



Standing Rules for the Industrial Treatment/Pretreatment Committee of the Rocky Mountain Water Environment Association

1.0 Mission Statement

Industrial manufacturing facilities have treatment needs and regulatory requirements that differ in some important ways from publicly owned treatment works (POTWs). These facilities are very focused on sustainable design, and determined to make business decisions based on environmental issues, societal impact, and economics. The committee is dedicated to bringing together professionals associated with industrial wastewater in both the public and private sectors to:

- 1.1 Provide technical information exchange,
- 1.2 Promote professional networking opportunities,
- 1.3 Develop, recommend, conduct and/or participate in programs related to industrial wastewater treatment, industrial pollution minimization and/or sustainable development, in regards to protection of water resources, and
- 1.4 Participate in the development of and modifications to Industrial Pretreatment regulations.

2.0 Goals and Objectives

- 2.1 Meetings will be held every other month (unless members decide on a different schedule), and may be either in person at a central location and/or by phone or web meeting. An annual meeting will be held at the RMAWWA/RMWEA joint meeting.
- 2.2 The committee will promote, support and encourage education of the members through seminars, classes at certification schools, plant tours, presentations at meetings, and dissemination of information regarding regulatory issues, treatment technologies, industrial waste management, and general environmental & technical topics.

- 2.3 The committee will serve as a forum for interaction amongst pretreatment program managers, regulators, consultants, operators, technicians, and educators.

3.0 Membership

- 3.1 The membership of the Committee shall consist of a chair and a vice-chair with the goal of representing the private sector and the public sector.
- 3.2 The committee shall elect the Chair of the Committee to a one year term within 30 days after the annual conference business meeting.
- 3.3 The Committee Chair may appoint or elect a Vice-Chair, Secretary, and/or other officers to help facilitate business.
- 3.4 The Chair (and other Committee members) shall have the right to attend RMWEA Executive Committee meetings with full privilege of discussion on any matter.
- 3.5 Anyone interested in the Treatment/Pretreatment Committee Goals and Objectives.

4.0 Duties and Functions

- 4.1 Chair
 - 4.1.1 General supervision over the affairs of the Committee.
 - 4.1.2 Preside over Committee meetings. Appoint other officers (e.g., Secretary) and sub-committees, as required.
 - 4.1.3 Submit information to the Executive Committee as requested (e.g., budget request, evaluation forms, annual summary report, etc.)
- 4.2 Vice-Chair
 - 4.2.1 Serve as facilitator at Committee meetings and represent the Committee at Executive Committee meetings when Chair is unable to attend.
 - 4.2.2 Attend sub-committee meetings if needed.
 - 4.2.3 Create meeting agendas and make sure each member receives them preferably one week before a Committee meeting.
 - 4.2.4 Inform members of meetings and changes via e-mail and keep the RMWEA calendar updated with committee meetings and activities.
- 4.3 Secretary or Chair appointed member

- 4.3.1 Prepare and distribute the minutes of all meetings in a timely manner.
- 4.3.2 Maintain historical and current records of the Committee, and coordinate the archiving of such files with the RMWEA Association Secretary.

5.0 Operating Procedures

- 5.1 The Committee shall comply with all procedural requirements established by the RMWEA Executive Committee.
- 5.2 The Committee shall hold such meetings as it deems necessary to carry out its functions. All interested parties shall be notified of the time, place, agenda and that it be posted on the RMWEA website calendar at least one week prior to a Committee meeting.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the RMWEA Executive Committee.
- 5.4 All matters of decision by the Committee shall be decided by majority vote (50%) of members present.
- 5.5 When it is the best interest of the Committee to take immediate action on a particular matter, the Chair may poll the members by fax, phone or e-mail for feedback and their vote. Documentation of such business by the Committee Chair shall be confirmed and recorded at the next scheduled Committee meeting.
- 5.6 The Committee shall submit to the Association Treasurer the *Committee Budget Request* no later than November 1st as per the RMWEA Financial Policies and Procedures Guidance Document. All financial transactions (income and expenses) will be coordinated through the Association Treasurer.
- 5.7 The Committee may not retain an independent bank account.

6.0 Amendments

- 6.1 Amendments to the standing rules may be proposed by a majority of the Committee. All proposed amendments shall be considered adopted upon approval by the RMWEA Executive Committee.

Acceptance by Committee Chair:

Chair

Date

Approval by RMWEA:

President

Date