

## AWWA POLICY/PROCEDURE

**SUBJECT:** Meetings

**ADOPTED DATE:** February 4, 1996

**REVISED DATE:** June 17, 2001

**APPROVED BY:** Board of Directors

---

For meetings of councils, divisions, Board standing, and administrative committees conducting Association business, the Association requests the members and/or their employers to pay all or part of the expenses related to attending meetings. However, the Association realizes that some members and employers are unable to pay expenses. In these cases, AWWA will pay a portion or all of the expenses to specific types of meetings in accordance with this policy and the Volunteer Travel Policy.

The Association expects all meetings to be held in locations that are cost effective and easy to travel to, and suggests that councils select meeting sites that rotate across regional lines in order to allow more participation in council meetings by Directors in that region.

Meetings held during the annual conference are not eligible for reimbursement. The following table lists the types and numbers of meetings eligible for reimbursement outside of the annual conference.

<b>TYPE OF MEETING</b>	<b>NUMBER OF MEETINGS</b>
Councils	2
Divisions and Task Forces	1
Board Standing Committees	1
Administrative Committees reporting to the Executive Committee or to a council	1
Planning Committees for Specialty Conferences	1
Board Presidential and Executive Committee Ad Hoc Committees	Based on need and budget. Must be approved by the Executive Director.
Water Utility Council Workgroups and Committees	Based on need and budget in Water Utility Council-approved work plans.

### Administrative Policy on Meetings

Any other committee meetings are not considered eligible for reimbursement. However, any council, division, or committee may request the Executive Director to approve additional meetings for reimbursement. All requests must state the purpose of the meeting and the funds that will be required to hold the meeting.