

AMERICAN PUBLIC WORKS ASSOCIATION
CHAPTER LEADERSHIP MANUAL
March 2022

INTRODUCTION

The original Kansas City Metro Chapter Leadership Manual (Manual) was first issued in 1989. Since the inaugural issue, the Manual has been revised and updated numerous times. The original Manual and subsequent revisions were distributed in hard copy three ring bound notebooks, with the more recent revisions and updates posted on the Chapter Web site. This March 2022 issue of the Manual combines both hard copy and web site versions, and will be located only on the Chapter Web site for future use.

The purpose of the Manual is: to provide guidance to the officers and committee chairs in managing the affairs of the Chapter; to educate Kansas City Metro Chapter members on APWA at both the Chapter and National level; to document our strategic plan and goals and objectives; to list and describe our committees; to define operating policies and procedures and to present information on local and national award programs. This Manual not only makes the annual transition of officers/chairpersons more efficient, but it also becomes a means for our future leaders to become cross trained in advance of being offered positions of major responsibility in the Chapter.

The Manual should be dynamic, revised as and when needed to reflect current policies and procedures of the Chapter. In accordance with the Chapter By Laws (ARTICLE V – EXECUTIVE COMMITTEE, SECTION 9), the Manual will be reviewed and revised once every three years by a special committee appointed by the President.

Respectfully,

The 2022 Executive Committee

KANSAS CITY METRO CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION

CHAPTER LEADERSHIP MANUAL

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KANSAS CITY
METRO CHAPTER
BY LAWS

**AMERICAN PUBLIC WORKS ASSOCIATION
KANSAS CITY METROPOLITAN CHAPTER BY LAWS**

March 16, 2016

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the American Public Works Association, hereinafter called APWA, Kansas City Metropolitan Chapter, hereinafter called the Chapter. The territory included within the jurisdiction of this Chapter shall be: the Counties of Platte, Clay, Jackson and Cass in the State of Missouri, and the Counties of Johnson, Leavenworth and Wyandotte in the State of Kansas.

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purpose of this Chapter is to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion and standardization of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; the professional and social improvement of its members and the promotion of cooperation among all public, quasi-public, and private persons, firms, corporations, bodies, utilities and agencies which have interests in the field of public works, as set forth in the "Rules Governing Chapters of the American Public Works Association."

SECTION 2. The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, vision, and adopted goals of APWA and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

SECTION 4. In the event of a dissolution or liquidation of the Chapter, any assets then remaining shall be rendered to the American Public Works Association, provided that the Myron D. Calkins Scholarship Endowment Fund shall be transferred to the Engineers Club of Kansas City Student Assistance Fund to be targeted to engineering students interested in public works' operations and administration.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the Kansas City Metropolitan Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Kansas City Metropolitan Chapter territory specified in Article I, Section 1, may elect to be members of the Kansas City Metropolitan Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of

APWA residing in the Kansas City Metropolitan Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Kansas City Metropolitan Chapter but shall be a member of only one Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the By Laws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from July 1 through June 30.

SECTION 2. The administrative year of the Chapter shall be from January 1 to December 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Executive Committee, consisting of:

- a. The Officers of the Chapter.
- b. The four elected Chapter Directors.
- c. The Chapter Delegate.
- d. The Chapter Alternate Delegate, if appointed.
- e. The current Chair of the MO-KAN Street Superintendents Association, who shall be a director at large and a member of the Chapter.

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of APWA and the "Rules Governing Chapters of the American Public Works Association."

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

SECTION 6. Provided a quorum as defined in Article X is present, an affirmative vote of a simple majority of the Executive Committee members present at any regular or duly called meeting shall

be required to pass any motion consistent with this or any other provision of the Chapter By Laws unless otherwise provided in these By Laws.

SECTION 7. Should a motion that has been previously debated at a meeting of the Executive Committee where no action was taken or a motion that has not been previously debated arise requiring immediate action, the President can put the motion to a vote by means of electronic balloting as addressed in the Rules Governing Chapters of the American Public Works Association.

SECTION 8. The Secretary shall record, as a part of the minutes of the Executive Committee Meeting immediately following the voting, the means and results of the voting and the names of all Executive Committee members participating.

SECTION 9. The Executive Committee shall maintain a Chapter Leadership Manual as guidance to the officers and committee chairs in managing the affairs of the Chapter. At least once each three years the President shall appoint a special committee to review the Manual and make recommendations to the Executive Committee for revisions.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Chapter shall have as its Officers, a President, a Vice President, a Secretary, a Treasurer, and the Immediate Past President. The Chapter shall have four Chapter Directors and a Director at Large.

SECTION 2. The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/she shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. The President or Treasurer shall have the authority to sign contracts on behalf of the Chapter at the direction of the Executive Committee. The President shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee. In addition, he or she will function as a board liaison for committees.

SECTION 3. The Vice President shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of Vice President. The Vice President shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee. In addition, he/she will function as a board liaison for committees, schedule and conduct the annual Planning Retreat, plan the Chapter Dinner at the annual Congress and Equipment Show, and order the pin and plaque for the outgoing President.

SECTION 4. The Secretary shall be elected annually to serve a term of one year and shall keep all records (except for financial records kept by the Treasurer) and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall

turn over to their successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in their custody. In addition, he/she will function as a Board Liaison for Committees.

SECTION 5. The Treasurer shall be elected on even numbered years to serve a term of two years and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to their successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor. In addition, he or she will function as a Board Liaison for Committees.

SECTION 6.

The Chapter's representative to the APWA Council of Chapters, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve a three year term and shall represent the Chapter to that body, attending regional and annual meetings of the Council of Chapters, bringing Chapter concerns to their attention, and informing the Chapter of Council of Chapters' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee.

SECTION 7. Four members of the Chapter shall be elected to serve as Chapter Directors and shall be members of the Executive Committee to provide direction to the Chapter. Each Director shall serve a two year term and two shall be elected each year so as to provide for continuity of direction. Each Director shall attend all Chapter and Executive Committee meetings and shall be prepared to present progress reports of any assignments. Should any Director be elected to another position or otherwise vacate the position of Director prior to the expiration of his/her term, the Executive Committee shall appoint a member to serve for the remainder of the elected term. In addition, he/she will function as a board liaison for committees.

SECTION 8. The most recent Past President holding current membership in the Chapter shall be an ex officio member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to Chair the Nominating Committee, Chair the Past Presidents Advisory Committee and serve on other special committees as may from time to time be assigned to him/her by the Executive Committee. In addition, he/she will function as a board liaison for committees.

SECTION 9. All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 3, of these By Laws.

SECTION 10. The elected Chair of the MO-Kan Street Superintendent's Association shall be a Director at Large of the Executive Committee with voting privileges and a member of the Chapter. In addition, he/she will function as a board liaison for committees.

SECTION 11. In case of the inability or neglect in performance of duty by any Officer or Director of the Chapter as determined by the Executive Committee, the Executive Committee shall have the power by a two-thirds vote of its members to declare the office vacant and shall fill the vacancy as provided in Article V, Section 3.

ARTICLE VII – COMMITTEES

SECTION 1. The President will annually designate at a minimum two Standing Committees, the Chapter Audit Committee and the Nominating Committee. These committees are described in Articles VIII and XIII. The President, at their discretion, may designate additional standing committees, special committees and task forces as deemed necessary to conduct Chapter business.

SECTION 2. The chair of each standing committee and special committee shall be appointed annually by the President with the exception of the Chair of the MO-KAN Street Superintendents Association. Each appointed chair shall be a member of the KANSAS CITY Metropolitan Chapter. Additional committee members are recommended and may be appointed at the discretion of the committee chair.

SECTION 3. Each standing committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

SECTION 4. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 5. Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. Only members of APWA and the Chapter are eligible to serve as chair of a committee. While it is expected those serving on such committees will be members of the Chapter, the inclusion of non-members in some circumstances where specialized technical expertise is needed may be appropriate. However, the effective control of the committee shall be retained by the committee chair.

ARTICLE VIII – CHAPTER AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an Audit Committee consisting of at least two Chapter members who shall examine the financial records of the Chapter. Chapter members may not serve on the Audit Committee in which he/she had signatory rights to the Chapter's bank or investment accounts for the reporting period being audited.

SECTION 2. All members having custody or control of Chapter funds at any time during the reporting period are expected to cooperate fully with the Audit Committee.

SECTION 3. The duties of the Audit Committee include examination of the Chapter's financial records in order to verify the assets, liabilities, net assets and cash flows (revenues and expenses) of the Chapter for the Association's accounting period.

The Audit Committee must adhere to the policies and procedures outlined in the Rules Governing Chapters of the American Public Works Association.

SECTION 4. Financial records of the Chapter's Branch(es) (if applicable) are to be included in the examination performed by the Chapter Audit Committee unless the Branch Bylaws call for the formation of a Branch Audit Committee separate from that of the Chapter.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Chapter, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in December of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Chapter. The membership shall be notified at least 30 days in advance of the date and place of the annual meeting and of any other general membership meetings.

SECTION 2. The Executive Committee shall meet at least twelve times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these By Laws.

SECTION 4. The President shall formally notify each member of the Executive Committee at least two weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The President shall formally notify each member of the Executive Committee at least five days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1. A simple majority (seven members) of the voting members of the Executive Board shall constitute a quorum at all Executive Committee meetings. The President may from time to time elect to conduct business by mail or electronic mail between regularly scheduled meetings

of the Executive Committee in which case a quorum shall consist of a simple majority of the voting members of the Executive Committee. Any business conducted by mail or electronic mail that does not unanimously carry or fail will then be conducted with the Executive Committee via conference call.

SECTION 2. For general membership meetings of the Chapter involving a formal business agenda, five percent of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Chapter dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of 90 days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the Kansas City Metropolitan Chapter may be formed in accordance with the procedures set forth in the “Rules Governing Chapters of the American Public Works Association,” by groups of members representing a region within the territorial limits of the Kansas City Metropolitan Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Kansas City Metropolitan Chapter.

SECTION 2. Any group of 10 or more members of the Chapter may petition the Executive Committee to form a branch within the Chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, approval of Branch By Laws, method of conducting affairs, submission of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the branch shall be current members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. The President shall appoint a Nominating Committee of the three most recent past presidents having current membership in the Chapter. The most recent Past President who is available shall serve as Chair of the Nominating Committee. If a past President is unable to serve as Chair or member of the Nominating Committee, then the President should appoint a past member of the Executive Committee as Chair or member of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by November 1. The names of the nominees shall be made available to all voting members a minimum of 15 days prior to the election or distribution of ballots in order for self nominations to be declared. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by written declaration presented to the Nominating Committee.

SECTION 2. The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place determined by the Executive Committee. Additional nominations for any office shall be made in writing, officially signed by not less than five Chapter members and shall be filed with the Secretary not less than one week prior to the annual meeting.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the Vice President elected the previous year becoming President.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for one full term.

ARTICLE XIV – DISSOLUTION OF THE CHAPTER

SECTION 1. When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned and transferred to APWA to administer according to the By Laws of APWA, with the following exception: The Myron D. Calkins Scholarship Endowment Fund, which is a scholarship fund as defined by the IRS in Code Section 501 (c) (3), shall be moved to another 501 (c) (3) scholarship fund as indicated in Article II Section 4 of these By Laws.

ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. The order of business at meetings of the Executive Committee or of the Chapter membership shall be determined by the President.

SECTION 2. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern matters of parliamentary procedure of the Chapter, except as otherwise provided in these By Laws.

ARTICLE XVI – AMENDMENTS

SECTION 1. Amendments to these By Laws may be proposed by initiatory petition submitted to the Executive Committee in writing and signed by not less than 15 Chapter members or by resolution of the Executive Committee. Proposed amendments submitted to the Executive Committee by petition shall be acted upon by the Executive Committee within six months of receipt. Proposed amendments, if approved by the Executive Committee, shall be presented by the Executive Committee to APWA National.

SECTION 2. Proposed amendments submitted to the Executive Committee and not approved by the Executive Committee shall be returned within 60 days by the Executive Committee to the petitioners with a letter of explanation requesting that the proposed amendments be modified and resubmitted to the Executive Committee. If the proposed amendment is resubmitted in writing and signed by a simple majority of the original petitioners, the Executive Committee shall immediately present the proposed amendment to APWA for approval with or without approval of the Executive Committee.

SECTION 3. Upon approval of the proposed amendments by APWA, the Executive Committee shall, within one year of the approval of the proposed amendments by APWA, present the proposed amendments to the Chapter membership for approval at a meeting or by letter/electronic ballot as may be determined by the Executive Committee provided that the membership has been given a minimum of three weeks to submit ballots. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 4. These By Laws and such amendments as may be made from time to time shall become effective upon approval by APWA and adoption by the Chapter in the manner prescribed in this article.

SECTION 5. The Executive Committee should conduct a review of the Chapter's By Laws for completeness and applicability at least once every three years. Furthermore the Chapter should report in writing to APWA compliance with the approved By Laws or submit proposed By Law changes for APWA approval and adoption by the Chapter.

CERTIFICATION OF BY LAWS

These By Laws were amended by members of the Kansas City Metropolitan Chapter at a duly called meeting on March 16, 2016 with a quorum present as prescribed by Chapter By Laws.

The minutes of this meeting are on file with the Chapter Secretary and APWA.



Bill Stogsdill
President

3/17/16

Date



Jason Meyers
Secretary

3/21/16

Date



KANSAS CITY
METRO CHAPTER
STRATEGIC PLAN



2020 to 2022

Strategic Goals & Activities



VISION STATEMENT

Advancing quality of life for all

MISSION STATEMENT

Support those who operate, improve and maintain public works and infrastructure through advocacy and education and member engagement.

STRATEGIC GOALS

On behalf of its members and the public works profession, the Kansas City Metropolitan Chapter has identified the following high-level strategic goals to achieve the vision and mission of APWA National while furthering the growth and development of the Chapter.

VALUE

Define the value of public works and enhance its visibility/awareness

VOICE

Be the voice of public works within the Kansas City Metropolitan area

EDUCATION & CREDENTIALING

Ensure excellence in education, training and credentialing

MEMBERSHIP

Create a dynamic chapter membership model

VALUE

Define the value of public works and enhance its visibility/awareness

- Create intentional opportunities to encourage interaction between varied organizations and the cross-level members
- Build inclusionary culture
- Develop purpose-driven committee activities and events focused on adding value to current and future members
- Evaluate efficiency of chapter operations and responsibilities to balance workload of the volunteers of the chapter
- Redefine committee structure to support key initiatives

VOICE

Be the voice of public works within the Kansas City Metropolitan area

- Develop training or “connection” opportunities for leadership positions (elected/management)
- Enhance social media presence and activity
- Create opportunities for public works community members to tell their story
- Evaluate outreach strategies and opportunities to outsource/professionalize
- Promote opportunities for member involvement on national committees
- Expand NPWW to be more meaningful to the profession
- Develop specific outreach to unify messaging of public works in Kansas City metropolitan area.

EDUCATION & CREDENTIALING

Ensure excellence in education, training and credentialing

- Source of public works education locally
- Develop plan to provide broad-based introductory learning (101 topics)
- Create opportunities to provide topic-specific training at operations level (such as fleet, snow, construction) for technicians, surveyors and other non-engineer members
- Promote availability of on-line library and other resources available
- Create a clearinghouse for available training opportunities

MEMBERSHIP

Create a dynamic chapter membership model

- Create a mentor program
- Promote PW Peers lunches with new members and create a follow-up protocol
- Define what multi-dimensional diversity would look like for the Chapter and promote
- Create activities to attract a representative cross-section of members
- Develop pilot projects to demonstrate the value of membership to non-engineering members
- Identify opportunities for public agency membership expansion and recruit/connect with internal champion
- Continue promoting committee involvement to new members and those less active.
- Promote student engagement and student chapter



KANSAS CITY
METRO CHAPTER
GENERAL CHAPTER GOALS

GENERAL CHAPTER GOALS

1. Continue PW Peers program.
2. Have programs at different times of the day to encourage involvement.
3. Try to get more members from related industries.
4. Promote use of KC Metro APWA standards & design criteria.
5. Utilize social media to highlight our events.
6. Use newsletter to publish goals, present technical articles, highlight new members, etc.
7. Solicit participation from retired members for committees, mentorship, etc.
8. Target programs to member's needs.
9. Educate elected officials and the public in infrastructure deficiencies and needs.
10. Encourage membership and participation of young professionals.
11. Keep it fun!
12. Continue to promote National Public Works Week activities.
13. Incorporate succession plan for chairs for the following year.
14. Maintain a Chapter Leadership Manual.
15. Use Annual BBQ Challenge and membership drive meeting more extensively for developing new members.
16. Have contractors and suppliers provide training courses.
17. Actively pursue President's Award for Chapter Excellence (PACE) Award.
18. Give more awards for merit and projects, and publicize them.
19. Hold tours of noteworthy public works projects- past & present.
20. Increase contact and collaboration with professional, technical, and construction related organizations.
21. Encourage Public Works employees to work better with Public Officials.
22. Have safety seminars for contractors and APWA employees in construction.
23. Develop activity in ALL parallel Professional/Educational/Technical Committees.
24. Work with allied organizations on solutions to common problems.
25. Conduct more public awareness activities like the Snow Plow and Equipment Expo.
26. Send important information or objectives to Cities, Counties, State and Federal Agencies and public officials.
27. Have meeting locations targeted to communities, and invite their Public Officials.
28. Increase advocacy for public works.
29. Increase communications with other APWA Chapters.
30. Maintain meetings and training courses geared toward operations level members.
31. Organize and/or participate in "Service Projects" for communities.
32. Submit technical papers and present at PWX.
33. Introduce APWA programs and benefits to non-members to increase membership.
34. Maintain a robust partnership program.
35. Maintain, promote, and grow the Myron Calkins the scholarship fund and promote education with scholarships.
36. Provide Professional Development Hours (PDH), and Continuing Education Units (CEU) credit where possible for members participating in activities and training programs offered by the Chapter.

KANSAS CITY
METRO CHAPTER
PUBLIC WORKS INSTITUTE

Definition of a Public Works Institute:

The Public Works Institute is a certification type education/training program offered by APWA through the individual chapters with national approval to address the supervisory and management needs of current first-line supervisors and above with the goal of creating better management leaders and supervisors. This is the type of education opportunity to allow the KC Metro Chapter to include education opportunities the operations side and members looking to advance in the public works field.

Why a Public Works Institute?

The KC Metro Chapter of the American Public Works Association has taken the lead in advancing the technical and specification needs of the Public Works Community, as many local communities have adopted these as their Public Works Manuals. The Chapter has not, however, made available a formalized leadership training program for managers and supervisors. This type of training would be helpful for the following reasons:

- Many supervisors and managers have been promoted into positions having only experience in the technical aspects of the job. There is a different skill set needed for leadership and supervision
- Some employees are seeking advancement in their jobs, and this advancement forces them into supervisory positions. Training in leadership and supervision would assist employees in determining career moves and preparation for successful job applications.
- Employers need a basis for determining skill level and competency of applicants for supervisory level positions. A certificate from the Public Works Institute would help in making that determination.
- A Public Works Institute establishes Core Topic Areas and minimum podium hours that guarantees a well rounded curriculum that would be recognized throughout the Public Works community.

Benefits to Our Chapter & Other Potential Participants:

- Training a new generation of leaders and managers for the agencies located in our area and providing promotion within the field.
- Increasing visibility and membership for both local members and potentially members from the Kansas, Missouri, Nebraska, and Iowa chapters.
- Producing additional revenue for the KC Metro Chapter, and an additional resource to increase funding for the Myron D Calkins scholarship program.

Our Potential Participants:

- Kansas City APWA Metro Chapter
- Kansas, Missouri, Nebraska & Iowa Chapters

- Local contractors and suppliers
- Partnerships with the local community colleges & student body
- Consultant instructor and local chapter representative instructors

Who is the target audience?

While the participants would not be limited, the target audience would be the following:

- Those employees in supervisory and leadership positions who feel they would benefit from learning leadership skill from individuals who have had experience in real life experiences dealing with communication, political structures, public involvement, and employee issues.
- Those employees who work in technical roles, but interested in advancement to supervisory levels.
- Those employees who struggle with leadership roles, and are interested in finding new or tested techniques to assist in their supervision.

What are the advantages of establishing a Public Works Institute?

The KC Metro Chapter of the American Public Works Association would be the 10th Chapter to have established a Public Works Institute. The advantages of establishing a Public Works Institute by the KC Metro Chapter are as follows:

- The KC Metro Chapter has a field of professions who have years of experience that could provide the necessary instruction to make the Institute successful.
- The area has a strong Community College presence and the Institute could partner with the College. This partnership would benefit both the College and the Institute in promoting their individual programs and builds confidence and integrity in the Institute. They have existing facilities that could be used for the classes, and located near lodging facilities if needed.
- The Institute would be made available to an area much larger than the KC Metro Chapter. The area of influence could include adjoining States.
- A Public Works Institute Certificate would benefit both employees and employers, as this could add credibility and assurance to applications for employment and promotions.

KANSAS CITY
METRO CHAPTER
COMMITTEES

KANSAS CITY METRO CHAPTER
COMMITTEES

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AUDIT & BUDGET COMMITTEE

Purpose Statement

The Audit and Budget Committee shall review and certify the annual chapter financial records and reports prepared by the Treasurer and assist the chapter with preparing the annual budget.

General Organizational Procedures

1. Organize a committee with sufficient members (**2 minimum**).
2. Coordinate with chapter president as part of the beginning of term budget process (due to APWA National no later than end of December).
3. Coordinate with outgoing Treasurer in order to obtain previous year's draft financial documents as soon as possible and no later than January 15.
4. Audit the Chapter's financial records.
5. Certify the Treasurer's annual financial statement is final and accurate as submitted.
6. Certify the Chapter's audit certificate.

Specific Duties and Responsibilities

Budget:

1. Provide copies of previous year's committee budgets by Committee to incoming committee chairs, requesting them to update and submit for approval (due May 1).
2. Merge all committee budget requests into overall chapter budget and get it to balance (no profit, no loss). Committees with break-even budgets should set their registration fees/charges at 10% or more of their estimated expenses.
3. Present proposed budget to the Executive Committee during the June meeting for approval prior to July 1st.
4. Submit final budget to chapter president, treasurer and committee chairs following board approval.
5. Submit approved budget to national by July 30th.
6. Complete checklist and submit to national by September 30th.

Year End Audit:

1. Review all monthly bank statements and reconciliations.
2. Check the accuracy of the chapter's financial report prepared by the outgoing Treasurer.
3. Verify that the total cash at December 31 as shown on the financial statement agrees with the reconciled bank statement(s) and savings accounts.
4. Account for all checks in numerical sequence (including voided checks) for the twelve months.
5. Verify invoices or other documents exist to properly support cash disbursements.
6. Verify cash disbursements were both reasonable and appropriate.
7. Verify total assets equal the sum of total liabilities plus net assets on the Statement of Financial Position.
8. Verify total revenues less total expenses is equal to the Change in Net Assets on the Statement of Activities.
9. Verify that the Ending Net Assets roll forward correctly.
10. If applicable, verify that “permanently” restricted net assets include only funds which have been restricted by an outside donor whereby the funds are to be held in perpetuity.
11. If applicable, verify that “temporary” restricted net assets include only funds which have been restricted by an outside donor whereby the funds are to be expended for a specific purpose. This account represents the balance of the unspent funds.
12. If applicable, verify that “unrestricted” net assets include only funds which have been designated by the executive committee for a specific purpose or need or reflected as undesignated, if no executive committee action has taken place.
13. Verify that all major revenues and expenses are properly classified on the Statement of Activities.
14. Verify that all major revenues and expenses are recorded at “gross” amounts vs. “net” surplus or deficit from an activity.
15. Verify all unrelated business income (advertising) and corporate sponsorship revenues are properly classified on the Statement of Activities.

APWA-KC Metro Chapter Committee Descriptions

16. Prepare and submit to the incoming treasurer / Executive Committee by **August 15** an Audit of Financial Records memo.

AWARDS COMMITTEE

Purpose Statement

The Awards Committee shall propose and document nominations for national and local APWA awards.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. After the annual planning retreat, identify award nominations for the KC Metro Chapter to submit for the upcoming year.

Specific Duties and Responsibilities

1. Select and submit to the Chapter Executive Committee nominees for national awards.
2. Work with nominees to submit supporting documentation for national awards.
3. Forward nominations to National APWA in accordance with established deadlines.
4. Track all requirements for the President's Award for Chapter Excellence (PACE) Award and notify the Chapter Executive Committee of any requirements or responsibilities that have not been met in order to receive the award.
5. Seek nominations for local awards.
6. Present national and local awards as necessary.

Short and Long Range Goals

1. Endeavor to have 100 percent participation in national awards.
2. Maintain current local awards and research new local awards.

BBQ CHALLENGE COMMITTEE

Purpose Statement

The BBQ Challenge Committee shall make all provisions for the annual APWA KC Metro Chapter BBQ Challenge and Membership Drive, to be held every June. We try to maintain an environment which encourages friendly competition, entertains KC Metro Chapter members and guests, encourages Chapter membership growth, and eat great BBQ.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop a budget.
3. Create the forms, announcements, and signs for the event.
4. Solicit and record BBQ Teams.

Specific Duties and Responsibilities

1. Reserve the facility for the BBQ.
2. Set the price per team and dinner attendees.
3. Coordinate announcements and attendance with the Chapter Meetings Committee.
4. Order the T-shirts for the committee, teams, judges, volunteers.
5. Order the trophies and ribbons for the event.
6. Purchase the supplies and meat for the event.
7. Organize past presidents as judges for the event.
8. Cook the brisket for the dinner (takes too long to cook the day of the event).
9. Setup the site before the event and tear down after the event is over.
10. Provide the teams with a survey so they can provide feedback for the event.

Short and Long Range Goals

1. Increase BBQ Team registrations up to the 18 team max.
2. Increase attendance to the BBQ Dinner.
3. Promote recycling at the event to help the environment.
4. Have fun!

BY LAWS COMMITTEE

Purpose Statement

The By Laws Committee shall review and develop modifications to the By Laws for approval by the Chapter Membership.

General Organizational Procedures

The By Laws Committee consists of the immediate Past President and other Executive Committee members appointed by the President. The committee's general function is to ensure the Chapter is acting in conformance with the adopted By Laws and recommend any required modifications.

Specific Duties and Responsibilities

Conduct a review of the Chapter By Laws during the first quarter of each calendar year and report to the Executive Committee in April the results of the review and the need for any amendments. Should amendments be determined necessary, the Committee shall develop the appropriate changes and submit proposed amendments to the Chapter Executive Committee for review, comment and approval. After Executive Committee approval, amendments shall be submitted to the Chapter membership and National Board for approval.

Note: Due to scheduling of local and national meetings, this process may take more than a year.

Short and Long Range Goals

1. The committee will review annually current By Laws and report to the Executive Committee any potential changes.
2. Assist the current Chapter President in guiding the Chapter activities to follow the adopted By Laws.
3. Review any changes recommended by the National By Laws Committee and suggest modifications to the Chapter By Laws.

CALENDAR AND EVENTS COMMITTEE

Purpose Statement

The Calendar and Events Committee shall provide oversight and support for posting chapter events such as meetings, luncheons, training, outings, etc. on the Chapter's website. Posting Chapter events on the website is mandatory to assure the event is properly insured, as well as inform Chapter members of upcoming activities.

General Organizational Procedures

1. This is a liaison committee providing support for the Chapter's president, usually consisting of a single member.
2. Attend the Chapter's fall retreat to meet Chapter Committee Chairs and establish a method of communication and deadlines for event information from the committees for the upcoming year.
3. Work with National APWA staff when there are questions about the website's event template and the event information that's required.

Specific Duties and Responsibilities

1. At the Chapter's fall retreat, explain how and when to notify the Calendar and Events Committee Chair of KC Metro Chapter committee events that are to be posted.
2. When the Chapter's Vice President distributes a calendar for the year of their Presidency, post any Chapter events that have established dates. (The venue information for all events may not be available at this time.)
3. When the PUB NEWS is published, review the newsletter to make sure advertised Chapter event information has been posted on the website.
4. At least 4 times throughout the year, send out e-mail to remind all Committee Chairs that event information should be first submitted when the date is established for their committee events. The event information may be updated later, when the event arrangements are finalized.
5. When mass e-mails concerning events are sent to KC Metro Chapter members, verify that this information has been posted on the Chapter website.
6. Retain a working knowledge of posting events on the Chapter's website and assist committee chairs in properly posting events, as required.

CHAPTER MEETINGS COMMITTEE

Purpose Statement

The Chapter Meetings Committee shall make provisions for all regular monthly chapter meetings and outings, and assist with the registration / check-in process, as needed, at other functions arranged by special chapter committees.

The Chapter Meetings Committee shall notify members and take reservations for all chapter activities and shall conduct appropriate activities to encourage attendance at APWA functions.

The Chapter Meeting Committee shall plan, schedule, and coordinate Chapter meeting programs that are of general interest to the membership.

General Organizational Procedures

1. Organize a Committee with a sufficient number of members to handle the required planning, programming, event reservation, and event registration duties.
2. Coordinate with Chair of the Communications and Publicity Committee, as well as the Executive Committee, to establish a calendar of events.
3. Coordinate with Committee chairpersons for program topics at Chapter meetings.
4. Coordinate programs with other professional societies and promote joint meetings.
5. Select meeting locations and arrange menus, facilities, costs, and any other items needed by the speakers or membership.
6. Coordinate event receipts and expenses, and prepare a report on the financial status of each event.

Specific Duties and Responsibilities

1. For a meeting hosted by APWA:
 - a. Reserve a banquet hall with adequate facilities to serve the membership.

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- b. Select an acceptable menu / beverage service, and establish the registration fee (price per person).
 - c. Coordinate with the Communication and Publicity Committee the announcements of meeting details for distribution to the membership.
 - d. Coordinate audio / visual needs of the speaker with the selected banquet facility.
 - e. Coordinate guaranteed reservation counts with the selected banquet facility prior to any applicable deadlines.
 - f. Properly display the APWA chapter banner at the event.
 - g. Obtain a petty cash advance (either from Treasurer or personal funds) to make change for large bills at registration.
 - h. Collect payment from attendees, and record attendance on the reservation list.
 - i. Provide nametags for use at the meetings by membership.
 - j. Collect and count the money received at the event, and coordinate payment to the banquet facility with the Treasurer.
 - k. Remove and store the APWA chapter banner.
 - l. Fill out the financial status report for the meeting, including cash and check summaries.
 - m. Coordinate delivery of financial reports and cash receipts from the meeting to the Treasurer.
2. For a meeting hosted by others:
 - a. All items above may be required. The degree of participation by APWA and the Chapter Meetings Committee should be coordinated with the respective host organization for the meeting.
3. Miscellaneous Duties
 - a. Store and maintain all previous APWA chapter banners.
 - b. Arrange for application of any recently awarded patches onto current chapter banner.
 - c. Maintain an adequate supply of stick-on nametags for use at chapter events.
4. Take reservations for Chapter activities and prepare an attendance list.
5. Programs:
 - a. Prepare a meeting schedule for the year and publish the schedule in the newsletter.
 - b. Assist the committee chair responsible for the regularly scheduled Chapter meeting to submit program information and biographical data about the speaker to the Pub New Edition in advance of the Chapter meeting.
 - c. Prepare continuing education unit(s) document for distribution at the Chapter meeting if the speaker or program is eligible for credit.

Short and Long Range Goals

1. Maintain a fair distribution of meeting venues throughout the metropolitan area to encourage attendance and increase convenience for all chapter members.
2. Achieve a net positive cash balance for the year's chapter meetings. Concentrate on minimizing "no shows" at chapter meetings to prevent major financial losses. Take advantage of chapter tax exemption privileges, when possible.
3. Select venues that accommodate members' needs, are consistent with speaker topics and/or meeting themes, and attract attendance to meetings. Venues should provide pleasant, but economical, accommodations.
4. Provide in a timely manner the "essentials" for successful chapter meetings: meeting / menu details for announcements via email and in PubNews chapter newsletter; door prizes / speaker gifts at each meeting the committee organizes, etc.
5. Review the Chapter's program and activity schedule to meet or exceed the established guidelines set forth by National.
6. Work with the technical committees to develop programs with topics of special interest to that committee.
7. Develop meetings or activities that have relevance and interest for various membership career fields (contractors, operators, consultants, etc). Coordinate with Diversity & Inclusion committee to promote inclusive opportunities for all current and prospective members.
8. Work with the Chapter technical committees to identify and schedule at least one meeting or tour focusing on a major Public Works project (past or present) in the metropolitan area.

COMMUNICATIONS AND PUBLICITY COMMITTEE

Purpose Statement

The Communications and Publicity Committee shall prepare and publish monthly newsletters containing current information about chapter activities and issues relevant to the membership of the Chapter. The Committee is responsible for publicizing and promoting Chapter activities. The Committee shall promote the APWA National Chapter template website within the Kansas City Metropolitan Chapter, and act as liaison to the APWA National template website program and its developers. They shall also protect and maintain the chapter e-mail list, and distribute information to the Chapter from any chapter committees, as well as from non-APWA organizations in accordance with the following policy:

POLICY FOR THE USE OF THE APWA PUB NEWS, WEBSITE AND ELECTRONIC MAILING LIST

It shall be the policy of the KC Metro Chapter that the use of the “APWA Pub News, Website and Electronic Mailing List” by outside agencies shall abide by the following:

- Outside agencies, educational institutions, and notfor-profit organizations may utilize the Chapter’s website for dissemination of approved items that are considered beneficial to our membership.
- Approval of these items may be granted by the Chapter President, the Newsletter Editor and the Website Committee. When requested, announcements from other organizations may be posted on the Chapter’s website under “News” if the Newsletter/Communications Committee is provided electronic announcements in a format that can be posted without modification or editing.
- The Newsletter/Communications Committee may use the chapter’s electronic mailing list for announcements to KC Metro Chapter members when the topic is related to an APWA activity or event. However, an announcement will not be sent before the Chapter event has been posted on the KC Metro Chapter website.

This policy was approved by the Executive Committee on November 19, 2008. .

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Schedule deadlines email blasts and newsletters throughout the year.
3. Work with APWA National to maintain a current mailing list.
4. Distribute relevant e-mails to the chapter membership.
5. Protect and maintain the chapter e-mail list.

Specific Duties and Responsibilities

Newsletter

1. Include a President's Message.
2. Include news from the committees.
3. Include notices of meetings in our organization and others.
4. Include special technical articles.
5. Publicize our awards.

Publicity

1. Obtain the list of regional Kansas and Missouri Chapter presidents from National APWA's website, when required.
2. Monitor special Chapter activities (awards, reports, presentations, et al.).
3. Complete selected special projects and submit to Chapter Executive Board.
4. Obtain photography of events from organizers for the chapter website.
5. Write and distribute various press releases for chapter news/events.

Website

1. Provide the chapter website as a resource that members can use to exchange information, to stay informed about chapter activities, to register and pay on-line for chapter activities, to act as a distribution channel for the chapter newsletter, and to provide rosters for members at: <http://kcmetro.apwa.net/members>
2. Wherever possible, utilize technology that allows chapter members to update information using a standard web browser interface.
3. Provide training on the website for the KC Metro Chapter Executive Committee, committee chairs, and members.

Short and Long Range Goals

Newsletter

1. Make newsletter interesting and meaningful.
2. Distribute newsletter to others outside of the organization.

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3. Publish a newsletter six times a year.
4. Continue to improve the newsletter and our method of communication to the chapter.

Publicity

1. Develop special presentation templates for Chapter members use to promote Public Works activities.

Website

1. Educate the KC Metro Chapter Executive Committee, committee chairs, and members on the use of the APWA National template website through seminars, committee meetings, and website linked self-guided presentations.
2. Assist the KC Metro Chapter Executive Committee, committee chairs, and members with their website needs.

COMMUNITY SERVICE COMMITTEE

Purpose Statement

The Community Service Committee shall help the Chapter “give back” to our community through charitable work that is Public Works related. We invite all Kansas City Metropolitan Chapter members to participate in the projects that we lead.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect Officers.
3. Develop a plan for planning meeting dates and community service activities.
4. Organize and complete community service projects.

Specific Duties and Responsibilities

1. Identify a broad range of community service “clients”, projects and activities.
2. Create a short-list and make commitments for two or more projects and activities to be completed in the current year.
3. Secure resources and volunteers in sufficient quantity to complete each project.
4. Complete each project to the satisfaction of the “client”.
5. Promote visibility for APWA as an organization that “gives back” to the community by responding to any public relations contacts.
6. Write a report detailing the proceedings of each project.
7. Add or subtract projects from the original plan as necessary.
8. Publish recruiting and reporting articles in Pub News.

Short and Long Range Goals

1. Complete several community service projects that are local and publicly visible, affordable, public works-related and inclusive of as many abilities and skill levels as possible.
2. Recycle materials and use sustainable materials for repairs as practicable.

CONSTRUCTION MATERIALS COMMITTEE

Purpose Statement

The Construction Materials Committee shall act as the liaison between APWA membership and the local construction materials associations. Arrange for education of APWA membership on specification changes and how the changes affect APWA specifications and construction materials.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Committee has no need for budget at this time.

Specific Duties and Responsibilities

1. Have active role in KCMMB and other local construction materials associations' proceedings (i.e. attend meetings).
2. Inform APWA membership of construction materials specification changes and reasons for changes.
3. Initiate educational opportunities to inform membership of specification changes and general state of local construction materials specifications.

Short and Long Range Goals

1. Coordinate efforts between local construction materials associations and APWA to insure individual specifications are in sync in terms of updates, references, etc.
2. Initiate educational activities to keep membership current on local concrete materials specification changes.
3. Explore means of incorporating sustainability of concrete and other construction materials into local specifications.
4. Work with local construction materials associations to continually improve material specifications in the area of durability, constructability, and environmental stewardship.

DIVERSITY & INCLUSION COMMITTEE

Purpose Statement

The Diversity & Inclusion Committee shall advance diversity issues by placing value on all individuals and their perspectives, and promote the process for everyone to feel included. Diversity includes race, gender, creed, age, lifestyle, national origin, disability personality, educational background and income level. The Diversity & Inclusion Committee will foster greater awareness, understanding and appreciation for diversity and inclusion in the work place by stressing the responsibility of Public Works leaders to provide positive guidance and examples to their respective organizations.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect Officers.
3. Develop a plan for meeting dates and activities.
4. Participate in activities, programs and on committees of APWA National that stress diversity and inclusion.

Specific Duties and Responsibilities

1. Work to enhance opportunities for significant participation and advancement in APWA, the community and on the job for minorities and females through utilization of the resources of the APWA.
2. Increase minority and female membership in the Kansas City Metro Chapter.
3. Develop and implement a local program for identifying and encouraging minority and female students to enter the Public Works profession.
4. Develop a series of articles for the newsletter to highlight minority, female and other leaders in Public Works.

Short and Long Range Goals

1. Serve in a liaison capacity for all entities within the Kansas City Metro Chapter on issues and concerns of women and minorities in Public Works.
2. Serve as the focal point within the Kansas City Metro Chapter to formulate, recommend and implement plans, policies and procedures to achieve the overall purpose of the Council.

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3. Provide an open forum for discussion of ideas and issues relating to Equal Opportunity in the field of Public Works.
4. Provide an open forum for discussion of all forms of diversity: sex, race, religion and culture.

EDUCATION AND TRAINING COMMITTEE

Purpose Statement

The Education and Training Committee shall be responsible for providing educational and training events for chapter members, and those who work in the Public Works industry. The committee will also promote various higher education programs which offer a curriculum to train students for a career and advancement in Public Works.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Determine membership needs for education and training.
3. Coordinate education and training programs through local and national higher education resources, and APWA sponsored training programs.
4. Make recommendations to the local Executive Board for new and continuing educational and training programs.

Specific duties and responsibilities

1. Survey membership to determine current educational and training needs.
2. Monitor goals and update as necessary.
3. Provide local coordinating for national training courses.
4. Assist other APWA committees during training events by providing PDH forms and logistical support.
5. Manage the committee's financial activities and budget in a responsible manner, under the guidance from the Executive Board.

Short and Long Range Goals

1. Develop training and certification programs for operational level members.
2. Provide supervisor training courses for new or inexperienced managers.
3. Where possible, have contractors and suppliers help with training programs.
4. Conduct safety seminars for members engaged in construction activities.

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5. Promote the submission of technical papers for inclusion in the Reporter magazine and National PWX Conference and Annual Snow Conference
6. Conduct an annual construction inspector training program.
7. Promote Public Works careers and education among local schools and youth organizations.
8. Coordinate local efforts with other professional organizations.
9. Promote the certification and credentialing programs offered by APWA National.

EMERGENCY MANAGEMENT & HOMELAND SECURITY COMMITTEE

Purpose Statement

The Emergency Management & Homeland Security Committee shall represent public works professionals in the planning and development of local emergency management and homeland security activities in the local community and region. The committee will provide a forum for the discussion of emergency management issues for its membership. Furthermore, the committee intends to foster recognition of public works' important role in emergency management.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect officers, if desired.
3. Develop a plan for meetings and activities.
4. Implement and critique the plan.
5. Monitor activities of national and local committees (APWA and other professional organizations) that could provide information or opportunities for the committee to accomplish its goals.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year.
2. Committee members will represent APWA on the MARC sponsored Regional Homeland Security Steering Committee.
3. Line up appropriate speakers and/or hand-out material for meetings.
4. Establish Public Works as a first responder in the emergency management community.
5. Submit articles of interest to the chapter newsletter.
6. Engage local emergency management community and seek public works involvement in training, resource management, and regional coordination plans. This includes collaboration with various MARC Emergency Management Committees including the Monthly Emergency Managers Meeting and the Resource Committee.
7. Maintain liaison with MARC Community Services' Director.

Short and Long Range Goals

1. Recruit additional active members.
2. Establish Public Works as a first responder in the local emergency management community.
3. Engage local emergency management community and seek public works involvement in training, resource management, and regional coordination plans.
4. Seek representation on the MARC Regional Training Committee.
5. Encourage local Committee members to be active at the National Committee level.
6. Continue support and encourage participation in the Kansas City regional Public Works mutual aid agreement.

ENGINEERING AND TECHNOLOGY COMMITTEE

Purpose Statement

The Engineering and Technology Committee shall be responsible for identifying and developing skills and competencies necessary for effective application of engineering practices and principles through forums to exchange and develop ideas, information, skills, knowledge, and technologies necessary to provide engineering support for public works.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect officers, if needed.
3. Develop a plan for meeting dates and activities.
4. Monitor and/or participate in the national Engineering and Technology Committee.

Specific Duties and Responsibilities

1. Determine and promote state-of-the-art engineering practices and technologies.

Short and Long Range Goals

1. Prepare the program for one of the Chapter Meetings.
2. Research and report on the latest technologies for Engineering.

FACILITIES AND GROUNDS COMMITTEE

Purpose Statement

The Facilities and Grounds Committee shall plan and develop local activities of interest to their membership and coordinate with their parallel national committee. Programs and information exchanges will be presented of interest to the membership as well as local government units. The programs will be presented by professionals recognized as experts in their fields, with information exchanges answering personal concerns on the topic covered.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect officers, if desired.
3. Develop a plan for meeting and activities.
4. Implement and critique the plan.
5. Monitor activities of national and local chapters.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year.
2. Provide programs with topics relating to facilities and grounds.
3. Advertise upcoming programs and events through the chapter newsletter and website.
4. Submit comments to the Executive Committee highlighting national issues of local concern.
5. Submit an annual activity report to the Executive Committee.

Short and Long Range Goal:

1. Recruit additional active members.
2. Survey committee members periodically for topics of interest.

FLEET SERVICES COMMITTEE

Purpose Statement

The Fleet Services Committee shall be responsible for providing its members with the resources for exchanging and developing ideas, information, skills, knowledge, and technologies for the operation, management, and maintenance of public sector vehicle and equipment fleets, and coordinate with their parallel national committee.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Elect officers, if desired.
3. Develop a plan for meetings and activities.
4. Implement and critique the plan.
5. Monitor activities of the National Committee.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year.
2. Coordinate appropriate speakers and materials for meetings.
3. Submit comments to the Executive Committee on national issues of local concern.

Short and Long Range Goals

1. Recruit additional active members.
2. Support the Snow Plow and Equipment Expo.
3. Encourage local participation in national competitions.
4. Promote safety.
5. Promote operator training classes.
6. Develop resources on maintenance equipment and efficiency in K.C. Metro area.

GOLF TOURNAMENT COMMITTEE

Purpose Statement

The Golf Tournament Committee shall be responsible for providing a successful annual golf event for the KC Metro Chapter.

General Organizational Procedures

1. Organize a committee with sufficient members to conduct a successful event.
2. Develop a budget.
3. Conduct successful event.

Specific Duties and Responsibilities

1. Reserve a golf course for the tournament.
2. Set the price per participant.
3. Coordinate announcements with the Chapter Meetings Committee.
4. Take reservations from participants.
5. Before the event, place the course contest markers and sponsorship signage.
6. Recycle when possible at the event.

Short and Long Range Goals

1. Create the premier golf event for professional organizations in the KC Metro Area.
2. Provide financial benefit for the chapter.
3. Have fun!

GOVERNMENT AFFAIRS COMMITTEE

Purpose Statement

The Government Affairs Committee shall monitor and provide input on legislation and regulations affecting the Public Works field. The committee shall also inform and educate the membership and public of legislation with potential effects on the public works profession.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Solicit information on new legislation and regulations affecting our members.

Specific Duties and Responsibilities

1. Meet periodically to review new legislation and/or regulations.
2. Notify Chapter members of legislative activity at the State and Federal levels that affects Public Works.
3. Chapter advocacy is limited to providing information or education on legislative issues.
4. Support APWA Action Alerts for Federal legislation that is important to Public Works. Note, the KC Metro Chapter cannot provide an opinion or viewpoint related to the national action alerts.
5. Annually, submit a minimum of three brief reports to the Pub News Editor for publication.

Short and Long Range Goals

1. Monitor new legislation and regulations.
2. Educate the membership about current legislation and regulations.

HISTORICAL COMMITTEE

Purpose Statement

The Historical Committee shall maintain the historical records of the KC Metro chapter in a usable order and shall provide this information to the chapter membership as required. The committee shall maintain a membership in the National APWA Historical Society and shall work to promote membership by chapter members in the society.

General Organizational Procedures

1. Organize a Committee with sufficient members to support the goals of the committee.
2. Review documents from the immediate Past President and Treasurer (articles, correspondence, records, etc.) to determine what documents should be retained.
3. Review library of APWA Historical Society Publications (essays, interviews, technical information, etc.) for information that might be beneficial to chapter members. Prepare announcements in Pub News making members aware of this information.

Specific Duties and Responsibilities

1. Provide storage (in a retrievable manner) for all pertinent records of the chapter. Stay up to date with the changing technology regarding archiving information.
2. Promote membership in APWA Historical Society at regular meetings and in newsletters.
3. Write occasional articles for Pub News relating to historical topics and Chapter activities.
4. Maintain chapter and individual membership in APWA Historical Society.
5. When possible, attend National APWA Historical Society Meetings. Report beneficial information to chapter members.
6. Continue Documenting the Chapter's History:
 - a. Obtain digital pictures of APWA Activities and Events.
 - b. Obtain articles and documents of APWA Activities and Events.
 - c. Continue assembling information for the next "Service in the Heartland".

Short and Long Range Goals

1. Begin and maintain a library of slide shows, movies and videotapes owned by the Chapter for use by local entities.

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2. Maintain a library of historical publications for general use.
3. Promote green or sustainable concepts or processes such as the following:
 - a. As much as possible, store Chapter records using electronic media in lieu of hard copies in order to reduce the volume of stored paper materials.

HOLIDAY PARTY COMMITTEE

Purpose Statement

The Holiday Party Committee shall make all arrangements; including venue, menu, registration, payment, program and gift provisions for the annual Holiday Party in December.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Coordinate with the Awards Committee and the Community Service Committee.
3. Talk with Chapter President about program requirements and arrange for audio visual needs.
4. Purchase gifts for the holiday party.

Specific Duties and Responsibilities

1. Recognize chapter partners.
2. Arrange a venue for the event and represent the Chapter by contacting the Holiday Party facility, negotiating a contract, establishing a menu, reserving the room, arranging for payment, etc.
3. Coordinate with the Chapter Meetings Committee, collect payment from attendees and transmit funds to the Chapter Treasurer.
4. Assure the Holiday Party is posted on the Chapter's website a minimum of 100 days prior to the event. When asked, the Calendar/Events Committee Chair may assist in posting the event.

Short and Long Range Goals:

1. Have fun.
2. Obtain guidance from the Executive Committee on whether to seek a profit or to plan for the chapter to subsidize the event.
3. Increase year over year attendance at the event.
4. Create an atmosphere of good cheer that will carry over to the New Year.

LEADERSHIP & MANAGEMENT COMMITTEE

Purpose Statement

The Leadership and Management Committee shall be responsible for planning and developing local activities of interest to their membership, and coordinate with their parallel national committee. These activities should deal with personnel and management practices to support the administration of public works functions.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Elect officers, if desired.
3. Develop a plan for meeting and activities.
4. Implement and update the plan.
5. Monitor activities of the national committee.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year.
2. Submit the Committee's perspective to the Chapter Board on national issues of local concern.

Short and Long Range Goals

2. Recruit additional active members.
3. Expand knowledge base of community on topics related to leadership and management.
4. Encourage participation in national committee activities.

MEMBERSHIP COMMITTEE

Purpose Statement

The Membership Committee shall be responsible for tracking Chapter membership and administering enrollment, on-boarding, and retention programs.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop and implement plans for membership enrollment and retention.
3. Report plans and progress to the membership.

Specific Duties and Responsibilities

1. Promote Chapter membership.
2. Recognize potential members at Chapter meetings.
3. Provide guests with brochures and applications.
4. Submit update notices to Pub News editor.
5. Notify the President of any new members so that chapter information can be sent to the new members.
6. Host a New Members event at least two times per year to encourage active participation.
7. Create membership reports and distribute to the Executive Committee monthly.

Short and Long Range Goals

1. Advertise both local and national membership campaigns.
2. Personally notify members of impending termination and try to avert such action.
3. Obtain and/or maintain a current Chapter membership list.
4. Develop a welcoming subcommittee to ensure quality interaction with guests at monthly meetings.

MO-KAN COMMITTEE

Purpose Statement

The Mo-Kan Committee shall be responsible for planning, scheduling, and coordinating chapter programs and training for maintenance and operations staff. The committee shall provide a forum for exchanging ideas related to traditional functions of public works.

General Organization Procedures

1. Organize a committee with sufficient members.
2. Elect officers if desired, or needed.
3. Develop a list of potential topics for programs at Chapter meetings.
4. Coordinate programs with other professional societies and promote joint meetings.

Specific Duties and Responsibilities

1. Arrange for a speaker or program at committee meetings.
2. Prepare a committee meeting schedule and share with membership.

Short and Long Range Goals

1. Work with the Chapter committees to develop programs with topics of special interest for each committee.
2. Develop at least one meeting or activity that will be of special interest to the contractor portion of our membership.
3. Schedule at least one meeting or tour focusing on a major Public Works project (past & present) in the KC Metro Area.

MYRON D. CALKINS SCHOLARSHIP COMMITTEE

Purpose Statement

The Myron D. Calkins Scholarship Committee shall be responsible for developing and administering the chapter's scholarship program and makes recommendations of the names and qualifications of scholarship recipients. In addition, the committee is responsible for administering scholarship payments and promoting the scholarship.

General Organization Procedures

1. Strive to maintain the fund balance as an endowment of at least \$100,000 to support the minimum goal of 5 scholarships per year.
2. Distribute up to \$10,000 per academic year to scholarship recipients that receive a 3.0 GPA or better.

Specific Duties and Responsibilities

1. Organize a committee with sufficient members.
2. Invite past presidents to join the scholarship selection team for a 2-3 year term.
3. Elect officers if desired, or needed.
4. Promote the scholarship opportunities to chapter membership, the student chapter and regional universities and colleges.
5. Schedule meetings as needed to discuss the selection of applicants, the fund account standing, and other necessary topics of discussion.
6. Recommend scholarship awards to the Executive Committee annually.
7. Administer scholarship payments to students.

Short and Long Range Goals

1. Administer at least five scholarships per year to students seeking education and training opportunities related to public works.
2. Continue to promote the fund and opportunities for continued learning and financial assistance to our chapter members.

MYRON D. CALKINS SYMPOSIUM

Purpose Statement

The committee shall support and acknowledge the contributions made to Public Works by Chapter member Mr. Myron D. Calkins through the financial sponsorship of the Myron D. Calkins Symposium held during PWX held annually.

General Organizational Procedures

The committee structure is made of the immediate past president and Executive Committee. The role of the past president is to assist in the selection of a speaker and topic for presentation during PWX. The selection of the speaker is coordinated with the National staff and a recommendation made to the Executive Committee for approval.

Specific Duties and Responsibilities

1. Contact National Staff in May of each year to identify a potential list of speakers for general session presentations at the upcoming PWX.
2. Review each speaker's background and presentation topic provided by National staff in an effort to determine which topic will embody the achievements of Myron Calkins.
3. Review the time of the presentations provided and attempt to determine the number of attendees that would likely attend.
4. Past President is required to attend this presentation and provide background on Myron Calkins' accomplishments and to introduce the speaker.
5. Coordinate with the Chapter Treasurer and National staff to provide payment for sponsorship of event.
6. Review annual Chapter budget to verify funds are available for sponsorship annually.

Short and Long Range Goals

1. Continue to honor the accomplishments in Public Works by Myron Calkins through continued support of PWX and the Symposium named in his honor.

NATIONAL PUBLIC WORKS WEEK COMMITTEE

Purpose Statement

The National Public Works Week, NPWW, Committee shall be responsible for planning, budgeting, arranging, coordinating and presenting all chapter activities for our annual NPWW celebration.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Develop ideas to incorporate a national theme of the week.
3. Develop a list of potential activities and promotional ideas for the week.
4. Develop budgets and implement the activities.
5. Report on success of activities and budgets.

Specific Duties and Responsibilities

1. Obtain various proclamations from city, county, and state government agencies.
2. Coordinate and consult with other committees such as Awards and Chapter Meetings to assist with planning the NPWW activities.
3. Create slideshow showcasing Public Works' projects from the past year.
4. Submit planning status updates to the newsletter editor for publication in the Pub News.
5. Submit an annual activity report.
6. Conduct a public outreach or informational programs with assistance of the K-12 Outreach Committee.
7. Plan and hold the Chapter meeting during National Public Works Week.
8. Coordinate with the Mid-Am conference planning committee to co-host the NPWW event as appropriate.

Short and Long Range Goals

1. Promote new membership at the event.
2. Involve contractors and suppliers and elected officials in NPWW.

APWA-KC Metro Chapter Committee Descriptions

3. Involve APWA National officials in presentation of awards.
4. Raise awareness for APWA by recognizing outstanding individuals and projects.

NOMINATING COMMITTEE

Purpose Statement

The Nominating Committee shall be responsible for selecting at least one nominee for each office to be voted upon at the annual meeting.

General Organizational Procedures

1. The committee shall be comprised of the three most recent past presidents that have maintained chapter memberships.
2. The immediate past president shall chair the committee.
3. Desirable qualifications for Chapter Office are:
 - Genuine dedication to the purposes of the organization.
 - Willingness to devote effort.
 - Ability to organize time and resources.
 - Ability to motivate others.
 - Sincere desire to participate and be actively involved.
 - Ability to work effectively in a group.
 - Effective interpersonal communication.
 - Ability to deal with people on a personal basis.
 - Extend and accept criticism.
 - Good attendance record at Chapter functions.
 - Demonstrate willingness to accept Chapter responsibilities through committee work.

Specific Duties and Responsibilities

1. The committee shall convene in September to select nominees for Chapter Office.
2. The committee shall select at least one nominee for each office to be voted upon at the annual meeting.
3. Once a nominee is selected, the committee will contact the individual and confirm that they are willing to serve in the capacity for which they have been selected, if elected.
4. The committee shall submit a report to the Chapter President with a complete list of nominees by October 1.
5. The committee shall see that the nominees for Chapter Office are published in the newsletter at least fifteen days prior to the annual holiday meeting in December.

Short and Long Range Goals

1. An effort should be made to maintain a balance on the Executive Committee between public, private, and contractors/supplier representatives.

PAST PRESIDENTS COMMITTEE

Purpose Statement

The Past Presidents Committee shall be available to assist the Executive Committee in any regard and shall make recommendations as to how the chapter and its activities might be improved.

General Organizational Procedures

1. The committee shall be comprised of all the chapter past presidents.
2. The current chapter president and vice president shall be ex-officio members.
3. The immediate past president shall chair the committee.

Specific Duties and Responsibilities

1. The committee shall meet a minimum of twice a year.
2. The committee shall meet to discuss and make recommendations to the Executive Committee on any item referred to them.
3. The committee shall meet and discuss the status of the chapter and its activities and make recommendations to the Executive Committee on changes or improvements the committee might consider.

Short and Long Range Goals

1. This committee should provide an opportunity for the past chapter leadership to stay involved in chapter activities.
2. This committee provides the current chapter leadership with access to the combined knowledge and experiences of over twenty-five years of chapter activities.
3. This committee should make itself available for any ad-hoc committee assignment that the president or Executive Committee might deem necessary.
4. This committee should constantly look for ways to insure the continued success of the chapter in promoting Public Works as a profession.
5. This committee should be involved with the chapter advocacy of pending legislative issues in both Missouri and Kansas.

SNOW PLOW AND EQUIPMENT EXPO COMMITTEE

Purpose Statement

The snow plow and equipment expo committee shall be responsible to provide training opportunities to learn and demonstrate the skills necessary for employees to do their jobs safely and efficiently using the latest techniques related to snow operations. The committee shall also provide the participants the opportunity to view and operate the latest equipment on the market to make their jobs safer and more efficient. And will build camaraderie between team members and between the separate municipalities.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Develop a plan for meetings and activities.
3. Develop budgets and implement the activities.
4. Report on success of activities and budgets.
5. Monitor activities of the National Committee.

Specific Duties and Responsibilities

1. Conduct meetings during the year to prepare for the annual Expo.
2. Line up appropriate speakers and/or presenters for the Expo.

Short and Long Range Goals

1. Grow the expo event through promotions and provide meaningful training and competition for all participants.
2. Offer the latest and greatest equipment for the participants to view and test drive.
3. Provide safety training classes that will promote safety on the job site.
4. Provide the vendors an area conducive to displaying their goods and services to the expo participants.

SOLID WASTE COMMITTEE

Purpose Statement

The Solid Waste Committee shall provide a forum in the Kansas City metropolitan area for solid waste, Public Works, and environmental professionals. The committee shall discuss ways to improve the region's solid waste infrastructure by providing ideas for cost effective solid waste services, meeting community needs for basic solid waste services, and encouraging further waste reduction and recycling efforts. The committee will provide programs of interest to the membership through speakers and information exchanges.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Develop a plan for meeting times, location and topics.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions each year.
2. Provide speakers for Chapter events as requested.
3. Provide one article annually for the Pub News.

Short and Long Range Goals:

1. Recruit additional active members.
2. Educate members on local and national solid waste issues.
3. Advance the solid waste infrastructure in the Kansas City area.
4. Increase diversion rates through educational activities and proactively working with the chapter membership.

STANDARDS AND SPECIFICATIONS COMMITTEE

Purpose Statement

The Standards and Specifications Committee shall coordinate the development and maintenance of design and construction criteria and procedures for specific Public Works areas as desired by the Chapter.

General Organizational Procedures

1. Organize committee (by division and section) with sufficient members.
2. Review progress of division and section and determine need for continuation or establishment of a new division.
3. Periodically review progress with each Chairperson of the individual division.

Specific Duties and Responsibilities

1. Establish special subcommittees by purpose.
2. Assign appropriate committee persons familiar with the special subcommittee's subject material.
3. Determine appropriate schedules for completion of each special subcommittee assignments.
4. Maintain the Chapter's Construction Specifications, Standard Details and Guidance Documents.
5. Maintain a document that establishes the protocol for making revisions to the Chapter's documents.
6. Committee Chair or designated committee member will be responsible for maintaining the official electronic versions of all chapter documents.
7. Protect the integrity of the Chapter's documents and editable files. Word or CADD formats are not released to either a Private or Public entity.
8. Distribute the Chapter's Document through the Chapter's website in a PDF format.

Short and Long Range Goals

1. Develop list of design standards and procedures that require a subcommittee.
2. Establish a review and revision cycle for each specification and guidance document.
3. Review progress of each subcommittee.
4. Continue to add a subcommittee to address specific issues.

STUDENT CHAPTER COMMITTEE

Purpose Statement

The Student Chapter Committee shall introduce college students to Public Works-related fields and the benefits of involvement with APWA.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Meet with members of the faculty at local universities and colleges and student officers to establish a calendar of events.
3. Assist in selecting meeting locations, scheduling speakers, arranging for meals and any other items needed for Student Chapter meetings and events.
4. Continue to encourage student participation in APWA.

Specific Duties and Responsibilities

1. Promote APWA to students and faculty of local colleges and universities to encourage membership.
2. Attend monthly student chapter meetings/events. No meetings or events are held in May, June, July, and August.
3. Act as liaison between students and other chapter members at KC Metro Chapter meetings and events.
4. Each committee member will be assigned specific duties that could include some of the following items:
 - a. Schedule speakers for Student Chapter meetings.
 - b. Arrange meals for Student Chapter meetings.
 - c. Organize Student Chapter events / tours.
 - d. Serve as Committee Treasurer
 - e. Monitor student memberships to encourage renewal and new memberships.
 - f. Arrange for gifts and door prizes at Student Chapter meetings and events.
 - g. Organize transportation to Student Chapter tours / events.

Short and Long Range Goals

1. Establish an APWA Student Chapter at each 2-year and 4-year college within the limits of the KC Metro Chapter.
2. Increase student membership.
3. Help connect more students with local companies and cities for summer internships.
4. Increase student membership involvement in KC Metro Chapter events.

TRANSPORTATION COMMITTEE

Purpose Statement

The Transportation Committee shall be responsible for planning and developing local activities of interest to the membership, and coordinate with the National Committee.

General Organizational Procedures

1. Organize a committee with sufficient members to support the goals of the committee.
2. Develop a plan for meetings and activities.
3. Monitor activities of the National Committee.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year; quarterly meetings are recommended.
2. Provide a forum for local and state entities to discuss regional transportation issues. (Annual Orange Barrel Report)
3. Line up appropriate speakers and/or hand-out material for meetings.
4. Submit comments to the Executive Committee on transportation issues of concern.

Short and Long Range Goals

1. Maintain a K.C. Metro Chapter committee membership list.
2. Recruit additional active members.
3. Coordinate with the Program Committee to provide one transportation related program for a chapter meeting.
4. Develop issues for action on transportation policies for the K.C. Metro area.

UTILITY AND PUBLIC RIGHT OF WAY COMMITTEE

Purpose Statement

The Utility and Public Right of Way (UPROW) Committee shall increase awareness and promote the best use of public right of way, both local and national. The committee shall endeavor to benefit utility and right of way stakeholders and make a positive impact on the utility industry through education, discussion, and other resources.

General Organizational Procedures

1. Provide our users with the latest information for protecting underground utilities.
2. Provide our users with the most up to date information on right of way management programs.
3. Provide information on subjects of interest that affects our member's ability to manage rights of way.
4. Have our committee members participate on other committees within the metro area or national level that have crossover issues with right of way management.

Specific Duties and Responsibilities

1. Schedule committee meetings as appropriate to accomplish the goals of the committee.
2. Conduct at least one seminar a year dealing with pertinent UPROW related issues.
3. Participate with other committees (local and national) dealing with damage prevention issues.

Short and Long Range Goals

1. Recruit additional active members to support the goals of the committee.
2. Coordinate with the Program Committee to provide one UPROW related program for a chapter meeting.
3. Identify opportunities for educating members on UPROW related issues.

WATER RESOURCES MANAGEMENT COMMITTEE

Purpose Statement

The Water Resource Management Committee shall be responsible for gathering and disseminating information and educating industry professionals on regional stormwater issues. The WRMC will work to coordinate beneficial change on a regional basis through workshops and subcommittees.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop a plan for meeting and activities.
3. Monitor activities of the national Water Resources Management Committee.

Specific Duties and Responsibilities

1. Conduct a minimum of two (2) meetings and/or functions a year.
2. Organize appropriate speakers and/or hand-out material for KC-Metro Chapter meetings.
3. Submit comments to the Executive Committee on national issues of local concern.
4. Provide a forum for information exchange related to stormwater management.
5. Assist the Standards and Specifications Committee with monitoring and implementing revisions to industry standards related to water resources.

Short and Long Range Goals

1. Educate water resources decision-makers, designers, and planners.
2. Communicate issues of regional interest to the professional engineering community.
3. Review current standards and recommend improvements.
4. Serve as a regional resource for information.
5. Present new projects and concepts to KC Metro Chapter members.

YOUNG PROFESSIONALS (YP) COMMITTEE

Purpose Statement

The Young Professionals Committee shall be responsible for programs designed to encourage young Public Works professionals to become more active in the leadership of the Chapter.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop and implement plans for membership enrollment and retention.
3. Report plans and progress to the membership.

Specific Duties and Responsibilities

1. Promote Chapter membership for young Public Works professionals.
2. Identify members eligible for the National Young Leader Award.

Short and Long Range Goals

1. Increase participation in Chapter activities by young members.
2. Encourage young members to assume leadership roles within the Chapter.

KANSAS CITY METRO CHAPTER

OPERATING POLICY MANUAL

APWA
KANSAS CITY
METROPOLITAN
CHAPTER

OPERATING
POLICY
MANUAL

AMERICAN PUBLIC WORKS ASSOCIATION

Kansas City Metropolitan Chapter

OPERATING POLICY MANUAL

The APWA Kansas City Metropolitan Chapter Executive Committees Operating Policy Manual is designed to facilitate the efficient operations of the Executive Committee and Committees in keeping with the relevant provisions of the APWA Kansas City Metro Chapter Bylaws. It provides a complete source of information for newly elected and continuing committee members on the policies that govern these operations, as well as committee chairs, committee members and general membership.

The manual shall be evaluated and revised periodically to reflect current needs and practices of the Association. Policies approved by the Executive Committee shall become effective at the close of the meeting at which adopted unless a specific effective date is noted for a particular policy.

Policy

A policy is a statement that sets standards and interprets purpose in order to guide and determine present and future decisions.

Executive Committee operating policies are statements of intent and principles that provide the foundation for specific operating procedures of the Executive Committee and programs. Operating policies provide for the operation of transaction of business and coordination of association activities.

Distribution of the Operating Policy Manual

This manual is included in the Chapter Leadership Manual posted on the website under Executive Committee documents.

How to Use the Manual

Each current policy is entered in the manual on a specific policy form. Each form is annotated with a code number, according to the Table of Contents, and the effective date of the policy. The manual contains sections numbered with one digit numbers. Each section contains policies numbered under that category with the same digit number and one to two decimal place numbers. These are considered subsections of the section.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY MANUAL

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(March 2022)

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AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 1.1

TITLE: Chapter Finances

EFFECTIVE DATE: March 2022

APWA is a not-for-profit organization organized under Section 501 (c) 3 for the Internal Revenue Code of 1954. The Chapter is a part of the National organization and as such must obey the same regulations. The following lists several items related to Chapter finances:

1. The Chapter Treasurer is responsible for maintaining financial records. The KC Metro Chapter uses QuickBooks computer software for financial management. The chapter also works with a Financial Manager/Accountant to reconcile and report the financial records.
2. The chapter financial records are provided to National APWA on an annual basis.
3. The Audit and Budget Committee reviews the chapter financial records in accordance with the policies and procedures as outlined by National APWA.
4. The Executive Committee is responsible for the management of the Chapter's finances including the checking and investment accounts.
5. The Chapter Treasurer is responsible for paying for expenses incurred by any member or committee of the chapter and collecting chapter income.
6. The Chapter Treasurer is responsible for all deposits and withdrawals from Chapter accounts.
7. The chapter holds a tax exempt status within the State of Missouri. Any purchases made within the State of Missouri shall utilize the tax exempt form.
8. The Chapter prefers that the Treasurer directly collect all income and pay all expenses. When that is not possible, the committee acting in behalf of the Treasurer must uphold the same standards for accounting that the Chapter Treasurer does.
9. Each committee chair shall prepare an annual budget for review by the Executive Committee. This budget should be prepared and submitted prior to the beginning of the fiscal year for approval by the Executive Committee. Upon approval, the committee may spend an amount equal to the sum of the expenses shown on their approved budget without further Executive Committee action, although to maintain a positive balance in the Chapter treasury, the Chapter Treasurer may ask that the committee limit their expenditures until budgeted income has been received to offset expenses.

10. Committee chairs are authorized to make budgeted purchases without the direct involvement of the Chapter Treasurer. If the vendor is willing to invoice the Chapter, those invoices should be sent directly to the Treasurer, or delivered to him as soon as possible. In the event that a committee member makes a purchase for a committee activity, they should obtain a receipt and remit the receipt to the Treasurer with further documentation:
 - a) The committee making the purchase;
 - b) An account code from the Chapter Chart of Accounts for the expense;
 - c) The individual to be reimbursed, including mailing address.
11. Committee chairs who collect income without the direct involvement of the Chapter Treasurer should provide the Chapter Treasurer with an income report that documents:
 - a) The committee;
 - b) The date;
 - c) The source of the income;
 - d) Currency should be counted by two members prior to submission, both of whom should sign or initial the income report.
12. The Chapter Treasurer provides a report at each Executive Committee meeting that shows the income and expenses by category for all committees and a year to date balance for each committee. The monthly balances for each committee shown in the Chapter Treasurer's report reflect each committee's financial progress since the beginning of the year. Committee chairs can contact their liaison, or the Chapter Treasurer for their current balance.
13. Committee balances will be adjusted at the beginning of the fiscal year. Committees that have no income, but do have expenses will have a beginning balance equal to the total of the budgeted expenses. Committees that are charged with breaking even or generating revenue will have a beginning balance of \$0, but have permission to spend the total of their budgeted expenditures.
14. For committees that conduct events with a significant number of financial operations, the committee may wish to appoint a Financial Secretary whose responsibility should include the preparation of financial reports detailing the event. These reports and the proceeds from committee activities should be delivered to the Chapter Treasurer as soon as possible after the conclusion of the event expending or raising chapter funds.
15. During any calendar year, committees may amend their budget. The amended budget should be given to the Executive Committee through the committee's liaison for approval at an Executive Committee meeting.
16. Committees that have "break -even" budgets should set their registration fees/charges at 10% or more of their estimated expenses.
17. Reference the Finance & Compliance section of the Chapter Leader Resources page on APWA.net.

CHART OF ACCOUNTS

REVENUES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>Amount</u>
400	Unrealized Gain from Investment Accounts	-
405	Registration Fees for Events	-
410	Exhibit Space Sales for Events	-
420	Publication Sales	-
423	Product Sales	-
431	Internet Advertising	-
432	Print Advertising	-
433	Profession Directory Advertising	-
435	Membership Dues from Branches	-
460	Interest Income	-
465	Miscellaneous Income	-
480	Expense Reimbursement	-
490	Sponsorships	-
492	Royalties	-
495	Contributions from Reserve Cash	-
491	Rebates from National	-
TO TAL REVENUE		\$ -

EXPENSES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>Amount</u>
552	Delegate Travel	-
553	Executive Committee Travel	-
555	Other Officer Travel	-
563	Furniture & Equipment <\$500	-
565	Equipment Repairs & Maintenance	-
575	Event Insurance	-
600	Facility Costs/Space Rental/Convention Center	-
605	Audio Visual/Phone/Computer/Office Equipment Rental	-
615	Food & Beverage	-
620	Transportation	-
665	Professional Consultants	-
670	Subcontractor Fees (Admins/Web/etc...)	-
671	Ad Commissions	-
675	Speakers & Trainers	-
680	Entertainment (bands/comedians/etc...)	-
700	Office Supplies	-
705	Dues & Subscriptions	-
725	Telephones	-
726	Copies	-
730	Postage	-
732	Postage-Marketing Material	-
735	Flowers/Gifts/Bequests	-
740	Delivery	-
821	Advertising	-
831	Books & Publications	-
838	Printing & Production	-
839	Printing & Production - UBI	-
841	Items For Resale	-
851	Rebates paid to Branches	-
861	Awards/Door Prizes/Drawings	-
863	Scholarships to Non Students	-
864	Scholarships to Students	-
890	Bank Service Charges	-
893	Unrealized Loss from Investment Accounts	-
895	Depreciation/Amortization	-
898	Miscellaneous	-
899	Sponsorship/Contributions payments	-
TO TAL EXPENSES		\$ -
REVENUE OVER (UNDER) EXPENSES		\$ -

Net Assets, Beginning of Year

Net Assets, End of Year

Net Income (Loss)

-

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 1.2

TITLE: **Committee Budgets**

EFFECTIVE DATE: March 2022

All committees of the chapter will develop budgets each year. The following form shall be used.

APWA KC Metro Chapter Committee Budget		
July 1, 2021 to June 30, 2022		

Committee Name:							Date
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[illegible]

		Total Budget = Revenue minus Expenses =	\$0.00		
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REVENUE	2020-2021 Budget	2021-2022 Request	Description/Reason for Revenue	EXPENSES	2020-2021 Budget	2021-2022 Request	Description/Reason for Expense
400 Unrealized Gain from Investment Accounts				556 Business Travel			
404 Registration Fees - Educational Events/Social Events (Non-Fundraising Events)				575 Insurance			
405 Registration Fees - Fundraising				600 Facility Space / Venue Rental			
410 Exhibit Space Sales				605 Facility Space / Venue Equipment Rental			
420 Publication Sales				615 Food & Beverage - Educational Event/Social Event			
425 Training Materials				617 Food & Beverage - Fundraising			
431 Advertising: Print or E-zine				620 Transportation			
433 Position Advertising: Website				670 Consultants and Subconsultants			
460 Interest Income				675 Speakers & Trainers			
485 Miscellaneous Income (should not exceed \$2,500)				680 Entertainment (bands/comedians/etc....)			
480 Royalties				681 Entertainment - Fundraising			
490 Sponsorships - Educational Event/Social Event				700 Office Supplies			
491 Sponsorships - Fundraising				705 Dues & Subscriptions			
495 Cash Donations				730 Postage: Education/Social			
496 Non-Cash Donations (in kind)				732 Postage: Fundraising			
499 Contributions from Reserve Cash				735 Flowers/Gifts/Bequests			
				820 Advertising Expense			
				821 Advertising: Education/Social			
				822 Advertising: UBI			
				823 Advertising: Fundraising			
				831 Books & Publications			
				837 Printing & Production: Education/Social			
				838 Printing & Production: General Marketing & Membership			
				839 Printing & Production: Fundraising			
				840 Cost of Goods Sold (publications, training materials)			
				841 Cost of Goods Sold (Product or Merchandise)			
Total Revenue =	\$0	\$0					

Notes:									
861	Conference; Awards/Door Prizes/Drawings								

Committees with events should provide information such as how many events are planned, number of attendees anticipated, proposed registration costs, describe prizes/awards, etc. Other committees should also provide details about how the budgeted revenue and expenses were derived here or as part of a separate document.	862	Conference: Cash/Gift Cards			
	863	Stipends to Public Works Professionals (Non-students)			
	864	Scholarships to Students			

						883	Income Tax Expense				
						890	Bank Service Charges				
						898	Miscellaneous Expenses (Should not exceed \$2,500)				
						899	Sponsorship/Contributions to charitable/educational organizations				
						902	Lobbying				
						903	In-Kind Services Expenses				
						999	Contributions to Reserves				
							Total Expenses =	\$0		\$0	

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 1.3

TITLE: Transfer of Funds
EFFECTIVE DATE: March 2022

Please note that the Chapter's Leadership Manual requires Committees to transfer funds to the Chapter Treasurer "**as soon as possible**". Transfer of funds to the Treasurer should be accomplished within 15 days, preferably less; this is required of Event Organizers, Committee Chairs, the Treasurer and members of the Executive Committee as our responsibility to properly manage the funds and finances of the Chapter. This practice also establishes a checking account balance for the Chapter that adequately covers Chapter expenses. Funds for some events are collected over a period of months; in this circumstance, funds are to be transferred incrementally. When incremental deposits are being made, if total funds do not exceed \$200.00, then the transfer of funds may extend up to 30 days.

Attached is the transmittal form to be used when transferring funds to the Chapter Treasurer.

APWA Committee Report - Financial Accounting of Event

Committee Event Accounting Report			APWA Kansas City Metro Chapter		
Committee:					
Description:					
Date:			Time:		
Facility:			Host Org.:		
Contact:			Phone:		
Menu:					
Deposit to Venue:			Charge/M meal:		
Meal Cost/Person:			Sponsorships:		
Tax Rate(%):				Describe:	
Service Charge (%):			Other Costs:		
A/V Expenses:				Describe:	
Printing Costs:			Other Costs:		
Door Prize(s) Cost:				Describe:	
Speaker Costs:					
Financial Statement:					
	Attendance		Meals Eaten		Receipts
Reserved:		Pay Cash:		Coin:	\$ -
No Show:		Pay Checks:		Currency:	
Walk Ins:		Non-Pay:		Checks:	
Final Attendance:	0	PayPal (online):		Tot. Receipts:	\$ -
		Other (partners):			
		Total Meals:	0		
		Notes:			
		Expenses reimbursed by receipts:			
		Describe Expense(s):			
		Person 1 Being Reimbursed:			
		Describe Expense(s):			
		Person 2 Being Reimbursed:			
		Describe Expense(s):			
		Person 3 Being Reimbursed:			
		Describe Expense(s):			
		Person 4 Being Reimbursed:			
		(A) Total Deposit	=	\$	-
Meals Charged:	0		/Meal=	\$	-
Other Charges:			=	\$	-
Room Charge:		x	0%	=	\$ -
Food Service Charge:	\$ -	x	0.00%	=	\$ -
Tax:	\$ -	x	0.00%	=	\$ -
		(E) Total Meal Cost	=	\$	-
		(F) Total for Other Venue Costs	=	\$	-
		(G) Total Event Expenses	=	\$	-
		(H) Total Cost of Event	=	\$	-
Payments Outstanding	\$ -				
Pay Pal Registration					\$ -
Pay Pal Fee (estimate)	\$ -				
(B) Total PayPal+Out.	\$ -				
(C) Total Checks and Cash	\$ -				
(D) Total Revenue (A+B)	\$ -	Net Profit (D-H)		=	\$ -

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 1.4

TITLE: Certificate of Insurance Request Form

EFFECTIVE DATE: March 2022

This form will be filled out and sent to National by Chapter Treasurer, as most cases that require a Certificate of Insurance also require a signed contract. Insurance requirements are reviewed by National prior to Kansas City Metro Chapter acceptance. See the Insurance section of the Finance & Compliance page for Chapter Leaders on apwa.net.

CERTIFICATE OF INSURANCE REQUEST FORM

Please Print

DATE: _____

NAME INSURED: AMERICAN PUBLIC WORKS ASSOCIATION

CHAPTER NAME: _____

CONTACT PERSON: _____

CONTACT EMAIL: _____

TEL NO: _____

EVENT NAME: _____

DATE/S OF EVENT: _____

LOCATION: _____

Entity requesting proof of your coverage (NOT YOU, you are the Name Insured)

NAME OF CERTIFICATE HOLDER: _____

ATTN: _____

ADDRESS: _____

TEL NO: _____

FAX NO: _____

-
- | | |
|---|--|
| 1) Is the event organized solely by the Chapter? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2) If No to 1), please list the co-sponsors and attach their insurance certificates | |
| 3) Will this event have a 'Rodeo' or the operation of 'heavy equipment' | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please attach Rodeo waiver. | |
| 4) Will the Chapter be providing transportation to & from the Venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5) Does the Chapter have exclusive access to the Venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6) Fax and/or E-Mail the certificate to the Certificate Holder? | <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail |
-

Please attach a copy of the following items as applicable:

- Contracts, permits, written agreements, registration forms & promotional materials
- Sample certificate of insurance provided by venue
- For sporting events, please attach a copy of the waiver to be signed by participants

Note: The certificate will not be issued if a copy of the contract is not provided.

PLEASE ALLOW AT LEAST 10 BUSINESS DAYS TO PROCESS THIS REQUEST.

PLEASE COMPLETE AND RETURN TO:

American Public Works Association, Accountant, finance@apwa.net, 816-595-5275

To be completed by National Staff only:

Certificate Holder requires 'Additional Insured'

☐ Yes ☐ No

American Public Works Association Insurance FAQ For Chapters/Branches

Basic Information:

All activities should be listed on the chapter/branch website.

☐

Insurance Coverages:

APWA has a general liability policy. Most activities conducted at the Chapter/Branch level are covered under our current policy.

The following activities may require additional coverages, insurers, or riders to be added: trade shows, expositions, equipment demos, technical/field tours, community service, holiday parties, all sporting activities, and rodeos.

The following activities are not covered under our general liability policy: hunting, skeet shooting, archery, or any activities including weapons. If you are holding one of these types of events, contact the Chapter Accountant as soon as possible for further details.

To request a Certificate of Insurance, please complete the COI request form, and email it to the Accountant at finance@apwa.net. This form can be located on the Chapter Leader Resources website under the Finance & Compliance section, and then proceed to the *Insurance Tab*. ***Please allow 10 business days to process a COI request.***

☐

Contracts:

Before signing a contract, review the contract for an insurance clause. This clause will represent the type of coverages, additional requests (i.e., additional riders, additional insured), and deadlines to present a certificate of insurance to the venue.

Questions to ask the venue:

Will you need me to provide a COI for this event?

Do you require additional insurers, such as the venue, to be listed on the COI?

When do you need me to provide the COI to you (venue)?

** If the contract does not reflect an insurance section, please contact the Controller for further instructions.*

☐

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 1.5

TITLE: **Contracts/Agreements**

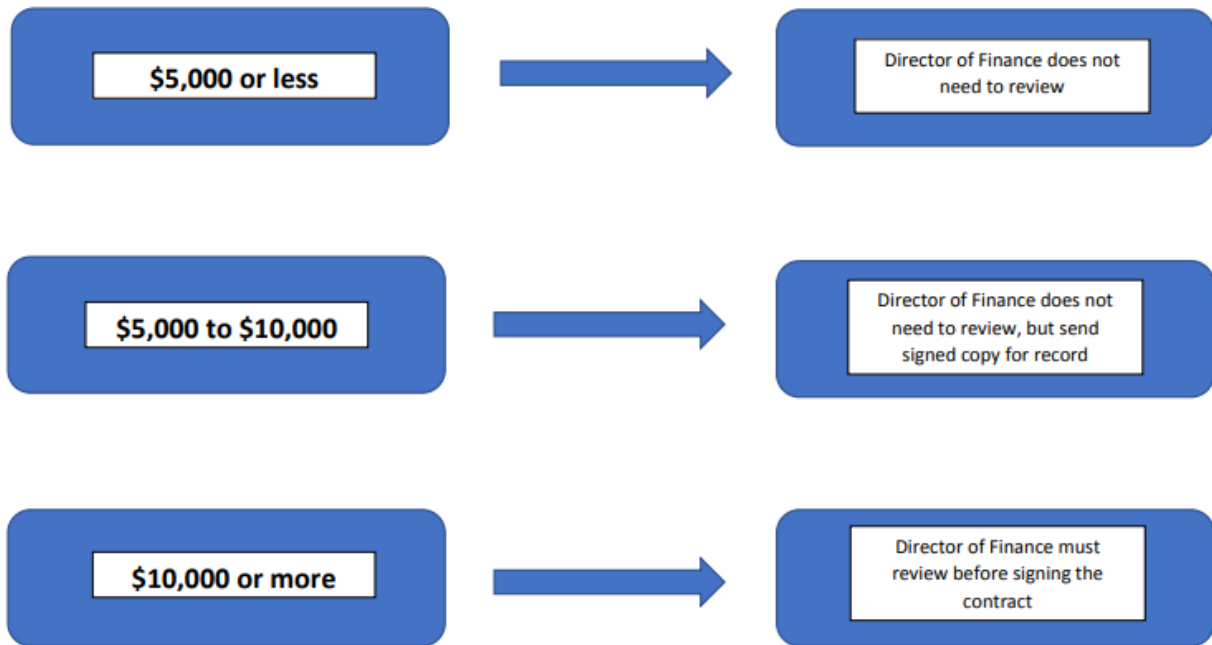
EFFECTIVE DATE: March 2022

Contracts may be required for chapter events, food, and activities.

Forward all Contracts and Agreements to Chapter President and Treasurer for review and signature.

Contracts are to be reviewed by National in accordance with the following Contract Reviewed Thresholds chart.

Contract Review Thresholds



Please note, the Director of Finance is happy to review any contract, regardless of dollar amount, to help ensure the contract is benefitting your Chapter or Branch.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 2.1

TITLE: Chapter Standing Committees

EFFECTIVE DATE: March 2022

The Kansas City Metro Chapter maintains standing committees to perform the duties to execute the goals of the strategic plan for the Chapter. A full summary of each committee is located previously in this Chapter Leadership Manual.

The following procedural responsibilities shall be completed by each committee.

GENERAL COMMITTEE RESPONSIBILITIES

1. Committee Chair, or their designee, shall attend the Chapter's annual fall planning retreat for the next year's orientation/training and will report on the current year's activities. The Chair or designee should also attend one Executive Committee meeting as requested by the Executive Committee.
2. Committee Chair shall be familiar with the Chapter's financial policies if the Committee hosts a paying event or handles Chapter funds. Committees which have break-even budgets should set their registration fees/charges at 10% or more of their estimated expenses.
3. Post committee documents such as meeting minutes, flyers, etc. on the Chapter's website.
4. Post all Committee events on the Chapter's website a minimum of 30 days prior to the event. Posting events to the website assures all events are insured. The Communications & Publicity committee may assist in posting the event.
5. Provide monthly activity reports to the committee liaison for the Executive Committee.
6. Review the Committee's description at least every three years and submit any recommended changes to the Committee's Executive Committee Liaison.
7. Prepare and submit an annual committee budget to the Audit and Budget Committee by the first of April.
8. Prepare and submit goals for the upcoming year's activities, using the Chapter's standard templates by the end of the calendar year.
9. Prepare and submit to the Executive and Awards Committees an annual report describing the previous year's activities using the Chapter's standard template by the end of the calendar year.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 2.2

<p>TITLE: Committee Minutes</p>
--

<p>EFFECTIVE DATE: March 2022</p>
--

Minutes should be recorded for committee meetings. The committee should establish the level of detail necessary to document the business of the meeting. Regardless of their form, minutes will make the job of preparing the annual report a much simpler task, and should be attached to that report. The following list suggests elements to include in minutes:

1. A title that includes the name of the board/committee and whether the meeting was regularly scheduled or a "special" meeting.
2. The time, date and location of the meeting.
3. Listing of members of the board or group, their position in the committee (if applicable), whether they were present, and the number of meetings that they have attended since the beginning of the year.
4. Listing of persons, not members of the committee, who were present to conduct business or make reports.
5. Disposition of the meeting minutes from the previous meeting: whether approved or amended, and if amended, what changes were made.
6. Items of business assigned during the meeting ("action") and the committee member to whom assigned.
7. Reports from committee members.
8. Old business to include disposition of "action" items listed in the previous meeting minutes.
9. New business.
10. The location, time and date of the next regularly scheduled meeting.
11. Time of adjournment.
12. The minutes should be signed and submitted by their preparer.

The secretary should make minutes available to committee members before the next regularly scheduled meeting so that members have adequate time to review them prior to the meeting where they will be adopted. Committee chairs can transmit a copy of the minutes to their Executive Committee liaison who should include them in their report at the Executive Committee meeting.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 2.3

TITLE: Annual Reports/Committee Goals
--

EFFECTIVE DATE: March 2022

The work of all committees should be documented in the form of an annual report and committee goals report. These reports should be sent to the Chapter President, Chapter Secretary, and Awards Committee chair when requested by the Executive Committee. The information will be used for the PACE award submittal. These reports should also be posted to the committee's page on the Kansas City Metro Chapter website.

The annual report documents the meetings, activities, and accomplishments of the committee during the previous year. It should give the succeeding chair a clear sense of direction with a view of the past year.

A. Year End Reports

1. A title that includes the year covered by the report.
2. The name of the committee.
3. The names of the committee members and officers including chair and co-chair.
4. The Mission Statement/Purpose of the committee.
5. The goals that were set for the committee in the prior year.
6. An activity overview including accomplishments made during the year and any awards and recognitions that were obtained.
7. Any other applicable information.

B. Committee Goals

1. The name of the committee.
2. The names of the committee members and officers including chair and co-chair.
3. The committee's purpose statement.
4. A list of the goals that has been set for the upcoming year.



Kansas City Metro Chapter



Year-end Committee Report 20__

Committee:

Chair:

Co Chair:

Member Names:

Mission Statement / Purpose:

Goals For The Year:

1.

Activity Overview:

1.

Attachments: (Check Boxes if Applicable)

- ☐ Meeting Minutes
- ☐ Budget
- ☐ Announcements
- ☐ Other



Kansas City Metro Chapter



Committee Name

Chair:
Co Chair:

Members:

Purpose Statement:

Year 20__ Goals:

1.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 2.4

TITLE: Chapter Executive Committee Liaison Duties

EFFECTIVE DATE: March 2022

Each officer and director will serve as a liaison between the Executive Committee and one or more chapter committees. Liaison committees will be assigned by the President. In general, duties include:

- Obtain monthly committee reports from committee chairs and present to Executive Committee at monthly meeting.
- Provide the monthly committee reports in writing to the Secretary for inclusion in the meeting minutes.
- Attend at least one committee meeting per year for each assigned committee (more often if schedule allows).
- If a committee does not meet regularly during the year, meet at least once with the chair to discuss ideas for activities, tasks, input to executive Committee, etc.
- Serve as a resource for committee chairs and/or members regarding chapter processes and procedures.

Committee Liaison Report – Insert Executive Committee Member Name
Committee: Insert Committee Name (Committee Chair)
Committee: Insert Committee Name (Committee Chair)
Committee: Insert Committee Name (Committee Chair)
Committee: Insert Committee Name (Committee Chair)

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 3.1

TITLE: Presidential Award for Chapter Excellence (PACE)
--

EFFECTIVE DATE: March 2022

The fall planning meeting is a starting point for the PACE Award competition for the succeeding year, and also serves as a good time to review the status of the current year and encourage those changes needed to optimize the Chapter's chances for winning the PACE Award.

Time should be allowed in the agenda to review current year status and steps should be taken to make any corrections or improvements. The current Past President and current President and the Awards Committee chair should review the criteria as outlined for the national award prior to the planning meeting.

PACE Award criteria should be considered when planning events, programs and activities. All incoming committee chairs should be instructed at the planning meeting of the impact that their activities have on the PACE Award. The chair of the Award Committee should take the lead role in coordinating the Chapter's efforts toward the PACE Award submission during the year to follow.

The elements for that application shall be assembled prior to May 1 and shall at a minimum include:

1. A roster of the Executive Committee
2. Minutes of the Executive Committee meetings for the previous year
3. The Treasurer's report and chart of accounts for the previous year
4. The membership roster
5. A calendar of events covering the previous year
6. Copies of all Chapter newsletters (Pub News)
7. Schedule of events and notices
8. Technical articles written by Chapter members and published in the Reporter, or that recognize APWA and are published in other professional or trade publications
9. Media coverage of Public Works issues
 - a) Newspaper articles
 - b) Listing of television spots (with date, station, and issue)
 - c) Listing of radio programs (with date, station, and issue)
10. National APWA Panel Discussions and other presentations provided by Chapter members.
11. Education efforts related to legislation issues provided by Chapter members.
12. Public Works Research Activities by consortium of jurisdictions
13. Annual committee reports
14. Membership survey(s)
15. Mid-America Conference and Exhibit Show Planning Report
16. APWA National and Chapter Awards Reception information
17. Fall Leadership Planning Event information
18. Holiday Party information
19. Public Works Institute information

20. Other pertinent information that highlights the Chapter activities

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 3.2

TITLE: National Awards and Chapter Awards Process
--

EFFECTIVE DATE: March 2022

**National Awards and Chapter Awards Process (awards presented during the APWA KC
Metro National Public Works Week Event)**

This process was developed by KC Metro Awards Committee and KC Metro Past Presidents Committee in September-October 2010. A summary of this process will be published at the top of the "call for awards" announcement that is published in the PubNews and sent out in the blast e-mails to solicit applications for awards.

Top Ten PW Leader of the Year Award and Young Leader Award:

- Only 1 nominee will be selected each year. The nominee will be selected by the Board. The nominator listed on the nomination forms will be the chapter president.
- Nominees shall be a member in good standing and be actively involved in APWA, having made a significant impact on the public works industry.
- Managing agencies or consultants should e-mail names of nominees to the Awards Committee Chair anytime throughout the year for consideration. The Awards Committee Chair shall bring names of nominees before the Board prior to the December meeting. The Board will select the nominee for the award at the December meeting.
- With a completed application package, the nominee shall automatically win a chapter level award and shall be the official nominees sponsored to National by the KC Metro Chapter.
- Prior to the March 1 deadline, the Awards Committee shall submit the application package to National through the online submittal process for consideration of a national level award.
- In March, the Awards Committee will send out an award notification (via e-mail) to the nominee, inviting the winner to attend the NPWW event.
- At the NPWW event, the Awards Committee will present an acrylic plaque to the award winner. The award winner will have the opportunity to include a slide of themselves in the NPWW slide show.
- The award winner will be given an opportunity to give a short acceptance speech during the NPWW event.

Public Works Project of the Year Awards:

- A managing agency may submit no more than 1 project per category and division (e.g. Transportation, <\$5 million)
- Limit the number of chapter level awards to 1 project per category and division (e.g. Transportation, <\$5 million).

- Encourage managing agencies to submit applications to the chapter Awards Committee, rather than directly to National. If a managing agency decides to submit directly to National, the project will not be eligible for a chapter level award (exception: if National selects a project to receive a national level award that was submitted directly to National, then that project will receive a chapter level award also).
- The deadline for submitting the nomination form to the Awards Committee is January 24. The deadline for submitting the award application package to the Awards Committee is February 7. The award application package shall be in pdf form.
- Between February 7 and February 21, the Awards Committee shall meet and score the awards application packages according to pre-established judging process and select the 1 project per category and division to receive a chapter level award.
- Prior to the March 1 deadline, the Awards Committee shall submit the application packages to National through the online submittal process for consideration of a national level award. These projects will be the official projects sponsored to National by the KC Metro Chapter.
- The Awards Committee shall notify all applicants that were not selected as a KC Metro Chapter award winner around February 21 stating that their submittal was not selected. The notification will state that they may still submit their project to National, but the submittal will not be sponsored by the KC Metro Chapter.
- Send out award notifications (via e-mail) to managing agency, primary consultant, and primary contractor to the winners of chapter level awards. Invite award winners to attend the NPWW event along with details on how to register for the event.
- National announces the national level award winners in mid-April.
- At the NPWW event, the Awards Committee will present an acrylic plaque to the chapter level and national level award winners. Award winners will have the opportunity to include a slide of their project in the NPWW slide show.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 4.1

TITLE: Continuing Education Units and Professional Development Hours

EFFECTIVE DATE: March 2022

The following policy statement was approved:

Whereas the Kansas City Metropolitan Chapter of the American Public Works Association (APWA) in its effort to promote and enhance quality in continuing education and training, may award APWA members and non-members Continuing Education Units (CEUs) and/or Professional Development Hours (PDHs) for attending and fulfilling participation requirements at qualified Chapter-sponsored programs;

Whereas the Chapter shall endeavor to develop and maintain a quality CEU/PDH program utilizing nationally recognized standards and procedures;

Whereas the Chapter's Education and Training Committee shall be responsible for developing minimum educational program and participation criteria, requirements and guidelines for the purpose of awarding Continuing Education Units (CEUs) and Professional Development Hours (PDHs);

Whereas the Chapter's Education and Training Committee shall be responsible for administering and awarding Continuing Education Units (CEUs) to attendees that successfully complete and meet the Chapter's established minimum requirements;

Whereas Chapter committees may issue Professional Development Hours (PDHs) to attendees who successfully meet minimum requirements established by the Education and Training Committee for Chapter functions; the Education and Training Committee shall be responsible for recording and administering all Chapter issued PDHs;

Whereas the Chapter's Education and Training Committee shall, on an annual basis, designate one person to be the Continuing Education Unit Coordinator (CEU Coordinator), who shall be responsible for ensuring that all Chapter CEU and PDH requirements and criteria are adhered to and oversee CEU and PDH administration;

Whereas, the CEU Coordinator shall be responsible for maintaining in good order, permanent (at least 5 years) records of program participants and shall provide a copy of that record upon request;

Now, therefore, upon approval by the Executive Committee of the Kansas City Metropolitan Chapter of APWA, and subject to annual review by the Committee, the above policy shall be effective commencing on the date affixed above and remain in effect until such time as the Committee may elect to modify or discontinue its policy.

AMERICAN PUBLIC WORKS ASSOCIATION

Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 5.1

TITLE: Specifications, Standard Drawings, and Design Guidance Revision Protocol

EFFECTIVE DATE: March 2022

Responsibilities

It is the mission of the Standards and Specifications Committee to maintain the Chapter's guidance documents (specifications, design guides and standard details) and to ensure that all are kept relevant and up to date.

It is the Policy of the KC Metro Chapter of APWA to protect the integrity of the Chapter's documents and editable files. Therefore, documents in Microsoft Word or CADD formats are not released to either a Private or Public entity. Documents will only be distributed through the Chapter's website.

Initiation of Document Revisions

Before any major revision process is initiated, permission to do so must be obtained in writing from the Chapter's Executive Committee. Major revisions include efforts requiring financial assistance or significant committee involvement. Those who wish to substantially revise a document must submit a request in writing to the Executive Committee. The request should explain the need for the revision and provide some general information of the revisions anticipated. Minor revisions may be proposed directly to the Standards and Specifications Committee and then a final version forwarded to the Executive Committee for approval.

Protocol for Document Revisions by Committee

With permission by the Executive Committee, documents may be revised by technical committees within the Chapter.

1. The revising committee will check out a copy of the official document from the Standards and Specifications Committee. The file provided will be password protected so that all revisions are automatically tracked.
2. The revising committee will make revisions to the electronic version.
3. Once the proposed revisions are completed, the revising committee will return the electronic document (with tracked changes) to the Standards and Specifications Committee.
4. The Standards and Specifications Committee will determine whether the proposed revision is major or minor. Minor revisions may be handled by the Committee while major revisions require recommendation of approval by the Executive Committee prior to being sent to the membership.
5. Proposed major revisions shall be sent to the membership for review and comment. The initial

review period will last for a minimum of 14 calendar days.

6. Comments from the membership will be received in writing and directed back to the Standards and Specifications Committee Chair or designated committee member. The attached standardized form (***Membership Review Comments for Documents in Revision***) is available on the Chapter's web page.
7. At the end of the initial review period, the Standards and Specifications Committee will forward all received comments to the revising committee.
8. The revising committee will respond in writing to each comment; describing the action taken and/or revisions made to the document. The written responses will be returned along with the final version of the document to the Standards and Specifications Committee.
9. The Standards and Specifications Committee will review the proposed revisions to ensure that every comment from the membership has been documented and addressed.
10. The revised version of the document will then be issued for a second review period by the membership. The second revision period will last for a minimum of 14 calendar days. The review process will continue until no revision comments are received from the membership or the Standards and Specifications Committee determines revision comments have been satisfactorily addressed.
11. The Standards and Specifications Committee will prepare an executive summary of the proposed revisions stating the purpose of the changes and summarizing the substantive changes to the specification. The executive summary will be provided to the Executive Committee which, at any regularly scheduled meeting of the Executive Committee, shall vote to approve or deny passage of the revision for presentation to the membership for approval.
12. The Standards and Specifications Committee will make an announcement to the membership providing time and place that a vote will be held on the acceptance of the document. The announcement will be at least 30 calendar days prior to the vote by membership.
13. A vote of the membership can occur at any regular Chapter meeting. A simple majority of members present is required to adopt or reject the proposed major revisions.
14. Approved documents will then be converted to PDF format and posted on the Chapter's website.

Protocol for Document Revisions by an Individual

Major revisions are to be done by committee. However, minor revisions or recommendations can be made by individuals. The attached standard form (***Document Revision Request***) can be downloaded from the Chapter's website. The completed request should be forwarded to the Standards and Specifications Committee for consideration. Anonymous requests will not be considered.

The Standards and Specifications Committee will provide the request along with a

recommendation to the Executive Committee for a decision on proceeding - whether accepting the revision as a minor revision or retuning the request to the Standards and Specifications Committee for assignment to a technical committee for action.



Document Revision Request

Directions: *If you have discovered an error or omission or have any other recommended changes to one of the Chapter's guidance documents, please take the time to note proposed changes in the space below. Indication the document number, paragraph number(s) and include sufficient information for evaluating you proposed revision. Your assistance is critical in keeping the Chapter's guidance documents current and correct. All changes to the specifications will be subject to review, comment and approval by the Chapter's membership. Please note that not all of the Chapter's documents have been updated to an editable format.*

Requester's Information

Name: _____ Date: _____

Company: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Change request affects the following document: <Select from Menu>

Change request affects the following paragraphs(s): _____

Proposed Revision:

Response to Request:

When complete, please save and email this form to mark.montgomery@kcmo.org

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 6.1

TITLE: **Communication Policy**

EFFECTIVE DATE: March 2022

Communication Policy - Website and Electronic Mailing List

It shall be the policy of the KC Metro Chapter that outside public agencies, educational institutions, and not-for-profit organizations may utilize the chapter's website for dissemination of approved items which are considered beneficial to our membership. Approval of the items may be granted by the Chapter President, the Newsletter Editor or the Webmaster.

When requested, announcements from other organizations may be posted on the Chapter's website under "News" if the Communications and Publicity Committee is provided electronic announcements in a format that can be posted without modification or editing.

The Communications and Publicity Committee may use the chapter's electronic mailing list for announcements to KC Metro Chapter members when the topic is related to an APWA activity or event. However, an announcement will not be sent before the Chapter event has been posted on the KC Metro Chapter website.

AMERICAN PUBLIC WORKS ASSOCIATION
Kansas City Metropolitan Chapter

OPERATING POLICY

NO. 7.1

TITLE: **Alcohol Policy**

EFFECTIVE DATE: March 2022

Alcohol (beer, and/or liquor) may be offered at certain chapter events. Events with a third-party alcohol vendor (i.e., Holiday Party) may sell and serve alcoholic beverages. Events without a third-party alcohol vendor (i.e., Membership BBQ) will be self-serve with no separate cost for alcohol included in the event fee.

AWARDS

Awards are distributed at the national and chapter level. For National Awards information go to [National APWA Awards and Recognition](#)



Awards

The APWA Awards Program recognizes outstanding individuals, groups and chapters representing the best in public works. Explore the list of available awards and their criteria, and learn how to nominate an individual or group for their professional contributions.

APWA recognized 2021 award winners virtually and in the *APWA Reporter*.

▶ [Watch Top Ten Public Works Leaders of the Year video >](#)

Read coverage of the awards in the *APWA Reporter*:

- 2021 award winners
- Public Works Projects of the Year
- Top Ten Public Works Leaders of the Year



[Awards Criteria and Submission](#)



[How to Submit a Nomination](#)



[Due Dates, Timelines & Resources](#)

For local Award information go to [KC Metro APWA Awards and Recognition](#)

Awards

[Home](#) - [Awards](#)

Awards

Welcome to the Awards Committee site!

Committee duties include reaching out to agencies about upcoming award submittals and reviewing/scoring the nominations two times a year. It is a great way to hear about projects, people and programs in the metro area!

The committee co-chairs are Reid Catt and Becky Bonebrake. Please contact the committee co-chairs with any questions at awardsapwa@gmail.com.

2022 Awards Announcement

Award applications are due

January 28, 2022

Snow and Ice Applications are due

November 5, 2021

We all know people we work with who are deserving candidates.

Please submit their names or give them an application.

Please submit applications via e-mail to: awardsapwa@gmail.com

Information about the annual Awards are available from the KC Metro Chapter Website by clicking on the following link: <http://kcmetro.apwa.net/PageDetails/4174>. The chapter level award nomination forms are on the chapter website. The national level award nomination forms are found on the national website (link provided below). Please submit all nominations to the chapter at awardsapwa@gmail.com. The awards committee will review all nominations and select chapter level winners. Chapter level winners of the national awards will be submitted to nationals by the chapter before the national deadline.

Total Member : 6

- » Mrs. Becky L. Bonebrake
- » Mr. Nathan W. Hladky, P.E.
- » Mr. Reid Catt, PE
- » Ms. Heidi Thummel
- » Ms. Kati Horner Gonzalez, PE, MPA
- » Mr. Jacob C. Paperi

APWA NATIONAL ORGANIZATIONAL CHART

Governance

The more than 30,000 members of the association are organized into 63 chapters. Some of those chapters also contain branches to make the relationship even more localized.

Each chapter has a delegate which is appointed by the chapter's Executive Committee. Each Delegate serves on the Council of Chapters and the Council serves advisors to the APWA Board of Directors, Chief Executive Officer, Technical Committees, and staff in support of the mission of APWA and in accordance with the association's bylaws and parliamentary procedures. Delegates also act as a conduit in sharing the opinions and ideas of their chapters and serving as points of contact at the local (chapter and branch), regional, and national levels for the dissemination of information to and from members.

The association is governed by a Board of 18 members which includes:

- President
- President-Elect
- Immediate Past President
- 9 Regional Directors
- 5 Technical Directors
- APWA CEO (non-voting)

APWA NATIONAL
RULES GOVERNING
CHAPTERS OF THE
AMERICAN PUBLIC WORKS
ASSOCIATION

Rules Governing Chapters of the American Public Works Association

*Revised February 2009
Amended July 30, 2014*

1. Forming Chapters – Authority

Chapters of the American Public Works Association, hereinafter referred to as “APWA”, may be formed by groups of members representing a region, state, province, or locality for the purpose of furthering the objectives of APWA in the chapter’s jurisdictional area. The APWA Board of Directors, at its discretion, may authorize an established group of public works officials to function as a chapter of APWA so long as it conforms to the *Rules Governing Chapters* and provided such affiliation is specified on printed matter issued by or on behalf of the said organization.

2. Forming Chapters – Process

Petitions for the establishment of a chapter, together with the proposed chapter bylaws, must be addressed to the APWA Board of Directors. Petitions must be signed by at least 15 members or applicants for membership for a state, provincial, or local chapter, and by at least 25 members or applicants for membership for a regional chapter (a chapter composed of two or more state or provincial jurisdictions), and must state that the undersigned petitioners have approved the proposed bylaws and agree to become members of the chapter. (A model for chapter bylaws can be found on the APWA website in chapter leader resources).

3. Disbanding Chapters – Authority

The APWA Board of Directors may, after due consideration, disband any chapter if, in its judgment, the chapter has not complied with these rules. The Regional Director shall be empowered to take whatever action deemed to be in the best interest of APWA in regard to the continuation or replacement of any or all officers of a chapter which has failed to hold at least one meeting of the chapter membership in a given calendar year. Any funds of a disbanded chapter shall be remitted to APWA, with the following exception: funds held by a chapter in a scholarship fund as defined by the IRS in Code Section 501 (c) (3) may be moved, at the discretion of the chapter, to another 501 (c) (3) scholarship fund of the chapter’s choice.

4. Chapter Objectives

A chapter shall engage in a program of activities designed to further the purposes of APWA, within its jurisdiction, including, but not limited to, the scheduling of meetings of its membership. Such a program of activities shall be consistent with the constitutional purposes and adopted goals and objectives of APWA and shall not include items of a partisan or political nature.

5. Chapter Bylaws

Chapter bylaws shall not be considered effective until the APWA Board of Director's approval has been granted and adopted by chapter members. Such approval will be followed by the appointment by the President of APWA of three petitioners to serve as a temporary committee to arrange for an organizational meeting of the chapter. Chapter bylaws must be based on current APWA Model Chapter Bylaws and shall:

- a) Establish the name of the chapter and define its jurisdictional area
- b) State the purposes of the chapter
- c) Vest responsibility for the governance of the chapter in a governing body to be called an Executive Committee and define the membership in that body
- d) List the chapter officers as referenced in the APWA Model Chapter Bylaws, Article I, Section 1
- e) Provide a method of nominating and electing, for terms of one or more years, Chapter officers and members of the governing body. APWA and the Regional Director shall be notified annually of the officers elected for the ensuing year, on or before December 31. In exceptional circumstances and only when it is in the best interest of APWA, the Board of Directors may approve a provision in an individual chapter's bylaws whereby the term of office is established to other than the calendar year.
- f) Provide for the calling of meetings of the chapter and of its governing body
- g) Provide methods for amendment, which shall include the stipulation that amendments become effective only after the approval of APWA.

6. Electronic Voting by Executive Committee

Fax/Email ballot actions are used to address immediate issues that arise between regularly scheduled Executive Committee meetings and are ratified at the next Executive Committee meeting. In order to ensure that a thorough thought process has occurred prior to approval of a ballot issue and to ensure all Executive Committee members are aware of each other's concerns the following process is to be enacted with each electronic ballot issue:

- a) The President will determine if action on a specific issue cannot wait until the next Executive Committee meeting and if electronic voting is appropriate for the Executive Committee approval of the issue.
- b) If electronic voting is appropriate, the Executive Committee must have a minimum of five days to express comments on the issue. All comments are to be shared with the entire Executive Committee.
- c) If no comments are received, the issue can be put forth to a vote and Executive Committee members will be provided with five days to vote on the issue.
- d) If comments are substantive, the President must decide whether to postpone the vote until the next meeting or to put the issue to a vote.
- e) If the vote is not unanimous, statute requires the Executive Committee must be granted the opportunity to debate the issue through a conference call or at its next meeting.
- f) Executive Committee members must be made aware of the results of the electronic vote and will ratify their action at the next regularly scheduled Executive Committee meeting.

7. Dues

A chapter may establish chapter dues for its members, but these dues must be mandatory in order to maintain active membership in APWA. In addition, dues must be established for all chapter classes of members if they are established for one. Dues for each class must not exceed 25% of APWA dues and should be defensible in the context of benefits received. (For more information see the Chapter Dues Collection article on the APWA website in chapter leader resources).

8. Chapter Publications

- a) Chapter publications which may directly or indirectly involve APWA policies and procedures shall be submitted for review and comment by APWA staff to assure compliance with established rules and regulations and IRS restrictions on the activities of tax-exempt 501 C (3) organizations.
- b) Chapter officers are encouraged to exchange publications, newsletters, and meeting announcements with the leadership of other chapters.

9. Supplemental Allocations for Chapter Support

- a) Requests for funds may be made to the APWA Board of Directors. An outline of the project or purpose must be submitted with the request for funds and may be approved, rejected, or modified at the discretion of the Board of Directors.
- b) Requests for funds should include: 1) specific reasons for the project; 2) primary beneficiaries of the project; 3) why financial assistance is needed; 4) statement of chapter's finances and reserve funds; 5) description of project goals; 6) efforts, if any, to raise funds by other means (i.e., public agencies, state, and local organizations, partnering associations and grants; 7) anticipated sales, if appropriate, of this product, along with documentation of project cost-sharing by the chapter.

10. Budgets and Financial Reporting

Note: This section modified to adjust fiscal year in accordance with Board of Directors Operating Policy NO. B2.1

- a) Each APWA chapter must have an annual budget based upon the **fiscal** year. The budget need not be complicated but shall list all forms of revenue and major expense categories. All budgets are expected to be balanced each year.
- b) All chapter budgets for the current year must be submitted to the APWA Director of Finance no later than **June 30** of each year. Chapters will be notified of potential problems by **July 15** of the year covered by the budget.
- c) Chapters must file a year-end financial report by **August 1**.
- d) Failure to submit financial reports and proposed budgets on time and as prescribed in these *Rules Governing Chapters* will result in the automatic suspension of APWA's payment to a chapter for its chapter rebate. Financial reports not filed by their due date will result in the automatic forfeit of APWA's quarterly rebate payment. If delinquent financial statements are eventually filed and are up to date, rebates will be reinstated, but any forfeited rebates will not be paid. Current chapter financial reporting is essential to APWA's annual audit and tax statement. The APWA Board of Directors will be notified of delinquent financial reporting and will review the organizational status of the affected chapter.

11. Financial Management

- a) Chapters must adopt and use a general ledger and the APWA Chart of Accounts to assure uniform reporting of financial data.
- b) All disbursements in excess of \$100 must be made by check or chapter credit card.
- c) All chapter bank accounts, including branch accounts, are the responsibility of the chapter Treasurer. All accounts must be audited annually by a chapter or branch Audit Committee, of which chapter and branch Treasurers may not be members.
- d) Chapter and branch Treasurers must be bonded through APWA.
- e) The Treasurer may sign all checks, with the exception of checks made payable to the Treasurer. If a check is over \$5,000, the check will require two approved signatures on the account unless the signatory is the Treasurer. Further, if the expenditure is not budgeted, approval for any such expense over \$5,000 will require approval by the chapter's Executive Committee with the previous noted signatory requirements in place. Chapters are encouraged to review a listing of all checks written according to number each time the Executive Committee holds a regularly scheduled meeting.
- f) Checks and charges in excess of \$10,000 must be approved by chapter Executive Committee resolution. If the item is included in the chapter budget and the budget has been approved by the Executive Committee, the budget will be considered as adequate authorization for the check or charge and an additional resolution will not be necessary.
- g) All bank accounts, including branch and special event accounts, must have APWA's federal identification number (36-2202880) on them, and be listed as follows:
 - a. "American Public Works Association, _____ Chapter"
- h) Chapter bank accounts must have at least three current chapter officers on the signature cards, and include the signatures of the APWA Director of Finance and Treasurer of APWA. Branch accounts must have the signatures of two current branch officers, a current chapter officer, the APWA Director of Finance, and the Treasurer of APWA.
- i) APWA will sign a letter of understanding with each chapter agreeing to limit APWA access to the chapter's funds to instances of: 1) requests for direct intervention by the chapter Executive Committee; 2) dissolution of the chapter; 3) a finding by the APWA Executive Committee that the funds are in jeopardy (in which case the funds will be placed in an escrow account until a final determination of their disposition is made); or upon a judgment by a court of law which requires payment by those funds.
- j) Each and all chapter bank accounts, including those attributed to branches, must be listed with the APWA Director of Finance and include location and most recent year-end balance.
- k) All chapters must use the approved APWA financial management program, or a hard copy equivalent as provided by APWA; maintain files and records in accordance with generally accepted accounting practices, to include records documenting unrelated business income; and file required reports to APWA on a timely basis.
- l) Chapters should plan accordingly to maintain an unrestricted and undesignated liquid reserve level for emergencies and unforeseen contingencies. It is suggested that chapters review their most recently audited year-end financial statement, and based upon this statement and the strategic plans of the chapter, target to set aside a reserve of at least 10%, but no more than 35% of the chapter's annual gross revenue. Chapters may decide to dedicate or restrict specific long-term funds, through chapter Executive Committee action of establishment of a restricted account or endowment fund, above the 35% reserve level for long-term educational development.

12. Audit Committee

- a) Each chapter shall establish a chapter Audit Committee. The duties of the chapter Audit Committee are outlined in APWA's Chapter Audit Checklist.
- b) The Chapter Audit Committee shall report its findings along with any recommendations to the Executive Committee by an outlined date agreed upon by the Executive Committee and the Audit Committee. The Treasurer must include all Audit Committee reports and Executive Committee responses as part of the Audited Year-end Financial Reporting Package due to APWA no later than April 15.
- c) All chapters will be subject to a periodic audit by APWA or a designated certified public accounting firm upon 60 days notice.

13. Chapter Contractual Authority

A chapter may not enter into any contract, which may involve potential liability of a financial obligation beyond available (uncommitted) chapter funds without specific approval in each instance by the APWA Board of Directors. Chapter officers, Executive Committee members, and individual members of the chapter shall not be personally liable, to the extent of funds in the chapter treasury, for debts incurred by the chapter while conducting a normal program of activities in conformance with *Rules Governing Chapters* and the chapter bylaws and when anticipated income to offset debts has been estimated in a manner based on sound judgment and previous chapter experience.

- a) Only APWA members specifically designated by the chapter Executive Committee will have the authority to make commitments, either oral or written, on behalf of chapters or branches.
- b) Any contract containing potential liabilities totaling \$10,000 or more must be submitted to APWA for review prior to being signed by the chapter. Such review will generally be completed within three business days.
- c) Copies of all fully-executed contracts for goods or services with a value in excess of \$5,000 must be filed with the APWA Director of Finance within 30 days of their execution

14. Chapter Employees/Consultants/Issuing IRS Form 1099

- a) Chapters are not authorized to retain employees without the written consent of APWA's Board of Directors. Requests for such consideration, on either a full or part-time basis must be submitted in writing and include the terms of employment prior to action being taken.
- b) Chapters are encouraged, as an alternative to retaining an employee, to negotiate contracts with individuals or organizations to provide services required in the management of their activities, so long as the terms for doing so comply with IRS guidelines for such contracts and the contracts with consultants or other parties for the provision of routine staff functions receive prior approval from APWA. When such contracts are used, neither the chapter nor APWA is required to administer withholding certificates, W-2 forms, nor other aspects of payroll tax accounting. Nor is either liable for the employer's share of state and federal payroll taxes or additional costs of providing coverage of such persons under insurance or other benefit plans provided to APWA employees.

When a chapter pays an individual at or above the threshold allowed by the Internal Revenue Service, APWA must report this to the IRS on Form 1099. Therefore, chapters must submit copies of all personal services contracts, as well as, the full name of

individual(s), their social security number(s), address(es), and the amounts paid to individual(s) under the terms of such contract to APWA's Finance Department no later than January 15 of each year.

If during the calendar year, cumulative non-qualified payment(s) from a chapter to an individual, including a chapter member, meets or exceeds the IRS threshold the chapter must report this information to APWA's Finance Department no later than January 15 of the following year.

A non-qualified payment is any scholarship provided to a non-degree seeking student, including a chapter member, and/or travel reimbursement(s) provided for a member where the chapter receives no direct business-related benefit. The full name of the individual(s), their social security number(s), address(es) and the amount paid to an individual(s) during the calendar year must be reported to APWA in order to issue a 1099.

Additional information on 1099 reporting can be found on the APWA website under Chapter Leader Resources or by contacting the APWA Chapter Relations Department.

15. Chapter Meetings and their Conduct

APWA meetings, at all levels, have the potential to create significant liabilities for APWA, especially when private sector firms are represented as participants. All APWA meetings, including chapter and branch meetings, must be held in accordance with the following guidelines:

- a) No official APWA meeting may be called on less than five days notice;
- b) All meetings will follow a published agenda which will include the main items of business to be discussed;
- c) All meeting notices and agendas will be mailed to APWA simultaneous with their mailing and/or use at APWA meetings;
- d) Minutes will be kept of all APWA meetings, to include the resolution of all agenda agency/company identifications when appropriate;
- e) All chapter officers and meeting chair persons will be aware and acknowledge basic anti-trust provisions affecting APWA (APWA has prepared a short briefing paper for this purpose); and
- f) All meeting minutes (both drafts and approved versions) will be filed with APWA within 30 days of the meeting and/or approval date.

16. Electronic Voting by Chapter Members

Chapters can hold elections for officers and directors (as referenced in the APWA Model Chapter Bylaws, Article XIII), vote on amendments to bylaws or approve ballot measures by means of electronic voting. Electronic voting is permissible only when the member casting the ballot is able to be identified by his/her assigned APWA member ID to verify only chapter members cast a ballot.

17. Branches

- a) Upon the submission of proposed bylaws and petitions signed by 10 members of the APWA, a chapter may, by means of a resolution adopted by its Executive Committee

and subsequently approved by the Board of Directors of APWA, authorize the formation of branches within its jurisdictional area. Petitions must state that the undersigned petitioners have approved the proposed bylaws and agree to become members of the branch. Separate action shall be taken for each branch organized.

- b) Said bylaws shall be patterned after those adopted by the chapter, which shall assume responsibility for the activities of such branches. All responsibilities and restrictions, as well as all rights and privileges extended to chapters under these rules and regulations shall apply to branches except as herein provided. (A model for chapter bylaws can be found on the APWA website in chapter leader resources).
- c) All members of a branch shall be members of APWA. Reports herein required of branches shall be submitted to and approved by the chapter's Executive Committee before they are submitted to the APWA Board of Directors. What portion, if any, of the funds allocated to chapters by APWA and redistributed to branches shall be determined by the chapter's Executive Committee.

18. Council of Chapters

- a) The Executive Committee of each chapter shall annually designate a representative to serve as a member of the APWA Council of Chapters. Chapters shall be responsible for financing their representatives' attendance to meetings of the Council of Chapters. Said representatives may be reappointed as the discretion of the chapter Executive Committee.
- b) Each chapter shall notify APWA and Regional Director of the chapter's representative on or before December 31 of each year. Chapter Executive Committees may designate alternate representatives in the event it becomes impossible for the designated representative to attend a regional or annual meeting of the Council of Chapters.

19. Student Chapters

A chapter may, by means of a resolution adopted by its Executive Committee, authorize the formation of a student section of the chapter at an accredited school.

20. Chapter Geographic Boundaries

- a) The APWA Board of Directors, after due consideration and for good cause, may change the jurisdictional area of any chapter. The Board may be petitioned for such changes by members of a chapter, or a branch of the chapter, or a contiguous chapter. Such petitions and any votes taken on such changes shall be by active members of APWA.
- b) Upon receipt of such petition, the Board shall appoint a special commission to investigate the merits of the petition. The special commission shall communicate with the officers of the affected chapter(s), branch(es), or other group(s) submitting the petition to determine the reasons that the petition was submitted and make every effort to resolve any outstanding issues.
- c) The special commission shall determine what jurisdictional areas will best serve the needs of the membership and the APWA Goals and Objectives. The special commission shall then report back to the APWA Board of Directors with its findings and recommendations for appropriate action by the Board.

21. Chapter Legal Contacts

- a) APWA is responsible for the legal defense of chapters, their officers and members for activities undertaken on behalf of APWA. Consequently, when a chapter officer becomes aware of an activity, incident, call, meeting, or the potential for any of the above that could lead to legal action or liability, the Executive Director of APWA must be contacted immediately. This is especially important if the chapter is contacted by a lawyer or receives legal summonses, demands for documents, or other legal overtures.
- b) Once aware of a circumstance with legal implications, a chapter officer should contact the APWA Executive Director before offering a response. If a response is unavoidable the chapter officer should state the chapter has been-instructed to contact APWA and its legal counsel before responding to legal inquiries. Failure to contact the APWA Executive Director in a timely manner could result in breaching of one's fiduciary responsibilities as a chapter officer and this individual could be held personally liable for his/her actions.

22. Chapter/Branch Event Insurance

APWA must be notified a minimum of 10 days in advance of a chapter/branch event for insurance purposes. If the chapter/branch does not wish APWA to secure insurance coverage, the chapter/branch will obtain coverage and provide proof of insurance to APWA no later than 10 days prior to an event. Any branch event shall be brought to the attention of the appropriate chapter and APWA. If a chapter/branch chooses to secure local coverage and is unsuccessful in obtaining coverage, the event shall be canceled.

(Additional details are available in the Financial Management portion of chapter leader resources on the APWA website).

23. Unrelated Business Income Tax Allocation

Income tax liability (if any) will be allocated to APWA and also to those chapters that are responsible for generating net unrelated business income. The income tax liability will be based on pro-rata of total net unrelated business income. APWA will be responsible for making the initial payment to the IRS and will then collect from each respective chapter for their portion of the income tax. This process will ensure that taxes are paid on a timely basis and that only APWA and those chapters generating an income tax liability pay the tax.

APWA NATIONAL

STRATEGIC PLAN

2020 - 2023

STRATEGIC GOALS & ACTIVITIES

VISION STATEMENT

Advancing quality of life for all

MISSION STATEMENT

*Support those who operate, improve and maintain public works and infrastructure through **advocacy, education & member engagement.***

STRATEGIC GOALS

VALUE

Promote the value of public works and enhance its visibility and awareness

VOICE

Be the voice of public works to government leaders, the public, and media

EDUCATION & CREDENTIALING

Provide excellence in education and credentialing

MEMBERSHIP AND CHAPTERS

Deliver an outstanding and valuable membership experience in collaboration with Chapters

STRATEGIC GOALS & ACTIVITIES

VALUE:

Promote the value of public works and enhance its visibility and awareness

- Create and implement a public awareness campaign to clearly define public works
- Promote public works professionals as First Responders
- Establish and promote public works as a premier career choice
- Promote asset management for existing infrastructure and the value of future investment in creating, operating and maintaining infrastructure that improves the quality of life for all
- Increase public understanding and appreciation of the positive impact public works has on quality of life, public health and safety through the development and expansion of initiatives such as National Public Works Week

VOICE:

Be the voice of public works to government leaders, the public, and media

- Create a public policy agenda to coincide with each new session of the Canadian Parliament and U.S. Congress encouraging members to provide feedback and input through the legislative, regulatory, and judicial processes
- Develop meaningful APWA policy statements that focus on issues impacting public works & infrastructure in Canada and the U.S.
- Work with Chapters to assist individual members in developing and using their advocacy and storytelling skills to influence positive infrastructure public policy outcomes at the federal, state and local levels of government
- Serve as the resource for subject matter experts in public works and infrastructure to governments and media within Canada and the U.S.
- Conduct and provide research to assist the governments of Canada and the U.S. in their development of infrastructure policy
- Participate in the development of the Canadian and U.S. infrastructure report cards

- Continue to build upon APWA's partnership with the U.S. House of Representatives' Caucus on Public Works and Infrastructure
- Develop a proactive media strategy to increase APWA's presence in both print and electronic and social media

EDUCATION & CREDENTIALING:

Provide excellence in education and credentialing

- Create innovative educational offerings using a variety of delivery methods and techniques to create an exceptional learning experience for all levels of public works professionals
- Collaborate with and support Chapters' current educational programming by providing resources that complement their existing programs
- Promote the importance and value of APWA's certification and certificate programs to public works professionals, public agencies, regulatory agencies and other appropriate entities
- Serve as the best credentialing (certification and accreditation) resource for the public works community throughout the world
- Develop strategic and global alliances with other organizations to promote APWA's education and credentialing programs
- Develop comprehensive employment, professional development and career lifecycle roadmap for members

MEMBERSHIP & CHAPTERS:


Deliver an outstanding and valuable membership experience in collaboration with Chapters

- Increase member engagement by continuously improving the member experience
- Create and implement recruitment and retention membership strategies for the association
- Provide best in class association services to Chapters
- Enhance public agency and corporate member experience
- Provide a nimble and flexible membership structure to meet changing needs of APWA's stakeholders
- Develop mutually beneficial partnerships with complementary associations

APWA NATIONAL
GOVERNMENT AFFAIRS


For information on APWA National's Government Affairs Efforts go to:
[APWA National Government Affairs](#)

[MYAPWA](#) [MEMBERSHIP](#) [CHAPTERS](#) [EDUCATION/CREDENTIALING](#) [EVENTS](#) [GROUPS & COMMITTEES](#) [GOVERNMENT AFFAIRS](#) [RESOURCES](#) [ABOUT](#)



Government Affairs

The APWA Government Affairs team advocates for the importance of investing in transportation infrastructure, water and waste water infrastructure, public utilities, emergency response services, and the many basic needs essential to every thriving community. Stay informed on important advocacy issues and learn how to make your voice heard in government policy-making decisions.



**Looking for
CPWA Government Affairs?**



Advocacy News

- EPA and USACE Announce Proposed Rule to Repeal NWPR
- EPA Announces First-Ever National Recycling Strategy
- EPA Releases Final Toxicity Assessment on PFAS Chemical

APWA NATIONAL COMMITTEES

APWA National includes Standing & Program Committees as well as Technical Committees.

[Standing and Program Committees](#)



Standing & Program Committees

The American Public Works Association has several standing committees of the board to assist in the governance and internal affairs of the association. Members of these committees serve by virtue of their positions on the APWA Board of Directors or by appointment by the President-Elect. The people on APWA committees and councils are current association members, unless otherwise noted.

[Nominations now open >](#)

Accreditation Council

The council reviews results of the site accreditation team's findings of public works agencies' applications for accreditation and determines accreditation status. It is comprised of public works professionals and members of allied professions such as city/county management, government finance, law, public administration, human resource management, planning, and others involved in

Certified Public Works Professional (CPWP) Certification Council



The mission of the Certified Public Works Professional credentials is to promote excellence in public works

leadership by advancing the knowledge and practice of

[Technical Committees](#)



Technical Committees

The American Public Works Association has volunteer committees to assist in the management of the association and its work. The most substantial of these are the Technical Committees that are involved with specific public works areas. APWA Technical Committees are the "centers of expertise" for the assigned subject areas, and their primary purpose is to provide direction and oversight to programs, services and products within the technical area of expertise in support of the APWA strategic plan and APWA goals and objectives.

[Learn more about serving on a Technical Committee](#)

