA events (i.e., Water

Taste Test, Water Tapping Contest), and therefore, the income and expenses of these events should be attributable to both organizations.

- Expenses of registrations and meals for AWWA representatives and staff, WEF representatives and staff, RMSAWWA award winners, and RMWEA award winners are assumed to be similar for the two organizations, and therefore will be split equally between RMSAWWA and RMWEA.
3. Apply the ratios established above to the net profit or loss to determine the distribution to each organization.

G. Advertisement, Entertainment, and Exhibition Policy

Except for the “Exhibition Area,” as set forth in the paragraph below, it is the policy of the JGB that there will be no exhibits, displays, give-aways, or advertising permitted at the Joint Annual Conference. Cocktail and dinner parties (including hospitality rooms) shall only be permitted at times that do not conflict in any way with scheduled program activities. These parties shall be by invitation only.

Advertising, in the form of conference related sponsorships is allowed. It shall be the responsibility of the Conference Coordinator to organize and track sponsorships. Advertising outside of formal, conference-related sponsorships shall not be allowed, with the exception of material that promotes the improvement or advancement of the Joint Annual Conference, RMSAWWA, or RMWEA.

Entertainment, if provided as part of the conference, shall comply with all requirements established by the host facility.

Conference facilities shall have adequate room to accommodate an Exhibition Area. Exhibits by vendors, manufacturers, representatives and similar organizations that advance the water industry will be allowed at the Joint Annual Conference.

H. Conference Refunds

Banquet, special events, and luncheon tickets will be refunded upon written request prior to the guarantee deadline as required by the conference venue providing service for the event. Conference related refunds are subject to a cancellation fee, as described in the conference registration publications. Room cancellations are subject to the policies as set by the conference hotel.

I. Guest Speakers and Complimentary Tickets

Speakers are required to register for the conference. At a minimum, speakers must pay for a one-day registration for the day they are speaking. Transportation, lodging and meal expenses are the responsibility of the speaker. The only exception to this is speakers who have been specifically invited by the Conference Coordinator, RMSAWWA Chair, or RMWEA President such as keynote speakers and AWWA/WEF visiting representatives.

The Conference Coordinator is responsible for providing the Conference Treasurer, and those persons providing registration assistance, with the names of the persons qualifying for complimentary registration and meals prior to the mailing of the registration packets.

Other exceptions to this policy shall only be permitted in special and unique circumstances, and only with advanced approval of the RMSAWWA Chair, RMWEA President or Conference Coordinator.

V. JOINT PUBLICATIONS

A. Introduction

The purpose of the Joint Publications Committee is to publish joint publications for RMWEA and RMSAWWA. Presently, those publications consist of *Rumbles*, a color magazine approximately 40 pages each issue that is published bimonthly beginning with January, and *e-Rumbles*, an electronic newsletter that goes out via e-mail to the members of both organizations on or about the first of every month. In addition *e-Blasts* are utilized to disseminate timely information. The primary audience for both publications is the members of RMWEA and RMSAWWA. The Joint Publications Committee is composed of a Chair or Co-Chairs who recruit additional committee members as necessary to carry out assigned responsibilities, including *Rumbles* and *e-Rumbles* editors. An attempt is made to appoint a Chair and editors who can serve for several years at a time.

B. Responsibilities

The responsibilities of the Joint Publications Committee include the following:

- Utilize *Rumbles* to:
 - Provide news and information of importance in the water supply, water reuse, and water quality segments of the water industry.
 - Provide an outlet for the various committees of RMWEA and RMSAWWA to publicize their work and generate support for such efforts.

- Serve as an industry showcase to persons outside the water industry such as students, government leaders, and the like.
- Utilize *e-Rumbles* and *e-Blast* to provide timely notification of upcoming events and items of potential interest to members of the two organizations.
- Assist the Joint Conference Management Committee in publishing materials such as the conference brochure.
- Provide training for individuals interested in becoming *Rumbles* and/or *e-Rumbles* editors and for developing a pool of talent to provide continuity.

C. Publishing Policies

1. *Rumbles* will be mailed by the first day of every other month. Its content will focus on plant operations, science and technology, regulatory, and management issues, as well as RMSAWWA or RMWEA news. Editorial features will focus on regional interests in the water and wastewater industries.
2. The goal of the *Rumbles* advertising rates will be to recoup the expenses for *Rumbles*, *e-Rumbles*, and other publication committee expenses. The advertising rates will be reviewed and approved each year by the JGB.
3. The deadline for submitting information to be included shall be established by the Joint Publications Committee to meet the production schedule.
4. Requests for *e-Rumbles* announcements shall be submitted using the designated form. Incomplete requests will not be considered.
5. Approved requests will appear in the next *e-Rumbles* or *e-Blast*.
6. Requests from organizations other than RMSAWWA and RMWEA to share information with RMSAWWA and RMWEA members through *e-Rumbles* or *e-Blast* will be reviewed on a case-by-case basis by the Joint Publications Committee Chair and the RMSAWWA Chair and RMWEA President according to the criteria described below.
 - The information shall be in conformance with the general Mission and Vision Statements of both member organizations.
 - Requests will not be accepted from for-profit organizations.

- Requests will generally be responded to within 2 weeks from submission.
- A decision may be appealed to the JGB. Such requests must be made in writing and will be reviewed at the next regularly scheduled meeting.

VI. OTHER JOINT COMMITTEES

This section briefly describes the purpose of other joint committees. Detailed descriptions of responsibilities can be found in RMSAWWA’s Guidelines document.

A. Joint Operators Training Conferences Committee

The purpose of the JOTC shall be to provide training for operators to assist them in successfully passing the state water, wastewater, biosolids, wastewater collection, and water distribution exams. Revenue and expenses shall be split between RMSAWWA and RMWEA based on the number of operators registered for water and wastewater courses. Any money received for the event (such as grants) shall be applied to offset the expenses prior to distributing any remaining revenue/expenses between RMSAWWA and RMWEA.

B. Joint New Mexico Involvement Committee

The purpose of the Joint NMIC shall be to promote the exchange of information between RMSAWWA and RMWEA members in New Mexico through educational and networking opportunities.

C. Joint Small Systems Committee

The purpose of the Joint Small Systems Committee shall be to provide assistance to small water and wastewater systems to enable them to meet the operating and management challenges of the future, and to give those small systems a stronger voice in RMSAWWA and RMWEA.

D. Joint Technical Activities Committee

The purpose of JTAC shall be to promote the exchange of water and wastewater technical information between RMSAWWA and RMWEA members.

E. Joint Utility Management Committee

The purpose of the Joint Utility Management Committee shall be to identify and address current and future management issues facing water and wastewater utility managers and other professionals serving communities in Colorado, Wyoming, and New Mexico. The committee strives to be the source of information and

knowledge on utility management issues as well as a gathering point and sounding board for meaningful discussion and presentation of sustainable solutions.

F. Joint Water For People Committee

The purpose of the Joint WFP shall be to become a resource for communicating the needs of people in developing countries and the values of Water For People's solutions and experience at the local level. To achieve this goal the committee aims to: 1) provide local support for the national Water For People organization, 2) increase awareness of water issues in developing countries, and 3) raise funds to further drinking water and sanitation projects in developing countries.

G. Joint Water Reuse Committee

The purpose of the Joint Water Reuse Committee shall be to promote the safe use of reclaimed water in Colorado, New Mexico, and Wyoming. The committee works in conjunction with the Colorado Chapter of the WaterReuse Association.

H. Joint Young Professionals Committee

The purpose of the Joint Young Professionals Committee shall be to increase involvement of young professionals in RMSAWWA and RMWEA activities, event, and committees. Young professionals are defined as members who are under the age of 35 and/or have less than 5 years experience in the water and wastewater field.

I. Joint Student Chapter Coordinator

The Student Chapter Coordinator serves as the point of contact and primary resource for the student chapters. The Student Chapter Coordinator is responsible for the following:

- Providing training to new student chapter leadership.
- Assisting Student Chapter Presidents with budget development and reviewing them prior to their submission to the JGB.
- Assisting with planning activities as needed.
- Disseminating pertinent JGB information to the Student Chapter Presidents.
- Informing the JGB of any pertinent information/needs of the student chapters.
- Supporting the Student Competition Coordinator as needed.
- Assisting with the Student Conference as needed.

J. Joint Student Chapters

The purposes of the joint student chapters shall be to increase involvement of students in RMSAWWA and RMWEA activities and events, provide students with professional networking opportunities, and to promote the exchange of technical information between students and RMSAWWA and RMWEA members. Joint student chapters are currently established at the following schools:

- Colorado School of Mines
- Colorado State University
- New Mexico Institute of Mining and Technology
- University of Colorado – Boulder
- University of New Mexico
- University of Wyoming

VII. INFORMATION SHARING POLICY

A. Purpose

RMSAWWA and RMWEA periodically receive requests for member or attendee information. This includes requests for member contact information from the organizations' databases as well as contact information for attendees of educational and training events, including the Joint Annual Conference. RMSAWWA and RMWEA also periodically receive requests to share information from other organizations with their members. This policy has been developed to provide guidance on the appropriate use of and procedure for sharing this information.

B. Database Information

The national databases of RMSAWWA and RMWEA and the Joint Publications Committee's database provide member contact information, including mailing and email addresses, and this information will not be shared.

C. Attendee Information

Contact information for attendees of RMSAWWA and/or RMWEA events may be shared with other attendees of the event. Information that may be shared is limited to the person's name and the name of the organization that person is affiliated with. Release of this information is at the discretion of the person organizing the event and requests for this information should be directed to that individual. All registrants can "opt-out" of having their contact information shared.

The exception to this is contact information associated with attendees of the Joint Annual Conference. Eligible exhibitors and official sponsors may receive contact information for registered attendees. Information that may be shared is limited to the person's name, the name of the organization that person is affiliated with, an email address, and a mailing address. All registrants can "opt-out" of having their contact information shared. A draft list of Joint Annual Conference registrants will be supplied to the exhibitors and official sponsors approximately three weeks prior to the event and a final list of registrants will be provided approximately two weeks after completion of the Joint Annual Conference.

VIII. PAID STAFF

RMSAWWA and RMWEA may elect to contract with paid staff to assist with joint activities of the two organizations. Paid staff will report to the RMSAWWA Treasurer and the RMWEA Treasurer. Contracts for paid staff that involve joint activities shall be reviewed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer, with input from committee chairs as needed. Work contracted for joint activities will be paid according to the distributions listed in Table 4.

Responsibilities of paid staff may include:

1. Assisting in registration and other activities for the Joint Annual Conference.
2. Attending the JGB meetings, if requested.
3. Performing other services for the JGB and Joint Committee Chairs as requested.

IX. MEMBER/NON-MEMBER PRICING

Member/non-member pricing is highly encouraged for any RMSAWWA, RMWEA, or joint training or event. The intent is to offer a discounted price for member attendance in order to encourage membership and to convey the benefit of membership to attendees. A member discount of 15 to 25 percent is recommended depending on the cost of the event. Anyone seeking assistance in pricing structure is encouraged to contact the Treasurer for guidance.