



AMERICAN ACADEMY OF ENVIRONMENTAL ENGINEERS
POLICIES AND PROCEDURES MANUAL

Version 3.1
7/26/2022

**AMERICAN ACADEMY OF ENVIRONMENTAL ENGINEERS
POLICIES AND PROCEDURES MANUAL
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Note:

- (1) Version 1.0 of the AAEES Policies and Procedures Manual was endorsed by the Board of Trustees on 26 October 2018.
- (2) Version 2.0 of the AAEES Policies and Procedures Manual was approved by the Board of Trustees on 12 November 2021.
- (3) Version 3.0 of the AAEES Policies and Procedures Manual is an amendment as approved by the Executive Director, July 7, 2022.
- (4) Version 3.1 of the AAEES Policies and Procedures Manual was revised as approved by the Board of Trustees on July 22, 2022.

**A - POLICIES AND PROCEDURES FOR THE ACADEMY
CORPORATION**

**ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY A-1
ACADEMY CORPORATE AGENT AND ADDRESS
AND ACADEMY BUSINESS OFFICES
ACADEMY POLICIES AND PROCEDURES**

**DRAFTED: 11.24.05;3.23.06
PROPOSED DATE: May 4, 2006
APPROVAL DATE: May 4, 2006**

I. INTRODUCTION

A. Bylaws References

This policy is authorized under Section 1.3, ARTICLE I – CORPORATION of the Academy Bylaws,

B. Purpose

Policy A-1 provides policies and procedures to:

1. designate a resident agent and address to meet the Corporation requirements of the State of Delaware, and
2. establish the business offices of the Academy.

C. Overview and Background Information

Organizations, such as the Academy, frequently incorporate in order to provide a bone fide representation of a functioning enterprise. Incorporation also provides a barrier of protection for those individuals who assume the responsibility to govern and operate the organization (see the definition of Corporation in Section I.D of this policy).

American organizations have a choice of what state in the United States they wish to incorporate. They may choose to incorporate in the state in which the organization establishes its' principal operations; if they do so, they are considered a domestic corporation and are subject to the legal and financial corporate requirements of that state. If they choose to incorporate in a state different from the state in which their principal operations reside they are considered, in the state in which they incorporate, a foreign corporation. In this case the organization has legal and financial responsibilities for both states.

In the case of the Academy, it is incorporated in the State of Delaware and as a foreign corporation (see Appendix A-1.1) and has established itself as a foreign corporation in the State of Maryland. The reasons that the Academy is incorporated in the State of Delaware are lost in the shadows of the founding history of the Academy.

Corporations are required to establish a permanent address and agent to receive official notices and information from the state in which they are incorporated. When the offices of the corporation are not in the state of incorporation, they make formal arrangements with an organization in that state to serve as their *Agent* to receive such notices and information. The *Agent*, in turn, forwards the notices and informational materials to the corporation. The *Delaware Agent* for the Academy is CT Corp Systems. The *Agent's* address is 1015 15th. Street, NW, Suite 1000, Washington, DC; Telephone: 1-800-242-6320, Fax: 1-202-572-9606.

D. Definitions

Definitions pertinent to this policy are:

Agent – a person, or business, authorized to act on another's (individual or business) behalf.

Corporation – an association of individuals created by law and having an existence apart from that of its members as well as distinct and inherent powers and liabilities

Incorporate – to form a legal corporation.

Liable – legally responsible.

Liability – liabilities as detailed on a balance sheet, or for actions taken in regard to an individual's worth, or action taken by individual(s) on behalf of a corporation or society.

Power – legal ability, capacity or authority.

II. POLICY/PROCEDURES

1. The Board of Trustees (BOT) is the sole authority to make decisions regarding the corporate status of the Academy. These authorities may not be delegated.
2. The BOT is the sole authority to make decisions regarding the location of the Academy Business Offices. The BOT may delegate actions regarding the research necessary to determine the most logical location for the Academy Business Offices.
3. The Business Offices of the Academy are located at 130 Holiday Court, Suite 100, Annapolis, MD 21401.
4. In the event that another location for the Academy Business Offices becomes necessary, the Executive Committee (EC), on behalf of the BOT, is authorized to establish criteria, for BOT approval, to guide the search for a new location of the Academy Business Offices. The EC is further authorized to conduct the study and to make recommendations to the BOT of no less than three candidate sites for the Academy Business Offices.
5. Factors to be included in the search criteria are interviews and input into the criteria by the EC and the Academy Staff.
6. Full disclosure of the efforts to locate a new location for the Academy Business Offices will be part of the search efforts.

III. ROLES and RESPONSIBILITIES (DUTIES)

A. BOT Roles and Responsibilities

1. The BOT is the sole decision maker on all matters associated with the corporate status of the Academy.
2. The BOT is the sole decision maker on all matters associated with the location of the Academy Business Offices.

B. EC Roles and Responsibilities

Regarding the corporate status or the Business Offices of the Academy, the EC has only those authorities delegated to it by Policy A-1 or the BOT.

C. Committee, Working Group, State Representative Roles and Responsibilities

Committees, Working Groups, and State Representatives will not have a direct role in the determination of the corporate status or the location of the Academy Business Offices. However, these Academy organizations will be solicited for their views regarding the location of the Academy Business Offices, should it become necessary to relocate those offices.

D. Academy Staff Roles and Responsibilities

1. The Academy Staff will be a factor in any search for a new location of the Academy Business Offices.
2. The Academy Staff will participate in the development of the criteria that will determine the selection of candidate locations for new Academy Business Offices. The ED has the responsibility to ensure Academy Staff participation in the search criteria and process.
3. The Academy Staff and ED shall provide any services and assistance considered necessary in maintaining legal requirements relative to the Academy's corporate status.
4. The Academy Staff and ED shall provide any services and assistance considered necessary in search efforts for locations for new Academy Business Offices.

5. Roles of the Sponsoring Organizations

Sponsoring Organizations will not have a direct role in the determination of the corporate status or the location of the Academy Business Offices. However, the Sponsoring Organizations will be solicited for their views regarding the location of the Academy Business offices, should it become necessary to relocate those offices.

IV. APPROVAL

Policy A-1 was approved by the BOT: May 4, 2006



Date: May 18, 2006

**Appendix A-1: Articles of Incorporation of the
American Academy of Environmental Engineers**

**CERTIFICATE OF AMENDMENT
ENVIRONMENTAL ENGINEERING
INTERSOCIETY BOARD, INC.**

(A Corporation Without Capital Stock)

ENVIRONMENTAL ENGINEERING INTERSOCIETY BOARD, INC., a corporation organized and existing under the laws of the State of Delaware, hereby certifies as follows:

FIRST: That the Board of Trustees of said corporation by the unanimous written consent of its members, filed with the minutes of the Board authorized and adopted a resolution proposing and declaring advisable the following amendment to the Certificate of Incorporation of said corporation:

RESOLVED, that the Certificate of Incorporation of this corporation be amended as set forth in "EXHIBIT A" attached.

FURTHER RESOLVED, that this Certificate of Amendment of the Certificate of Incorporation shall be effective on September 17, 1973 at 12:01 P.M. EDT.

SECOND: That the aforesaid amendment was authorized and adopted by unanimous written consent of the Board of Trustees in accordance with the applicable provisions of Sections 242 and 141 (1) of the General Corporation Law of Delaware.

IN WITNESS WHEREOF, said ENVIRONMENTAL ENGINEERING INTERSOCIETY BOARD, INC. has caused this certificate to be signed by Henry J. Ongerth, its Chairman, and attested by Joseph Touhill, its Secretary, this 13th day of August, 1973.

ENVIRONMENTAL ENGINEERING INTERSOCIETY BOARD, INC. Signed by Henry J. Ongerth, Chairman

**Attest:
Signed by C. Joseph Touhill, Secretary**

**CERTIFICATE OF INCORPORATION
AS AMENDED
AMERICAN ACADEMY OF ENVIRONMENTAL ENGINEERS, INC.**

Article I:

The name of the corporation, hereinafter called the Corporation, is AMERICAN ACADEMY OF ENVIRONMENTAL ENGINEERS, INC.

Article II:

The address of its registered office in the State of Delaware is No. 100 West Tenth Street in the City of Wilmington, County of New Castle. The name of its registered agent at such address is THE CORPORATION TRUST COMPANY.

Article III:

The nature of the business of the Corporation and the objects and purposes to be promoted or carried on by it are as follows:

a. To improve the practice, elevate the standards and advance the cause of environmental engineering; as the term “environmental engineering” is defined in the Bylaws;

b. To grant and issue to engineers duly licensed or registered by law to practice engineering and who meet the rules and regulations, standards, and qualifications as provided in the Bylaws, certificates of special knowledge in environmental engineering or in any specialty field thereof, and to revoke certificates so granted or issued; but no certificate granted or issued by the Corporation shall, of itself, confer or propose to confer, upon any person any legal qualification or privilege or license or registration to practice environmental engineering or any other profession; or shall purport to be issued under or in pursuance of, or by virtue of; any governmental sanction or authority;

c. To receive and act upon application for such certificates of special knowledge in environmental engineering; to establish, maintain, and, from time to time, alter and amend, rules and regulations, and qualifications for the granting or issuance of, and the retention of such certificates; to determine by examination, investigation or otherwise, the fitness of applicants for, and the holders of, such certificates; to prepare, provide and conduct examinations, oral, written and other, for the purpose of, or in connection with, such determination of fitness, and to determine the results of any such examinations; to arrange for and conduct investigations as may be deemed necessary or desirable for, or in connection with, carrying out any of the purposes or objects of the Corporation; and to require the payment of, and to collect and receive from each such applicant or examinee, such fees for application, examination, investigation and determination of fitness and to require the payment of, and to collect and receive from each holder of a certificate of special knowledge in environmental

engineering, such renewal fees or dues or both as may, from time to time, be prescribed by the Board of Trustees or the Bylaws of the Corporation;

d. To purchase, rent, hire or otherwise acquire, and to provide, erect, make, maintain, establish and operate offices, and other facilities, and all necessary or convenient equipment for, and accessories to any or all thereof; to engage and employ such assistance as may be deemed necessary or desirable in connection with any of such purposes and objects;

e. Except as specifically prohibited by law, to accept any gift, grant, endowment, devise or bequest made to the Corporation at any time to further its general purposes; and

f. To keep and~ maintain a register of valid holders of certificates granted by the Corporation, such valid holders of certificates to be designated as “Diplomates” having such status, grade or classification, as provided in the Bylaws.

In furtherance of, and not in limitation of the general powers conferred by the laws of the State of Delaware, and the activities and purposes herein set forth, it is expressly provided that this Corporation shall also have the following powers, viz:

Acting through its Board of Trustees, its President and other officers, subject to the powers and restrictions of this Certificate of Incorporation, and its Bylaws, to do all such acts as are necessary or convenient to the attainment of the activities and purposes herein set forth.

In general, to possess and exercise all the powers and privileges granted by the General Corporation Law of Delaware or by any other law of Delaware or by this Certificate of Incorporation together with any powers incidental thereto, so far as such powers and privileges are necessary or convenient to the conduct, promotion or attainment of the activities or purposes of the Corporation.

The activities and purposes specified in the foregoing clauses shall, except where otherwise expressed, be in nowise limited or restricted by reference to, or inference from, the terms of any other clause in this Certificate of Incorporation, but the activities and purposes specified in each of the foregoing clauses of this Article shall be regarded as independent activities and purposes.

Nothing in this Certificate of Incorporation shall be construed as authorizing the Corporation to confer academic or honorary degrees.

Article V:

The Corporation is not organized for pecuniary gain or profit. It shall have no corporate stock and shall not have authority to issue capital stock.

The sponsoring organizations shall be the nominating societies on the effective date of this amendment to the Certificate of Incorporation consisting of; but not limited to, the:

AIR POLLUTION CONTROL ASSOCIATION; AMERICAN INSTITUTE OF CHEMICAL ENGINEERS; AMERICAN PUBLIC HEALTH ASSOCIATION; AMERICAN SOCIETY OF CIVIL ENGINEERS; AMERICAN SOCIETY FOR ENGINEERING EDUCATION; AMERICAN WATER WORKS ASSOCIATION; and THE WATER POLLUTION CONTROL FEDERATION.

Additional organizations having goals and objectives compatible with those of this Corporation may become sponsoring organizations as provided in the Bylaws.

Any sponsoring organization may withdraw as a sponsoring organization as provided in the Bylaws.

Article V:

The names and places of residence of each of the incorporators are as follows:

Alvin F. Meyer, Jr.	William H. Wisely	Thomas A. Marshall, Jr.
1701 So. 78th Street	33 W 39th Street	33 W 39th Street
Omaha, Nebraska	New York, New York	New York, New York

Article VI:

The Corporation shall have perpetual existence.

Article VII:

The private property of the sponsoring organizations and members of the Corporation shall not be subject to the payment of corporate debts to any extent whatever.

The activities and affairs of the Corporation shall be managed by a Board of Trustees.

The number of Trustees which shall constitute the whole Board shall be such as from time to time shall be fixed by, or in the manner provided in, the Bylaws. The Board of

Trustees and Officers shall be elected or appointed as provided in the Bylaws and shall hold office until their successors are respectively elected and qualified. The Bylaws shall specify the number of Trustees necessary to constitute a quorum; such quorum may be less than one-third (1/3) of the number of the Board of Trustees. The Board of Trustees may designate one or more committees, as provided in the Bylaws, each committee to consist of one or more of the Trustees of the Corporation.

The Trustees of the Corporation may, if the Bylaws so provide, be classified as to term of office.

The Corporation may elect or appoint such Officers as the Bylaws may specify, who shall, subject to the provisions of the statute, have such titles and terms and exercise such duties as the Bylaws may provide. The Board of Trustees is expressly authorized to make, alter or repeal the Bylaws of this Corporation.

This Corporation may in its Bylaws confer powers upon its Board of Trustees in addition to the foregoing, and in addition to the powers and authorities expressly conferred upon them by the statutes, provided that the Board of Trustees shall not exercise any power or authority conferred herein or by statute upon the members.

Article IX:

In addition to the powers and authorities hereinbefore or by the laws of the State of Delaware expressly conferred upon it, the Board of Trustees may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation, subject, nevertheless, to the express provisions of said laws, of the Certificate of Incorporation, and of the Bylaws of the Corporation.

In the absence of fraud, no contract or other transaction between the Corporation and any other corporation shall in any way be invalidated or otherwise affected by the fact that one or more of the Trustees of the Corporation are Trustees, Directors or Officers of such other corporation or are pecuniary interested therein; but in all cases such pecuniary interest shall be disclosed to or shall have been known to the Board of Trustees before any action is taken upon any such contract or transaction.

No person shall be liable to the Corporation for any loss or damage suffered by it on account of any action taken or omitted by him as a Trustee or Officer of the Corporation in good faith if such person (a) exercised or used the same degree of care and skill as a prudent man would have exercised or used under the circumstances in the conduct of his own affairs; or (b) took or omitted to take such action upon advice of counsel to the Corporation or upon statements made or information furnished by Officers or employees of the Corporation which he had reasonable grounds to believe.

The provisions of this Article shall be in addition to and not in limitation of any other rights, powers, indemnities, or limitations of liability.

Article X:

Meetings of the Board of Trustees, members or both, may be held within or without the State of Delaware, as the Bylaws may provide. The books of the Corporation may be kept (subject to any provision contained in the statutes), outside of the State of Delaware at such place or places as may be from time to time designated by the Board of Trustees.

Article XI:

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, Trustees, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

If upon dissolution of the Corporation, there shall remain any property after satisfaction of all indebtedness, such property shall not be distributed among the members of the Corporation, but shall be given or transferred to one or more non-profit corporations, associations or institutions having objectives generally similar, such as shall be selected by Trustees of the Corporation present in person at a meeting, by proxy or as otherwise provided in the Bylaws before the time of such dissolution. In default thereof; the decision shall be made by such courts as may have or acquire jurisdiction; or the property and assets may be donated to some charitable object.

At any time and from time to time any of the provisions of this Certificate of Incorporation may be amended, altered or repealed, or other provisions authorized by the laws of the State of Delaware at the time in force may be added or inserted, in the manner prescribed by such laws and all rights at any time conferred by this Certificate of Incorporation are granted subject to the provisions of this Article XII.

We, the undersigned, being each of the incorporators hereinbefore named for the purpose of forming a corporation to do and carry on business anywhere under the authority of the General Corporation Law of the State of Delaware, known as Title 8 of the Delaware Code, 1953, and the acts mandatory thereof and supplemental thereto, do make this certificate and do hereby declare and certify that the facts herein stated are true, and accordingly have hereunto set our hands and seals this 21st day of October, A.D. 1955.

**Signed by Alvin F. Meyer, Jr.
William H. Wisely
Thomas A. Marshall, Jr.**

Signed by all in the presence of:

**Thomas R. Camp
John E. Kiker, Jr.
Rolf Eliassen
Ray E. Lawrence
Clarence T. Sterling, Jr. William A. Hardenbergh Earnest Boyce
George O. Pierce Gilbert H. Dunstan STATE OF NEW YORK)
Wendell R. La Due Dwight F. Metzler COUNTY OF NEW YORK)
R S. Rankin Robert E. Stiemke**

BE IT REMEMBERED, that on this 21st day of October, A.D. 1955, personally appeared before me, the subscriber, a Notary Public for the County and State aforesaid, Alvin E. Meyer, Jr., William H. Wisely and Thomas A. Marshall, Jr., all known to me personally and being the parties named in the foregoing Certificate of Incorporation, and severally acknowledged the said Certificate to be the voluntary act and deed of the signers respectively, and that the facts therein set forth are true.

GIVEN under my hand and seal of office, the day and year aforesaid.

Signed by John A. Zecca, Notary Public

**B - POLICIES AND PROCEDURES FOR THE ACADEMY
MEMBERSHIP**

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY B-2 (INTERIM)
ESTABLISHING MEMBERSHIP FEES
POLICIES AND PROCEDURES
DRAFTED: April 6, 2005
PROPOSED DATE: April 14, 2005
APPROVAL DATE: April 14, 2005

I. INTRODUCTION

A. Bylaws Reference(s)

Policy B-2 is authorized by Section 2.1.1, Membership Fees, ARTICLE II-MEMBERSHIP of the ACADEMY BYLAWS.

B. Purpose — to be done

C. Overview and Background Information — to be done

D. Definitions — to be done

II. POLICY/PROCEDURES

A. Policy

1. *Establishment of Annual Fees* - Upon the recommendation of the Finance Committee and the Treasurer, the BOT shall establish annual fees for each category of *members*. A schedule of annual fees shall be provided as Appendix B-2.1 of this policy and procedures.
2. *Fees and the Annual Budget* - As part of the development of the annual Academy budget, the Treasurer and Finance Committee shall determine if there is a need to increase membership fees.
3. *Consideration of Fees Increases* - Recommendations for no change, or an increase in membership fees, shall be presented at the BOT Spring Meeting by the Finance Committee and Treasurer.
4. *Effective Date of Fees Increases* - Implementation of any increase in membership fees shall occur at the beginning of the next fiscal year following the BOT Spring Meeting in which the increase in fees was approved.
5. *Membership Fees and Certification Fees* — The BOT may establish membership fees for one or more membership categories and separate certification fees for the Board Certified Member and Board Certified Environmental Engineer (Diplomate) membership categories.

B. Goals and Objectives — to be done

C. Implementation Procedures

1. *Invoicing of Fees and Dues Payment Schedule* — The Academy shall prescribe to the following schedule for invoicing and payment of membership fees:

- a. First invoice — shall be issued on or about October 15, prior to the next fiscal year.
- b. Second invoice — shall be issued no later than 30 days following the end of the previous fiscal year. This invoice shall include a 10 percent (10%) increase to the original amount of the first invoice.
- c. Third invoice - shall be 30 days later than the second invoice and shall include a 25 percent (25%) increase to the original amount of the first invoice

2. *Payment* — Membership fees payment shall be made within 45 days of receipt of the invoice; a 5-days mail time interval shall be added to the 45-day limit.

D. Annual Work Plan

See Policy 1-1.

E. Organizational Structure for Implementation

See Policy 1-1.

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT Roles and Responsibilities

Consider the budget and fees recommendations of the Finance Committee and the Treasurer and set fees for each fiscal year.

B. EC Roles and Responsibilities

Take action on an annual basis to consider CPI increases and to either increase or not increase membership fees.

C. Committees, Working Groups, State Representatives Roles and Responsibilities

See Policy 1-1.

D. Academy Staff Roles and Responsibilities

Staff is responsible for:

- 1. The tracking and evaluation of the CPI.
- 2. Preparation and sending invoices.

3. Maintenance of payments and issuances of follow-up invoices.
4. Notification to the BOT, the Certificate Revocation Committee and the affected *member* of non-payment of dues and the automatic revocation of the Certificate of Special Knowledge,

E. Sponsoring Organizations Roles and Responsibilities - N/A

V. APPROVAL

Policy B-2 (Interim) was approved by the BOT: April 14, 2005

Confirmed: April 20, 2005

Chair, BPPC

POLICIES AND PROCEDURES MANUAL
POLICY B-3
STUDENT MEMBER APPLICATION AND ADMISSION
POLICIES AND PROCEDURES

DRAFTED: February 26, 2005; Revision # 1: January 11, 2007
PROPOSED DATES: April 14, 2005; Revision # 1: April 15, 2007
APPROVAL DATES: April 14, 2005; Revision #1: May 1, 2007

I. INTRODUCTION

A. Bylaws Reference

The policy is authorized by Section 2.4, **ARTICLE II — MEMBERSHIP** of the Academy Bylaws.

B. Purpose

Policy B-3 establishes policies and procedures for the receipt, review and admission of students into the Academy Student Member membership category.

C. Overview and Background Information

Over the years, the Academy has gradually moved toward a more formal program for students pursuing a degree in environmental engineering or other engineering majors who have an interest in environmental issues. However, even with this movement, no measurable staff, BOT, EC resources have been invested to foster and grow this program. In addition, there was not a formal membership class for students.

Student involvement with the Academy was thorough an effort to recognize and assist environmental or environmental engineering student associations, that for the most part, were formed without Academy involvement.

With the advent of new membership categories in 2005 including a Student Member category a process for admitting Student Members is needed. This Policy provides for that process as well as defines the benefits and services that Student Members will receive. Policies and procedures for growing student investment in the Academy and forming student organizations are addressed in Policy B-4, Student Member Organizations.

D. Definitions

Admission — the act of allowing entering.

Applicant — a person who applies for, or request entry into an organization.

Application — the act of requesting.

Application Form — the form to be filled out by an applicant to request admission.

Candidate - a person applying for admission to a membership category of the Academy.

Mentor - a wise and trusted counselor or teacher; a wise advisor.

Student - a person formally engaged in learning.

Student Member - any student enrolled and pursuing a course of study leading to a degree in Environmental Engineering, or any other engineering field acceptable to the BOT.

II. POLICIES/PROCEDURES

A. Policies

1. Consistent with Article II of the Academy Bylaws the Academy shall have Student Members.
2. Candidates that apply shall complete the application form included with this policy as Attachment B-3.1.
3. The Executive Director shall be responsible for the receipt, processing and admission of Student Member candidates.
4. Student Members shall pay no membership fees.
5. Responsibilities for the conduct of the promotions of Student membership in the Academy and Student Member organizations are assigned to the Membership Development and Outreach Committee (MDOC).

B. Benefits, Services and Procedures

As they become available, the following benefits and services will be provided to all Student Members.

1. Benefits and Services

- a. Student Membership is free.
- b. Student Member pin and Certificate.
- c. Academy Website access.
- d. Website Resume Service.
- e. Monthly Academy Newsletter.
- f. Free subscription to The Environmental Engineer (hard copy and eventually website version).
- g. Free copy of the Environmental Engineering Selection Guide.
- h. Website Student Chat Room.
- i. Mentoring Program - Up to three Academy Mentors in one or more environmental fields of their choosing.
- j. Upon completion and award of an engineering degree a one-year free membership in the Member membership category.

2. Procedures

- a. Application for Student Member membership may be submitted at any time on the prescribed application form.
- b. Processing of Student Member membership application for membership shall be done in 30 days or less.
- c. The membership anniversary date for a Student Member shall be the first day of the month following completion of processing, notification to the new Student Member and the mailing of the membership number, membership pin, membership certificate, copy of the latest issue of The Environmental Engineer and Environmental Engineering Selection Guide.
- d. A list of mentors is to be established and appointments made by the Executive Director. Appendix B-3.2 provides guidance for establishing Mentors and their roles and responsibilities.
- e. A member of the Academy Staff shall be assigned the responsibility for providing services and assistance to Student Members.
- f. The Membership Development and Outreach Committee (MDOC) is assigned the responsibility of oversight and management of the Student Member program.
- g. The Chair of the Membership Development and Outreach Committee (MDOC) to see that the mentors provide assistance to their students and will assist the mentors where needed.

C. Goals and Objectives

1. Goals — To foster, develop and nurture a Student Member cadre' as a means of advancing the mission of the Academy.

2. Objectives

- a. To establish the Student Member membership category as a viable part of the Academy culture.
- b. To establish an Academy Student Member Program (ASTEP) for the Academy.
- c. To enlist environmental engineering professors in the development of the Academy's Student Member initiative.
- d. To encourage more engineering students with interest in environmental issues to be Student Members and to pursue careers in environmental management.
- e. To build a more define and ongoing relationship between Academy *members* and students.
- f. To build a more defined and ongoing relationship between the academic engineering community and the Academy.
- g. To develop an inventory of potential future *members* of the Academy.

D. Annual Work Plan

The MDOC has the responsibility to develop a work plan for the balance of 2007 and beyond.

E. Organizational Structure for Implementation

The basic organization structure shall consist of a Chair, plus two Vice Chairs. One Vice Chair shall report to the MDOC Chair, and shall chair the Student Member Committee and shall be responsible for the Student Member Program. The other Vice Chair shall report to the Chair of the MDOC, shall chair the Member Committee and shall be responsible for the Member Program. Other members shall be added as needed to successfully carry out the responsibilities of the MDOC.

III. ROLES AND RESPONSIBILITIES

A. BOT Roles and Responsibilities

1. To provide mentors,
2. To work with the Young Engineers Membership Committee to advance the Academy Student Member Program (ASTEP).
3. To encourage student interest in environmental issues.

B. EC Roles and Responsibilities - same as the BOT.

C. Committees, Working Groups, State Representatives Roles and Responsibilities

1. As noted earlier, the MDOC is responsible for the Student Member membership category.
2. Other Committees are to include in their work plans, as appropriate, the promotion and support of the Student Member Membership Program in their committee efforts.

D. Academy Staff Roles and Responsibilities

1. Academy Staff is to receive and process applications for admission to the Student Member membership category.
2. The Executive Director is authorized to admit candidates to the Student Member category.
3. Academy Staff is to support, as required the MDOC in carrying out its' work plan.
4. Academy Staff is responsible for the maintenance of all Student Member membership records files Student Member memorabilia and the mentoring program.

E. Sponsoring Organizations Roles and Responsibilities

1. As appropriate, SO Trustees are to promote the Student Member Program within their organizations and to seek opportunities for their organizations to foster student involvement in environmental issues.

IV. APPROVAL

Policy B-3 was approved by the BOT April 14, 2005.

Policy B-3 was revised and approved by the BOT on May 1, 2007.

Confirmed:

Chair, BPPC

April 19, 2005

May 8, 2007

Appendices to follow when developed:

Appendix B-3.1

Student Member Membership Application

(Available from AAEEES Staff)

Appendix B-3.2

Student Member Mentoring Program

Guidance, Policies and Procedures

Appendix B-3.3

Annual Work Plan for *Membership Development and Outreach* Student Member Activities

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY B-5
MEMBER CATEGORY APPLICATION AND ADMISSION
POLICIES AND PROCEDURES

DRAFTED: March 3, 2005; Revision #1, March 5, 2007
PROPOSED DATE: April 14, 2005; Revision #1, April 15, 2007
APPROVAL DATE: April 14, 2005; Revision #1, May 1, 2007

I. INTRODUCTION

A. Bylaws Reference

This policy is authorized by Section 2.4, **ARTICLE II - MEMBERSHIP**.

B. Purpose

Policy B-5 establishes policies and procedures for the receipt, review and admission of individuals into the Academy Member membership category.

C. Overview and Background Information

The Academy was founded in 1954 under the auspices of a number of engineering societies. It was formed to provide a means to designate engineers working in various engineering endeavors that required environmental engineering skills with those skills. The goal for the newly formed Academy of Environmental Engineers was to establish and implement a program to certify trained and licensed engineers in various environmental engineering fields. This goal resulted in the establishment of Diplomates in Environmental Engineering.

In the 50 years of Academy existence many changes have occurred in the practice of engineering. The historic practice of newly graduated engineers taking the EIT examination and in time seeking licensing as professional engineers has gradually waned. In the new millennium the number of licensed engineers continues to decline, while the need for qualified environmental engineers has grown. To respond to this change in engineering culture, the Academy in 2005 established a new category of certified environmental engineers that do not hold a professional engineer license/certificate — the Board Certified Member. The Academy, therefore, now certifies two levels of environmental engineers — the Board Certified Member and ***the Board Certified Environmental Engineer (formerly Diplomat)***.

In addition to the new Board Certified Member, the Academy also established a Member membership category. The establishment of this category is a recognition that may well qualified individuals who work as environmental engineers but have no interest in certification. However, these individuals do seek opportunities to participate with their peers in environmental engineering events, programs, training, peer matching and other

interactions commonly fostered by associations and societies. Since the only society devoted only to environmental engineering issues is the Academy, the establishment of the Member membership category makes a great deal of sense.

This policy establishes policies and procedures for the admission of individuals who seek membership in the Academy as Members.

D. Definitions

Admission - the act of allowing to enter.

Applicant - a person who applies for, or requests entry into an organization.

Application - the act of requesting.

Application Form - the form to be filled out by an applicant to request admission.

Candidate - a person applying for admission to a membership category of the Academy.

Member - Any individual that the Academy recognizes:

1. as holding a degree in Environmental Engineering, or any other engineering field acceptable to the BOT and
2. who is employed, or teaching in the environmental engineering field, at the time of joining the Academy.

E. Goals and Objectives

1. Goals

- a. To foster, develop and nurture a Member membership category as a means of advancing the mission of the Academy.
- b. To provide a professional association/society for engineers working in environmental management.
- c. To assist, provide guidance and counsel to developing engineers in the Member membership category.

2. Objectives

- a. To establish the Member membership category as a viable part of the Academy culture.
- b. To develop programs, benefits and services that will add value to an individual 's professional life through membership in the Academy.
- c. To enlist environmental engineers who are not licensed, or certified, to be participating and contributory **members** of the Academy..
- d. To develop an inventory of potential future Board Certified and Board Certified Environmental Engineer (Diplomate) **members** of the Academy.

II. POLICIES/PROCEDURES

A. Policies

1. Consistent with Article II of the Academy Bylaws the Academy shall have a Member membership category.
2. Candidates that apply shall complete the application form included with this policy as Appendix B-5. 1.
3. The Executive Director shall be responsible for the receipt, processing and admission of Member candidates into the Academy.
4. Members shall pay membership fees as established by the BOT.
5. Membership Anniversary Date – the first of the month following the receipt and completion of an application for membership in the Member membership category shall be the membership anniversary date.
6. Responsibilities for the development and management of the Member membership category are assigned to the Membership Development and Outreach Committee (MDOC).

B. Benefits, Services and Procedures

1. Benefits and Services

As they become available, the following benefits and services will be provided to all Members:

- a. Member Membership Pin.
- b. Member Membership Certificate.
- c. The Environmental Engineer.
- d. The Environmental Engineering Selection Guide.
- e. Listing in the Environmental Engineering Selection Guide.
- f. Who's Who in Environmental Engineering.
- g. Electronic Newsletter.
- h. Networking Services.
- i. The Academy Website and Career Center.
- j. Assistance and Peer Matching.

2. Procedures

- a. Applications for membership may be submitted at any time on the prescribed Member membership category application form included as Appendix B-5.1
- b. The Academy Staff shall:
 - (1) establish an official file for each candidate,
 - (2) ensure the completeness of the application,
 - (3) confirm the qualifications of the candidate, and
 - (4) issue a Letter of Membership signed by the Executive Director. An example of the Member Letter of Membership is included as Appendix B-5.2.

- c. Processing for membership shall be done in 60 days or less.
- c. Documentation of receipt of an engineering degree shall be provided by a certified copy of a diploma or transcripts.
- d. In addition to a degree in Environmental Engineering, other related fields that are normally acceptable to the BOT include Chemical Engineering, Mechanical Engineering, Civil Engineering, Bio-Medical Engineering, and Electrical Engineering. Other engineering and related fields might include environmental sciences, forestry, geology, math, meteorology and physics and may be accepted by the BOT. For these related fields, candidates must demonstrate that their basic course work is in engineering.
- e. The Membership Development and Outreach Committee (MDOC) is assigned the responsibility of oversight and management of the Member membership category.
- f. The Chair of the MDOC has the responsibility to work with Academy members involved in the assistance and peer matching services provided to the Member membership category to assist them in the delivery of these services.
- g. Questions by Staff regarding qualifications of related fields and questions related to applications and admissions are to be referred to the Chair of the Membership Development and Outreach Committee.

C. Annual Work Plan

D. Organizational Structure for Implementation

III. ROLES AND RESPONSIBILITIES

A. BOT Roles and Responsibilities

1. To foster the growth of the Member membership category through active recruitment within their own organizations and with Sponsoring Organizations.
2. To work with the Membership Development and Outreach Committee to develop programs that will foster the development of the Member membership category.
3. To determine the engineering degrees and related fields that are accepted for membership in the Academy.

B. EC Roles and Responsibilities

1. To provide support to the Academy Staff and the Membership Development and Outreach Committee in the development and management of the Member membership category.
2. To foster the growth of the Member membership category and stimulate programs of interest to environmental engineers.
3. To oversee the development and management of the Member membership category.

C. Academy Committees

1. The Membership Development and Outreach Committee is responsible for the development and management of the Member membership category.
2. Other Committees are to include in their work plans, as appropriate, the promotion and support of the development of the Member membership category.

D. Academy Staff Roles and Responsibilities

1. Academy Staff is responsible for the administrative processes for admission of candidates into the Member membership category.
2. The Executive Director is authorized to admit candidates to the Member category.
3. Academy Staff is to support, as requested by the Membership Development and Outreach Committee in carrying out its' work plan.

E. Sponsoring Organizations Roles and Responsibilities

SO Trustees are to promote membership in the Member membership category within the organization that they represent on the BOT.

IV. APPROVAL

Policy B-5 was approved by the BOT April 14, 2005

Policy B-5 was revised and approved by the BOT, May 1, 2007

Confirmed:

Chair, BPPC

April 14, 2005

May 9, 2007

**C - POLICIES AND PROCEDURES FOR THE ACADEMY
BOARD OF TRUSTEES**

ACADEMY POLICIES AND PROCEDURES
POLICY C-2
DELEGATION OF AUTHORITIES TO THE EXECUTIVE COMMITTEE
AND EXECUTIVE COMMITTEE RESPONSIBILITIES
POLICIES AND PROCEDURES

DRAFTED: November 28, 2005; Revised September 18, 2006

PROPOSED: November 11, 2006

APPROVED: November 11, 2006

I. INTRODUCTION

A. Bylaws References

Policy C-2 is authorized by **Section 3.1 - ARTICLE III: BOARD OF TRUSTEES**, of the Academy Bylaws.

B. Purpose

The purpose of Policy and Procedure C-2 – Executive Committee is to define and describe the authorities delegated by the Board of Trustees (BOT) to the Executive Committee (EC). Only those authorities listed in this policy and procedure may be exercised by the EC. In addition, C-2 establishes EC responsibilities in the management of the Academy’s 5-year and Annual Plan and the implementation of the Annual Plan.

C. Overview and Background

The BOT is a fairly large and diverse group of members who volunteer the time to participate in the governance of the Academy. The governing of the Academy is assigned to the Board of Trustees in Article VII of the Academy’s Certificate of Incorporation, dated October 21, 1955: *“The activities and affairs of the Corporation shall be managed by a Board of Trustees.”*

The Certificate of Incorporation also empowers the Board of Trustees to confer additional powers to the Board of Trustees through its’ Bylaws. In addition, the Board of Trustees is empowered to exercise its’ powers as may be necessary for the governance of the Corporation.

Traditionally, Boards of Directors/Trustees/Governors, etc. seldom if ever relinquish any of their governance powers associated with policy and finance. In the case of the Academy, the BOT has retained membership issues as a responsibility of the BOT. The BOT, using its’ empowerment from the Certificate of Incorporation, has also empowered itself to decide how best to exercise its’ governance powers to the benefit of the membership. Two measures have been taken by the BOT to provide effective governance; those measures are - through the Bylaws an Executive Committee has been established and the BOT has established a policy that allows it to delegate certain duties

and powers to the Executive Committee. Such delegation is to occur formally through the Academy's Policies and Procedures Manual.

D. Definitions

Authority – the power to determine; to control, command, or determine.

Board of Trustees (BOT) – the governing body of the Academy established by the Academy Certificate of Incorporation.

Corporation – an association of individuals created by law and having an existence apart from that of its members as well as distinct and inherent powers and liabilities.

Duty – something that someone is expected or required to do by moral and/or legal obligation.

Executive Committee – a management body established by the BOT consisting of the Officers, Trustee-at-Large, and a Sponsoring Organization Trustee.

Fiduciary Responsibility – a person to whom property or power is entrusted for the benefit of another.

Incorporate – to form a legal corporation.

Liable – legally responsible.

Liability – liabilities as detailed on a balance sheet, or for actions taken in regard to an individual's worth.

Power – legal ability, capacity or authority.

Responsibility – accountable, as for something within one's power.

Stewardship – the caring for the affairs of an organization.

II. POLICIES AND PROCEDURES

A. Policy

1. On behalf of the Membership, the BOT and EC are stewards of the Academy and have a fiduciary responsibility to sustain the Academy for the Membership.
2. By a majority vote of the BOT the duties and powers delegated by the BOT to the EC in this policy may be rescinded at any time. Cause for rescinding a duty or power is not required.
3. Consistent with direction from, and approval by the BOT, the EC will work with the Planning Committee to see that an Annual Plan and 5-year Plan are developed and implemented. The EC will report to the BOT quarterly on the progress of development and implementation of both plans.
4. Consistent with direction from the BOT, the Bylaws, and the Policies and Procedures Manual, the EC will work with the Finance Committee to develop both long-range financial forecasting for the 5-year plan, annual budget and the control of the annual budget.
5. Consistent with direction from the BOT, the Bylaws, and the Policies and Procedures Manual, the EC will work with Committee Chairs, Executive Director and Academy Staff to reach the goals and objectives of the Academy.

6. The EC is authorized to act on all Academy activities and affairs, except for:
 - a. electing officers and directors,
 - b. establishing Membership Categories,
 - c. establishing budgets,
 - d. setting membership fees,
 - e. audits, establishing policies and procedures, or
 - f. exercising any power reserved by law exclusively for the BOT, or *members*.

B. Goals and Objectives

The EC is charged with, “**getting the work done**”. This means that successful implementation of the Annual Plan is the principal accountable activity of the EC. Ancillary efforts, which are needed to successfully manage the Annual Plan, are also accountable activities for the EC. The goals and objectives for the EC are provided in the annual work plan, which is included with this PoP as Attachment 1

C. Recommended Implementation Procedures

1. Through the assignment of individual EC members, the EC will assume a role to assist Committees, Working Groups, the ED and Staff as they carry out the various tasks in each goal. The assigned EC member may also assume certain direct responsibilities for the work outputs required to accomplish a particular task, or sub-task.
2. EC members shall routinely report the progress those Academy organization element that they are assisting of progress of their annual plans.
3. Consistent with their work plans, Committee and Working Group Chairs, and the ED shall be assigned defined responsibilities, through the Academy Annual Plan, for the various tasks associated with the Annual Plan and shall report on a quarterly to the member of the EC assigned monitoring and management responsibilities for the various tasks and goals.

D. Annual Work Plan

The Annual Plan and the EC member assignments shall serve as the Annual Work Plan for the EC.

E. Organization Structure for Implementation

1. The only additional organization structure necessary to carry out the duties of the EC is the documentation of the assignments made to each EC member and the reporting requirements placed on the chairs of the Committees and Working Groups and the ED.
2. The normal committee structures and assignments of Staff will be the principal means of implementation.

III. ROLES AND RESPONSIBILITIES

A. BOT Roles and Responsibilities

1. The BOT shall receive and consider the reports of the EC on the implementation of the Annual Plan.
2. The BOT may require modifications, changes, etc. in assignments and resource investments in order to assist the EC in meeting their responsibilities.

B. EC Roles and Responsibilities

The roles and responsibilities are described in II.B of this PoP.

C. Committees, Working Groups and State Representatives Roles and Responsibilities

Committee and Working Group Chairs shall be assigned defined responsibilities, through the Academy Annual Plan, for the various tasks associated with the Annual Plan and shall report on a monthly basis to the member of the EC assigned monitoring and management responsibilities for the various tasks and goals.

D. Academy Staff Roles and Responsibilities

The ED shall be assigned defined responsibilities, through the Academy Annual Plan, for the various tasks associated with the Annual Plan and shall report on a monthly basis to the member of the EC assigned monitoring and management responsibilities for the various tasks and goals.

E. Sponsoring Organizations Roles and Responsibilities

Sponsoring Organizations may be called upon for assistance in the implementation of the Annual Plan. Such assistance can be expected to be in the context of the specific mission of each Sponsoring Organization.

IV. APPROVAL

Approved by the BOT November 11, 2006
Confirmed December 1, 2006:



Chair, BPPC

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY C-3
BOARD OF TRUSTEES SPECIAL MEETINGS POLICIES AND PROCEDURES

DRAFTED: 1.6.06; Revised 3.23.06

PROPOSED DATE: May 4, 2006

APPROVAL DATE: May 4, 2006

I. INTRODUCTION

A. Bylaws Reference(s)

Policy C-3 is authorized by **Section 3.7 Special Meetings, ARTICLE III – BOARD OF TRUSTEES** of the Academy Bylaws.

B. Purpose

Policy C-3 provides policies and procedures for calling of BOT Special Meetings.

C. Overview and Background Information

The Academy Bylaws provide for two types of BOT meetings – Regular Scheduled Meetings and Special Meetings. Definitions for these two types of meetings are provided in the next section.

Section 3.7 of the Academy Bylaws authorizes the President to call BOT Special Meetings. Section 3.7 further authorizes BOT Special Meetings to be called by one-third of the members of the BOT. Section 3.7 also permits three types of BOT Special Meetings – one where the BOT members must meet in person, and also by telephonic or electronic (email) means.

D. Definitions

Definitions pertinent to this policy are:

Electronic BOT Meeting - conducting a meeting via email.

Meeting – the act of coming together.

Procedure – the act or manner in proceeding in any action.

Regular Scheduled BOT Meeting – normally the BOT Annual Meeting and BOT Spring Meeting where the dates and locations are normally established one year out.

Special Called BOT Meeting – a BOT meeting that must be held when an action cannot be deferred until one of the regular scheduled BOT meetings occurs.

Telephonic BOT Special Meeting – conducting a meeting via telephonic conference calls. In this instance, BOT Members can also conference into a BOT Special Meeting with BOT Members meeting in person.

II. POLICY/PROCEDURES

A. Policies and Implementation Procedures

1. The President may call a BOT Special Meeting with the concurrence of the Executive Committee.
2. A BOT Special Meeting may be called by at least one-third of the members of the BOT.
3. BOT Special Meetings may not be called for the purposes of:
 - a. Dissolving the Academy.
 - b. Electing or appointing Officers.
4. Only one subject/issue is to be addressed at any special BOT meeting. This issue must be made known to all BOT members.
5. When the President wishes to call a BOT Special Meeting he shall consult with the Executive Committee and must receive concurrence of a majority of the EC to call the BOT Special Meeting.
 6. For BOT Members petitioning for a BOT Special Meeting the Executive Director shall provide assistance to the petitioning committee in the following ways:
 - a. communicating with all BOT Members on the proposed action,
 - b. conveying information developed by the petitioning committee to all BOT Members,
 - c. designate an Enabler to oversee and manage the process. The Enabler is authorized to confer with any BOT Member, or Officer to enable a fair, equitable and transparent process to call, or not call the BOT Special Meeting. The ED shall assist the Enabler in the conduct of his/her responsibilities.
7. The Enabler shall send notices of BOT Special Meetings electronically or telephonically to all BOT Members 30-days prior to the date of the BOT Special Meeting. Working with the President, the ED shall try to determine a date that will accommodate the participation of the maximum number of BOT members.
8. The Executive Director shall serve as the central point of communication during the process of calling a BOT Special Meeting.
9. The following criteria provide guidance when deciding that a special BOT meeting is necessary:
 - a. BOT Special Meeting shall be called only when the matter to be addressed requires a BOT action.
 - b. Possible scenarios that might require a BOT Special Meeting may include, but not be limited to:
 - i. Storm, wind, flood, fire, or civil unrest or terrorist events that make the existing offices uninhabitable requiring actions not in the budget.
 - ii. The inability of the Executive Director to carry out his/her duties for an Extended period requiring an emergency plan for the operation of the Academy offices.

- iii. The death of the Executive Director requiring an emergency plan for the operation of the Academy offices as well as decisions about how to proceed in a search for a replacement.
 - iv. A discovery of an unaccountable loss of funds from the Academy accounts.
10. A documented petition by the members for a BOT Special Meeting must be acted upon.

B. Goals and Objectives

N/A

C. Recommended Implementation Procedures

1. A Presidential call for a BOT Special Meeting shall follow the procedures listed below:
 - a. The President shall provide the reasons for the need of a BOT Special Meeting, what may occur if the meeting is not held, the result that he/she expects to occur as a result of the meeting, and whether the meeting should be in person, telephonic or electronic.
 - b. The President shall confer with the EC by conference call to and gain their concurrence.
 - c. The President shall notify (by e-mail and or in writing) all members of the BOT of his intent to call a BOT Special Meeting.
 - d. The President shall identify how the meeting shall be conducted – electronically, telephonically, or a sitting meeting and the dates and time for the meeting.
 - e. The ED shall provide staff assistance, as necessary to assist the President in announcing the intent to call a special BOT meeting, arranging any conference calls needed and arranging for the meeting.
2. A BOT Special Meeting shall follow the procedures listed below:
 - a. A petitioning committee of at least three (3) BOT members must submit a petition calling for a BOT Special Meeting to the ED. The petition must:
 - i. state the reasons for the need of a BOT Special Meeting,
 - ii. what may occur if the meeting is not held,
 - iii. the result that the petitioning committee expects to occur as a result of the meeting, and
 - iv. their recommendation as to the date that meeting should be held
 - b. At that time, the ED shall, with the concurrence of the President, designate the Enabler for the petition. The Enabler shall not be a member of the BOT.
 - c. The ED shall provide to the petitioning committee information that will allow them to contact all BOT Members to state their case for granting the petition.
 - d. The Enabler proceeds to assume responsibility for the process up, and until, the petition receives, or fails to receive, the necessary concurrence of one-third of the BOT Members.
 - e. If the petition receives the necessary one-third, the Enabler shall notify all BOT Members and shall work with the President to arrange for the BOT Special Meeting stating the type of meeting, the date, time and location of the meeting.

The notice of the meeting shall also include a list of how all BOT Members voted on the petition.

- f. BOT Members have 48-hours (during the workweek) to respond to the Enabler of their ability to attend the meeting.
- g. The Enabler will convene the BOT Special Meeting and shall conduct the meeting. .
- h. An official record of the meeting and the results of the meeting shall be provided to the BOT members indicating show each BOT member voted on the issue considered at the BOT Special Meeting.
- i. If the issue fails to gain the necessary one-third BOT Members support the issue shall be dropped and cannot be considered again for 12-months.
- j. The ED shall provide staff assistance, as necessary to assist the President, and/or the Enabler in carrying out the responsibilities and procedures provided in Policy C-3. .

a. Annual Work Plan

N/A

b. Organizational Structure for Implementation

N/A

III. ROLES and RESPONSIBILITIES (DUTIES)

A. BOT Roles and Responsibilities

- 1. BOT Members are required to participate in any call for a special BOT meeting in an expeditious manner.
- 2. Participation means that if BOT Members are requested to provide their availability for meeting dates and times they have a responsibility to respond within forty-eights (48) hours to the request. If they are requested to indicate support or opposition to a called special BOT meeting by a petitioning committee of BOT Members they are required to respond within forty-eights (48) hours to the request.
- 3. If a special BOT meeting is held they are required to participate and vote either for or against the issue being addressed. No abstaining votes will be permitted.
- 4. A roll call vote will be taken on all votes and published.
- 5. If the vote is taken electronically votes must be submitted within forty-eight (48) hours of the meeting to the individual tallying the votes.

B. EC Roles and Responsibilities

- 1. When the President notifies the EC that he/she is considering a BOT Special Meeting and provides the necessary reasons, purpose, expected effect and results of the

proposed meeting, the EC must advise the President of their concurrence or opposition to the meeting.

2. When the President advises the EC of his/her intent to call a BOT Special Meeting, it is incumbent on the EC to follow the requirements of Policy C-3.

3. The President will request dates and times convenient to EC members for an EC meeting.

4. EC members shall indicate within forty-eight (48) hours to the Executive Director preferred dates and times for the EC to meet with the President to determine if they concur with the need for a special BOT meeting.

5. At the EC meeting, EC members must either vote for or against holding the meeting; no abstaining votes will be permitted.

6. If the vote is taken electronically votes must be submitted within forty-eight (48) hours of the meeting to the individual tallying the votes.

C. Committee, Working Group, State Representative Roles and Responsibilities

N/A

D. Academy Staff Roles and Responsibilities

See II.A. of Policy C-3.

E. Roles of the Sponsoring Organizations

N/A

IV. APPROVAL

Policy C-3 was approved by the BOT: May 4, 2006

Confirmed:



Chair, BPPC

Date: May 18, 2006

OFFICERS OF THE ACADEMY POLICIES AND PROCEDURES

**D - POLICIES AND PROCEDURES FOR THE ACADEMY
OFFICERS OF THE ACADEMY POLICIES AND PROCEDURES**

**POLICY D-1. DUTIES OF OFFICERS
POLICIES AND PROCEDURES**

PROPOSED DATE: March 2, 2004

APPROVAL DATE: April 22, 2004

I. INTRODUCTION

A. Bylaws Reference

This policy is authorized under Section 4.2, **ARTICLE IV – OFFICERS OF THE ACADEMY**, of the Academy Bylaws.

B. Purpose

The purpose of Policy D-1 is to define the duties of the Officers of the Academy.

C. Overview and Background Information

The Officers of the Academy consist of the President, President-Elect, Vice President, Treasurer, Past President, and Executive Director. The President, President-Elect, Vice President and Past President are elected Officers of the Academy. The Treasurer is an appointed (by the BOT) Officer of the Academy. All of the elected Officers and the Treasurer must be Diplomates. All elected Officers and the Treasurer have voting privileges. The Executive Director is an appointed (by the BOT) Officer of the Academy, is not required to be a Diplomat and does not have voting privileges.

Because the Academy is not heavily invested in staff resources, it depends considerably on the work of its members to carry out the work of the Academy. Consequently, the Officers plus one At-Large Trustee, and one Sponsoring Organization Trustee comprise an Executive Committee (EC) empowered by the BOT to carry out much of the day-to-day work of the Academy. It is important, therefore, that the duties of the Officers are clearly defined and provided in this policy. The responsibilities of the Executive Director are provided in **ARTICLE VI – EXECUTIVE DIRECTOR**.

D. Definitions

President – an officer elected to preside over an organized body of persons.

President-Elect – a president after election, but before induction into office.

Vice President – An officer, who serves as a deputy to a president, often oversees a special division or function within the organization.

Treasurer – an officer of a government, corporation, association, etc. in charge of receipt, care, and disbursement of money.

Past President – an officer that has formerly served as president.

II. POLICIES AND PROCEDURES DUTIES OF THE OFFICERS OF THE ACADEMY

A. Policy

Consistent with ARTICLE IV, Diplomates serving as Officers shall execute the duties prescribed in this policy in the conduct of their office. The following sections define the duties of the Officers of the Academy.

1. Duties of the President

The President is the Chief Executive Officer (CEO) of the Academy and in that role will carry out the following duties:

- a. Have general supervision over all the affairs and operations of the Academy.
- b. Preside at all meetings of the BOT and the EC.
- c. Assign Trustees to serve as ex-officio members, liaison, or in other capacities on individual committees.
- d. Appoint Chairs, with the approval of the BOT, and members of all Committees.
- e. Sign, execute, and acknowledge, in the name of the Academy, contracts and other instruments authorized by the BOT, except in cases where such duties are otherwise delegated by the BOT or these Policies and Procedures.
- f. Perform other duties incident to the office or that may be assigned by the BOT.

2. Duties of the President-Elect

The President-Elect shall carry out the following duties:

- a. Preside at all meetings of the BOT in the absence of the President.
- b. Serve as ex-officio member and Board liaison on the Development and Upgrading of Examinations Committee.
- c. Serve as Chair of the Planning Committee.
- d. Perform other duties as may be assigned by the President or the BOT.

3. Duties of the Vice President

The Vice-President shall carry out the following duties:

- a. Assist the President and President-Elect in carrying out the duties of their Offices.
- b. Act in place of the President and/or President-Elect when necessary.
- c. Serve as ex-officio member and BOT liaison on the Engineering Education Committee.
- d. Perform other duties as may be assigned by the President or the BOT.

4. Duties of the Treasurer

The Treasurer is the Chief Financial Officer (CFO) of the Academy and in that role shall carry out the following duties:

- a. Supervise the funds and securities of the Academy.
- b. To the extent warranted by its cash position, and Board investment policies, and with the advice and consent of the Finance Committee, direct the investments of the Academy's funds.
- c. Act as advisor to the Executive Director in all fiscal matters.
- d. Serve as Chair of the Finance Committee.
- e. Be bonded at the expense of the Academy in an amount as determined by the BOT.
- f. Perform other duties as may be assigned by the President or the BOT.

5. Duties of the Past President

The Past President shall carry out the following duties:

- a. Serve as ex-officio member and BOT liaison on the Government Affairs Committee.
- b. Serve as Chair of the Nominating Committee.
- c. Perform other duties as may be assigned by the President or the BOT.

B. Goals and Objectives – N/A

C. Recommended Implementation Procedures – N/A

D. Annual Work Plan – N/A

E. Organizational Structure for Implementation – N/A

III. Roles and Responsibilities – See Section II

IV. APPROVAL

Policy D-1 was approved by the BOT: April 22, 2004.

**E - POLICIES AND PROCEDURES FOR THE ACADEMY
ELECTION OF OFFICERS AND TRUSTEES**

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY E-1
NOMINATIONS AND ELECTION OF OFFICERS AND TRUSTEES
POLICIES AND PROCEDURES

DRAFTED: July 2, 2004, July 14, 2004, July 20, 2004

PROPOSED DATE: August 15, 2004

APPROVAL DATE: November 13, 2004; Revised: May 4, 2006

I. INTRODUCTION

A. Bylaws References

This policy is authorized under **ARTICLE III: BOARD OF DIRECTORS**, Section 3.4, **ARTICLE III – BOARD OF TRUSTEES**; Section 4.3, **ARTICLE IV – OFFICERS OF THE ACADEMY**; and **ARTICLE V – ELECTION OF OFFICERS AND TRUSTEES-AT-LARGE**, Sections 5.5, 5.2, 5.3, and 5.4 of the Academy Bylaws.

B. Purpose

The purpose of this policy is to provide guidance on the implementation of the changes made in the membership of the BOT and the EC; and to provide guidance on the nomination and election of Officers and Trustees-At-Large (TAL).

C. Overview and Background Information

Nominations and elections of Officers and Trustees-At-Large (TAL) are held annually to coincide with the November annual meeting of the Board of Trustees (BOT). Newly elected Officers and TALs assume their responsibilities on January 1 immediately following the annual meeting and serve their prescribed terms of office until a duly qualified successor is appointed or elected.

Section 3.4 of the Academy Bylaws defines the number, terms and qualifications of TALS. Those qualifications are:

- a. All Trustees shall be Diplomates.
- b. Trustees need not be residents of the State of Delaware.
- c. Trustee-at-Large candidates shall have been a Diplomate for a minimum of five years and shall have served on and been a contributing member of an Academy Committee or Working Group.
- d. Sponsoring Organizations' Trustees shall be members in good standing of the Sponsoring Organization and shall be a Diplomate.

Section 4.1 of the Academy Bylaws defines the titles and qualifications of the Officers. All candidates standing for a position as an elected Officer and Treasurer of the Academy, at any election, shall have served:

- a. at least one term as either a Trustee, or

- b. as a Chairperson of an Academy Committee, or
- c. as the Treasurer.

It is the responsibility of the Nominating Committee to determine the eligibility and qualifications of any candidates presented to the membership for election as Officers or TALs.

The November 8, 2003 and April 22, 2004 amendments to the Academy Bylaws provided for certain changes in the membership of the BOT and the EC. The changes to the membership of the BOT expanded the number of TALs from three to six with the change to coincide with the election for terms to begin on January 1, 2006. To meet this requirement and schedule the Nominating Committee must present candidates to the membership for consideration the spring of 2005.

The November 8, 2003 amendments established staggered terms for the TALs elected for terms to begin in January 1, 2006.

The membership of the EC was also modified and implementation began at the BOT November 2003 annual meeting. The EC now consists of the President, President-Elect, Vice President, Treasurer, most recent living Past-President, one TAL and one SO Trustee. The Executive Director is a member ex officio of the EC, but does not have voting rights. The EC At Large and Sponsoring Organization Trustees are appointed by the President and approved by the BOT. The term of office of the At Large and Sponsoring Organization Trustees appointed to the EC are two years. The terms are staggered with the At Large Trustee appointed at the BOT 2004 annual meeting and the Sponsoring Organization Trustee appointed at the BOT 2005 annual meeting. Early appointment of the initial EC Trustees is permitted.

D. Definitions

Appoint – to name or assign officially an individual to an office of trust and authority.

Elect – to choose or select by vote an individual to an office of trust and authority.

Officer – a person who holds a position of responsibility in an organization.

Trustee – a person elected to hold custody and to provide for the care of an organization.

II. POLICIES AND PROCEDURES FOR THE ELECTION OF OFFICERS AND TRUSTEES AT LARGE.

Policies

1. The election of Officers and Trustees-at-Large shall be done consistent with the Academy Bylaws and these Policies and Procedures.
2. The elections shall be:

- a. done with secret ballots,
 - b. done in a transparent manner,
 - c. open to all members who qualify to be candidates,
 - d. open to all qualified members to cast their vote.
3. Balloting shall be by either paper or electronic ballot as determined by the BOT. Balloting mechanics may be done either by Academy Staff or contract services.
4. There shall be at least two candidates for the position of President-Elect. Due consideration shall be given to a balance among specialties and to geographic distribution of nominees.
5. There shall be at least two candidates for each vacant Trustee-At-Large position. Due consideration shall be given to a balance among specialties and to geographic distribution of nominees.
6. Consistent with the schedule outlined in Section 5.2 of the Academy Bylaws three members, who are not current office or trustee holders, shall be appointed by the Executive Director to open, count, record, and verify the results of the electronic and mail ballots. The tellers shall report the results to the President no later than August 30 of the election year.
7. The President shall announce the results of the election including the number of votes cast for each candidate on August 30 of the election year on the Academy website. The results shall be recorded in the minutes of the next annual meeting of the BOT following the closing date of the receipt of ballots.

Goals and Objectives (N/A for this Policy and Procedures)

C. Procedures for the Nomination and Election of Officers and Trustees-At-Large and Schedule for Implementation of Expansion of the BOT

1. Nominations and Elections

a. Background

Prior to the BOT annual meeting in November, the President-Elect shall determine the membership of the Nominating Committee.

The Executive Director shall assist the President-Elect by identifying candidates for the Nominating Committee that meet the requirements of Sections 3.4 and 4.1 of the Academy Bylaws. The President-Elect shall confirm with his/her selections their willingness to serve on the Nominating Committee in advance of the BOT annual meeting.

At the BOT annual meeting, following assuming the offices of President, the newly elected President shall make his appointments to the Nominating Committee known to the BOT and seek confirmation of the appointments.

b. Process of Nominations and Elections

- i. The Nominating Committee shall immediately begin its work and shall complete its work no later than December 31. The Executive Director shall assist the Nominating Committee by identifying qualified (vetted) candidates for the officer and TAL positions on the BOT.
- ii. Announcement of the candidates for the Officers and Trustees–At-Large position shall be made to the general membership on the Academy’s website no later than February 1 of the year of the election.
- iii. Electronic ballots shall be the preferred method of election of Officers and Trustees-At-Large. Notice of the opportunity to vote by electronic means shall be made known to all members by special announcement in the last issue of the year Environmental Engineer prior to the BOT annual meeting, the first issue of the next year, and on the Academy website. Members that wish to vote by paper ballot must make a request to receive a paper ballot. Consulting and contract services may be used to implement electronic balloting. A sample ballot is included as Appendix E-1.1
- iv. Balloting shall begin on March 1 of the election year and balloting shall close on May 15 of the election year.
- v. Tellers are to be selected by the Executive Director no later than April of the election year. The Tellers shall meet early in August to open, count, and tabulate the results. The Tellers shall prepare and send a formal report to the BOT of the results of the election and advise the President of the results no later than June 15. The President shall notify all candidates of their results of the election no later than June 22. The President shall announce the results of the election on the Academy’s website no later than June 30 of the election year. The votes received for each candidate shall be included in the announcement on the website.

A schedule for the nominating and balloting process is provided in the table below.

Schedule for the Nomination and Election of Officers and Trustees

Date	Action
October	Notice of intent to use electronic balloting issued in Environmental Engineer (Note: This item will be deleted following the 2007 elections.)
October	President-Elect selects members of Nominating Committee
NLT Nov 15	New President appoints Nominating Committee & BOT annual meeting
November 30	Diplomate action candidates submitted to Executive Director
NLT Dec 31	Nominating Committee reports to BOT & President candidates
NLT Feb 1	Notice of candidates to membership via website & Env. Engineer
March 1	Balloting begins
April 1	Tellers selected
May 15	Balloting ends
NLT June 15	Tellers report results to BOT & notice to President
NLT June 22	President advises candidates of results
NLT June 30	President announces results to the membership via website

D. Annual Work Plan (Not Applicable for this Policy and Procedures)

III. ROLE AND RESPONSIBILITIES

A. BOT Roles and Responsibilities

1. Approve policies and procedures for the election of officers and trustees.
2. Confirm the selection of the Nominating Committee.

B. Executive Committee Roles and Responsibilities

1. Provide recommendations and guidance to the Nominating Committee.
2. Provide recommendations to the Executive Director on potential Teller candidates.

C. Committees Roles and Responsibilities

1. *Nominating Committee*

- a. Vet potential candidates to ensure they meet the qualification requirements.
- b. Meet the schedule laid out in this policy and procedures.
- c. Maintain confidentiality during the nominating process.

2. *Tellers*

- a. Meet the schedule laid out in this policy and procedures.
- b. Commit the time to meet, open, count, and confirm the voting results.
- c. Report to the President the results and report the results on the Academy Website.

D. Academy Staff Roles and Responsibilities

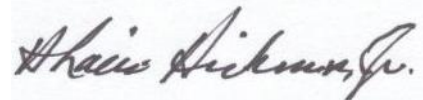
1. Make the necessary modifications to the Academy website to allow electronic voting.
2. Provide potential candidates for the officer and TAL vacancies that have been vetted to ensure they meet the qualification requirements.
3. Provide administrative support to the Nominating Committee during the nomination process.
4. Select (Executive Director) 3 Tellers and provide administrative support to the Tellers during the ballot counting and verification steps of the election process.
5. Prepare all appropriate notices and announcements pertaining to the balloting and election results process.

E. Role of the Sponsoring Organizations

No specific role, but recommendations on potential candidates for the officer and TALs vacancies may be requested by the Nominating Committee.

IV. APPROVAL

Policy E-1 was approved by the BOT: November 13, 2004.
Revision was approved by the BOT: May 4, 2006
Confirmed:

 November 17, 2004; May 18, 2006

Chair, BPPC

**Appendix E-1.1
Sample Ballot**

**American of Environmental Engineers
Election of Officers and Trustees-at-Large – Fiscal Year 200x**

Mark in each category the number as indicated:

President-Elect Name

Vice President (***Vote for One***)

 Name Name

Trustees-at-Large (***Vote for Two***)

- Name
- Name
- Name
- Name

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY E-2
DUTIES OF TRUSTEES
POLICIES AND PROCEDURES

DRAFTED: 1.3.06:Revised3.23.06

PROPOSED DATE: May 4, 2006

APPROVAL DATE: May 4, 2006

I. INTRODUCTION

A. Bylaws Reference(s)

Policy E-2 is authorized by **Section 3.5 Duties of Trustees** of the Academy's Bylaws

B. Purpose

Policy E-2 defines and describes the duties of Trustees-at-Large and Sponsoring Organization Trustees. These duties are not codified in the Academy's Bylaws, but are established as policies and procedures.

C. Overview and Background Information

It is common practice for for-profit and not-for profit organizations to be governed by policy groups commonly referred to as boards. For-profit organizations (both private and public held) governing groups are perhaps most frequently referred to as a Board of Directors and the stockholders elect the directors. Public held organizations normally look for financial and management skills that can best be productive contributors in the governance of the for-profit organization. The same is essentially true in many not-for-profit organizations, especially foundations and charities, with needs for the same skills. Usually though since there are no stockholders, the existing Boards select individuals to serve as a directors who have a measurable interest in the organization. The term trustee, rather than director, is used most often for scientific, benevolent, educational and charitable organizations.

The Academy is a not-for-profit organization governed by a Board of Trustees (BOT). While the reasons for the founding group chose trustees rather than directors is not known. A safe assumption is that the manner in which the Academy came into being may have been a determining factor. Founded by the engineering societies in America, these societies may have viewed the establishment of the Academy as an organization that they were "entrusting" certain aspects of their engineering interests to a third party. The selection of trustees, rather than directors, is interesting; there are several definitions for a trustee. *Trustee – a person appointed to administer the affairs of a company, institution, etc., or a person elected to hold custody and to provide for the care of an organization.* These definitions suggest more than just a casual investment by a trustee in the workings

of the organization that has been entrusted to their care. This may also explain why there has been so much reliance placed on the Executive Committee to manage the organization.

A very unique governance arrangement in the Academy is the composition of the BOT. There are Trustees-at-Large elected by the members and then there are Sponsoring Organization Trustees selected by the organizations that have a vested interest in the quality and quantity of environmental engineers working in America. The engineering societies that founded the Academy are also, to a great degree, the Sponsoring Organizations and the significance of this is sometime lost for these organizations as well as the Academy.

So, the Academy has two representative groups on the BOT, one for the members of the Academy and one for the founders of the Academy. And finally, there is a third group on the BOT, the Officer Corps elected by the members to serve as an executive and to also represent both of these groups. And as it typical of any board, regardless of how the members got to the table, a fiduciary responsibility for the well-being of the Academy is a responsibility of every member of the BOT.

With this background in mind, the following responsibilities for the Trustees of the Academy are established.

D. Definitions

Definitions pertinent to this policy are:

Administer – to direct or manage (affairs, a government, etc.); have executive charge of.

Agent – a person, or business, authorized to act on another's (individual or business) behalf.

Authority – the power to determine, to control, command, or determine.

Corporation – an association of individuals created by law and having an existence apart from that of its members as well as distinct and inherent powers and liabilities.

Director – one of a group of persons chosen to control or govern the affairs or a company, corporation, or organization.

Duty - something that someone is expected or required to do by moral and/or legal obligation.

Fiduciary – a person to whom property or power is entrusted for the benefit of another.

Incorporate – to form a legal corporation.

Liabe – legally responsible.

Liability – liabilities as detailed on a balance sheet, or for actions taken in regard to an individual's worth.

Power – legal ability, capacity or authority.

Responsibility - accountable, as for something within one's power.

Stewardship – the caring for the affairs of an organization.

Trustee – a person appointed to administer the affairs of a company, institution, etc.; a

person elected to hold custody and provide for the care of an organization.

II. POLICY/PROCEDURES

A. Policy

1. It is the duty of all Trustees to embrace and support the Vision Statement of the Academy.
2. It is the duty of all Trustees to embrace and support the Mission of the Academy.
3. It is the duty of all Trustees to support and see that the primary objectives of the Academy are implemented successfully.
4. It is the duty of all Trustees to act as Stewards of the Academy on behalf of the membership.
5. It is the duty of all Trustees to abide by the Bylaws and Policies and Procedures of the Academy and to ensure that they are implemented in a manner that best serves the membership.
 6. It is the duty of all Trustees to support the development and growth of all categories of *members* of the Academy.
7. It is the duty of all Trustees, as members of the BOT, to protect the rights and benefits of the membership.
8. It is the duty of all Trustees to serve faithfully in any capacity assigned to them by the President of the Academy or the BOT.
9. It is the duty of all Trustees to exercise their fiduciary responsibility in the exercise of the powers granted to them, as members of the BOT, as specified in Section 3.1 (See Appendix 3-1.1) of the Academy Bylaws.
10. It is the duty of all Trustees, as members of the BOT, to oversee that the execution of the authorities delegated to the Executive Committee by the BOT are exercised in such a manner to protect the rights and benefits of the membership.
11. It is the duty of all Trustees to direct that the financial practice of the Academy follows best accounting and financial management practices, that they are done transparently, and are committed to the financial health and well-being of the Academy.
12. It is the duty of all Trustees to prepare for and attend meetings of the BOT, to participate actively in the meetings to exercise their fiduciary responsibilities, and to make their decisions on what is best for the good of the Academy.
13. It is the duty of all Trustees to accept and comply with the standards of conduct established in Policy K-3 Academy Administration and Management which is stated in their entirety below:

<p>Standards of Conduct for Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members and State Representatives</p>

<p>Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members, and State Representatives may from time-to-time face the following challenges:</p>

- | |
|---|
| <ul style="list-style-type: none">• To represent all of the membership. |
|---|

- To represent a portion of the membership.
- To represent a geographical portion of the membership.
- To represent a segment of the field of Environmental Engineering.
- To represent the views of a corporation.
- To maintain the Academy as one which serves its membership.
- To oversee the Academy as a credentialing and service group as well as a business enterprise.
- To balance their own personal views against those of their employers and other members of the BOT.
- To allow the Academy to pursue its missions and objectives in a manner to best serve all of the Academy membership.

The following guidance is provided for Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members and State Representatives:

- a. Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members, and State Representatives must perform his or her duties, including duties as a member of any committee, working group and state representative, in good faith, in a manner the member reasonably believes to be in the best interests of the Academy, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
- b. In performing these duties, Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Member, and State Representatives are entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, prepared or presented by:
 - i. Another Academy member or an Academy employee, whom the member reasonably believes to be reliable and competent in the matters presented,
 - ii. An attorney, accountant or other person as to matters that individual believes to be within that person's professional or expert competence,
 - iii. A committee, working group or state representative of the Academy on which the member does not serve, as to matters within its designated authority, which committee the member reasonably believes to merit confidence, and
 - iv. Provided, in each situation, the Academy member acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.
- c. Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members, and State Representatives must devote sufficient time and energy to become familiar with Association matters, must participate actively, must review available informational materials, and must make special inquiry whenever information is insufficient.
- d. Trustees, Officers, Committee Chairs, Committee Members, Working Group Chairs, Working Group Members, State Representatives are obliged to wisely and prudently manage the assets and funds of the Academy in keeping with its purposes and to assure that books and records are accurate and complete and required reports are filed on time.

- e. Trustees and Officers are prohibited from participating in the recruitment or hiring of Academy staff members into their employer’s organization (including any parent or subsidiary). Therefore, Trustees and Officers shall recuse themselves from all recruitment, interviewing and hiring activities relative to existing Academy staff within their employer’s organization.

B. Goals and Objectives

Goals

The goal of all Trustees is to serve in such a manner that at the end of their time of service that the Academy is a better organization than when they began to serve as a Trustee.

Objectives

1. To take the time to study and understand the vision statement, mission and objectives of the Academy.
2. To apply what is learned from the study of the vision statement, mission and objectives of the Academy in such a way as to bring honor to the time served as a Trustee and to reach the goal stated above.
3. To take the time to learn the basic facts of the governance provided by the Bylaws and the “get the work done” intent of the Policies and Procedures Manual.
4. To be a valued and contributing member of the BOT.
5. In the case of the Sponsoring Organizations Trustees to serve the interest of the organization in a manner to build a valued partnership between their organization and the Academy.
6. To support the Officers, Executive Director and Academy Staff in the conduct of their responsibilities to the Academy.

C. Recommended Implementation Procedures

Implementation is accomplished through attendance to BOT meetings, meaningful contributory work on committees and assisting in the planning and active participation in the annual work plans of the Academy.

D. Annual Work Plan

N/A

E. Organizational Structure for Implementation

N/A

III. ROLES and RESPONSIBILITIES (DUTIES)

N/A

IV. APPROVAL

Policy E-2 was approved by the BOT: May 4, 2006

Confirmed:

A handwritten signature in cursive script, appearing to read "Travis Hickman, Jr.", is written over a light gray rectangular background.

Chair, BPPC

Date: May 18, 2006

**F - POLICIES AND PROCEDURES FOR THE ACADEMY
EXECUTIVE DIRECTOR**

ACADEMY POLICIES AND PROCEDURES
POLICY F-1
DUTIES and RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR
POLICIES AND PROCEDURES

DRAFTED: 9/21/2018
PROPOSED: 10/17/2018
APPROVED by BOT: 10/30/2018

I. INTRODUCTION

A. Bylaws References

Policy F-1 is authorized by **Section 3.1 - ARTICLE VI: EXECUTIVE DIRECTOR**, of the Academy Bylaws.

B. Purpose

The purpose of Policy and Procedure F-1– Duties and Responsibilities of the Executive Director is to define and describe the roles and responsibilities of the Executive Director.

C. Background

In accordance with the Bylaws, the Board of Trustee (BOT) shall appoint an Executive Director (ED) who will serve at the pleasure of the BOT and will serve as Chief Operating Officer of the Corporation, full or part time, with or without compensation. The Executive Director reports to the BOT, and is responsible for the organization's consistent achievement of its mission and financial objectives.

General responsibilities include:

- a) The ED shall:
 1. serve under the direction of the President; and
 2. serve as Secretary of the Corporation, the BOT, and its Executive Committee (EC); and
 3. keep and prepare minutes of all meetings of these bodies as Secretary.
- b) The ED shall not be required to be a member of the Academy and shall not have voting rights on the BOT or EC.
- c) The ED shall be bonded at the expense of the Academy for the faithful discharge of assigned duties in a sum to be determined by the BOT.
- d) An employment contract, or position description, shall define the arrangements between the Academy and the ED.
- e) The duties, responsibilities, authorities, and employment contract, or position description, of the ED shall be provided in the Policies and Procedures Manual.

D. Definitions

Authority – the power to determine; to control, command, or determine.

Board of Trustees (BOT) – the governing body of the Academy established by the Academy Certificate of Incorporation.

Corporation – an association of individuals created by law and having an existence apart from that of its members as well as distinct and inherent powers and liabilities.

Duty – something that someone is expected or required to do by moral and/or legal obligation.

Executive Committee (EC) – a management body established by the BOT consisting of the Officers, Trustee-at-Large, and a Sponsoring Organization Trustee.

Fiduciary Responsibility – a person to whom property or power is entrusted for the benefit of another.

Incorporate – to form a legal corporation.

Liable – legally responsible.

Liability – liabilities as detailed on a balance sheet, or for actions taken in regard to an individual's worth.

Power – legal ability, capacity or authority.

Responsibility – accountable, as for something within one's power.

Stewardship – the caring for the affairs of an organization.

II. POLICIES AND PROCEDURES

A. Policy

1) Board Governance: The ED works with the BOT in order to fulfill the organization's mission.

- Responsible for leading the Academy in a manner that supports and guides the organization's mission as defined by the BOT.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: The ED develops resources sufficient to ensure the financial health of the organization.*

- Responsible for the fiscal integrity of the Academy, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the Academy's mission.

* The Treasurer also has duties and responsibilities with regard to the financial health of the Academy. Policy D-1, Duties of Officers Policies and Procedures, provides the Treasurer responsibilities.

3) Organization Mission and Strategy: The ED works with Board and staff to ensure that the mission of the Academy is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Academy's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Academy can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the Academy's image by being active and visible in the environmental engineering and science community, and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of Academy operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5) Other duties as assigned by the BOT.

B. Goals and Objectives

The ED is responsible for the day to day operation and management of the Academy. This means that successful implementation of the Academy Annual Work Plan is a principal accountable activity of the ED.

C. Recommended Implementation Procedures

1. At the beginning of each calendar year, or prior to that if possible, the President of the Academy will develop, with the EC and the ED, an Academy Annual Work plan. The Work plan will include measureable goals and objectives for the successful operation and management of the Academy.

2. The President and EC members shall routinely monitor the progress of the ED to meet the goals and objectives of the Academy Annual Work plan and shall provide feedback to the ED.

3. Consistent with their work plans, Committee and Working Group Chairs, and the ED, shall be assigned defined responsibilities through the Academy Annual Plan, for the various tasks associated with the Annual Plan, and shall report on a quarterly basis to the EC.

D. Annual Work Plan

The Academy Annual Work Plan shall serve as the Annual Work Plan for the ED.

E. Organization Structure for Implementation

1. The Academy's organizational structure provides for the implementation of this policy.
2. The assignments of Staff will be the principal means of implementation.

III. ROLES AND RESPONSIBILITIES

A. BOT Roles and Responsibilities

1. The BOT shall receive and consider the reports of the ED on the implementation of the Annual Work Plan.
2. The BOT may require modifications, changes, etc. in assignments and resource investments in order to assist the ED in meeting assigned responsibilities.

B. EC Roles and Responsibilities

The EC provides general oversight and direction to the ED in accordance with the guidance of the BOT.

C. Committees, Working Groups and State Representatives Roles and Responsibilities

Committee and Working Group Chairs may be assigned defined responsibilities, through the Academy Annual Work Plan, at the discretion of the EC and ED.

D. Academy Staff Roles and Responsibilities

The ED shall be assigned defined responsibilities, through the Academy Annual Work Plan, for the various tasks associated with the Annual Plan and shall report on a monthly basis to the EC.

E. Sponsoring Organizations' Roles and Responsibilities

Sponsoring Organizations may be called upon for assistance in the implementation of the Annual Work Plan. Such assistance can be expected to be in the context of the specific mission of each Sponsoring Organization.

IV. APPROVAL

Approved by the BOT: __30 October 2018 (electronic vote)___

**G - POLICIES AND PROCEDURES FOR THE ACADEMY
SPONSORING AND AFFILIATED ORGANIZATIONS**

**H - POLICIES AND PROCEDURES FOR THE ACADEMY
CERTIFICATION**

**ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY H-3 (INTERIM)
BOARD CERTIFIED ENVIRONMENTAL ENGINEER (DIPLOMATE) MEMBER
APPLICATION AND ADMISSION
POLICIES AND PROCEDURES**

**DRAFTED: March 4, 2005
PROPOSED DATE: April 14, 2005
APPROVAL DATE: April 14, 2005**

I. INTRODUCTION

A. Bylaws Reference(s)

This policy is authorized under **ARTICLE VIII CERTIFICATION** - Section 8.3 - Procedures for Obtaining a Certificate of Special Knowledge and Requirements for Certification - of the Academy Bylaws.

B. Purpose

Policy H-3 (Interim) establishes policies and procedures for the receipt, review, examination, and admission by the BOT of candidates for certification as Board Certified Environmental Engineers (Diplomates). This policy is issued as an interim for the purposes of consolidating all provisions for certification into one set of policies and procedures. The Admissions Committee shall make the necessary revisions and updates necessary to reflect the expansion of the Academy membership categories.

C. Overview and Background Information

The Academy was founded in 1954 under the auspices of a number of engineering societies. It was formed in recognition of the need to designate engineers, working in various engineering endeavors that required environmental engineering, who possessed skills to fill that need. The goal for the newly formed American Academy of Environmental Engineers was to establish and implement a program to certify trained and licensed engineers in various environmental engineering fields. This goal resulted in the establishment of Diplomates in Environmental Engineering.

In the 50 years (1954-2005) of Academy existence many changes have occurred in the practice of engineering. The historic practice of newly graduated engineers taking the EIT examination and in time seeking licensing as professional engineers has gradually waned. In the new millennium the number of licensed professional engineers continues to decline, while the need for environmental engineers has grown. To respond to this change in engineering culture, the Academy in 2005 established a new category of certified environmental engineers — the Board Certified Member. The Academy,

therefore, now certifies two levels of environmental engineers — the Board Certified Member and the Board Certified Environmental Engineer (Diplomate).

In taking this step to add another certified environmental engineer category, the Academy determined that there was a need for such certification for the reasons discussed above. In addition, the Academy BOT believed that the environmental engineers working in all levels of practice and responsibility, and in high levels of authority, without licenses needed a means to demonstrate their professional growth by Academy certification.

The granting of a certificate by the Academy requires that the Academy ensure that individuals admitted to either of the two certification programs of the Academy for environmental engineers continue to demonstrate that they meet all requirements to retain the granted certificate. It is also incumbent on the Academy to provide a means to review, and then re-certify Academy members who hold an Academy certificate of special knowledge.

This policy provides for processes for the certification of Board Certified Environmental Engineers (Diplomates) in the practice of environmental engineering with a Certificate of Special Knowledge in Environmental Engineering.

D. Definitions

Board Certified Environmental Engineer — Any individual that the Academy recognizes:

1. who holds a valid license, or a valid certificate of registration, to practice engineering issued by a lawfully constituted registration of any State, Territory, Possession or District of the United States, or from a foreign country provided that said valid license, or valid certificate of registration from a foreign county, that shall be evaluated by the BOT on a case-by-cases basis to determine if the foreign license/certificate meets the minimum standards set by the BOT,
2. as holding a degree in Environmental Engineering, or any other engineering field acceptable to the BOT,
3. who is employed, or is teaching, in the environmental engineering field, at the time of certification,
4. that has a minimum of eight (8) years of demonstrated responsible environmental engineering and/or teaching experience following receipt of a bachelor's degree, and has taken and passed an examination prescribed by the Academy.

Board Certified Member— see Section 2.2 of the Academy Bylaws.

Certificate — a document providing evidence of status or qualifications.

Certification — the act of certifying.

Certify — to attest as certain.

Diplomate — See Board Certified Environmental Engineer

Examination — Academy requirements for certification consisting of a written examination and a peer review interview. The examination may consist of both, or one requirement, and is determined by policies and procedures for each membership category.

Qualifications — qualities and circumstances of a candidate that would identify the necessary education, experience, and eminence to justify membership in the Academy.

II. POLICY/PROCEDURES

A. Policy

1. The prime function of the Admissions Committee, or its successor(s) committee(s,) is to assess, examine and recommend to the BOT applicants for receipt of a Certificate of Special Knowledge in Environmental Engineering and the designation Board Certified Environmental Engineer (Diplomate) membership status in the Academy. The processes and procedures for receipt, review, and recommendation for certification are described in Section II.B of this policy.
2. Certificates as a Board Certified Environmental Engineer (Diplomate) shall be issued only by the BOT.
3. Existing Sections 8.3, 8.4 and 8.5 are transferred from the Academy Bylaws and inserted into this policy and shall be the basis for the awarding of Certificates of Special Knowledge until such time as the Admissions Committee or its successor(s) committee(s) revises this interim policy.
4. In addition, the Admissions Committee Manual — Guidance for the Processing of Applications for Specialty Certification and the Admissions Committee Manual are incorporated into this interim policy as Appendix H-3. I and H-3.2.

B. Procedures

Section 8.3 - Procedure for Obtaining a Certificate of Special Knowledge.

Section 8.3.1 - Applications.

Application for certification shall be made on the forms provided by the Executive Director, and must be wholly completed and fully documented by the applicant under Sec. 8.4.2, Sec. 8.4.3, and Sec. 8.4.5. Applications for certification pursuant to Sec. 8.4.4 shall be prepared and documented as prescribed by the BOT.

Section 8.3.2 - Application and Examination Fees.

The application, examination, and re-examination fees shall be as established by the BOT and must accompany the application.

Section 8.3.3 - Additional Examinations.

An applicant who, if for good cause, fails to appear at the initial examination shall, upon request, be given an examination at a later date without paying an additional fee, but an applicant who fails to pass the initial examination shall pay a fee, as established by the BOT for each additional examination.

Section 8.4 - Requirements for Certification. The BOT, upon the affirmative vote of two-thirds of its members present and voting at a regular or special meeting or upon affirmative vote of two-thirds of those voting by letter ballot, may certify an applicant provided such applicant meets the qualifications as contained in Sections 8.4.1 and whichever of Sections 8.4.2, or 8.4.3 or 8.4.4 or 8.4.5

The BOT, upon the affirmative vote of two-thirds of its members present and voting at a regular or special meeting or upon affirmative vote of two-thirds of those voting by letter ballot, may certify an applicant provided such applicant meets the qualifications as contained in Sections 8.4.1 and whichever of Sections 8.4.2, or 8.4.3 or 8.4.4 or 8.4.5 is applicable to the method of certification being requested. Provided further, that all admissions approved by letter ballot shall be reviewed by the BOT at its' next meeting.

Section 8.4.1 - General Requirements.

- a. The applicant shall be of good moral character and of high ethical and professional standing, as determined by the BOT;
- b. The applicant shall possess a baccalaureate or higher degree in engineering, or a related field acceptable to the BOT, from a college or university of recognized standing;
- c. The applicant must hold a valid license or a valid certificate of registration to practice engineering issued by the lawfully constituted registration board of any State, territory, possession or district of the United States, or from a foreign country, provided that said valid licenses or valid certificates of registration from foreign countries shall be evaluated by the BOT on a case-by-case basis to determine if they meet the minimum standards set by the BOT;
- d. Experience credit shall begin following the date of whichever event occurs first:
 - (1) date of receipt of baccalaureate degree; or
 - (2) date of receipt of valid license or valid certification of registration granted by written examination, and as required by items "b." and "c." of this section;
- e. For educational environment-related studies and research, experience credit of up to two (2) years shall be given for a Master's degree and a total of up to four (4) years for a Doctoral degree. No additional credit shall be given for work experience gained during the two- and four-year periods. Where more than two and four years, respectively, are taken to obtain an advanced degree and the periods include some full or part-time work experience, the BOT shall consider acceptability of such additional time on a case-by-case basis;
- f. The applicant shall submit a complete application on forms provided by the Academy and such other supporting documentation as may be required; and
- g. A person certified under any of the Sections herein, except as an Honorary Member, does not become a member of the Academy until he/she has paid the examination fees; the fee for purchase of a certificate upon notification of Board approval of the applicant or nominee; and the annual certification renewal fee upon receipt of a statement from the office of the Executive Director, all as prescribed by the Board.

Section 8.4.2 - Certification by Examination.

- a. In addition to meeting the general requirements under Section 8.4.1, the applicant must have had at least eight (8) years of environmental engineering experience acceptable to the Board in one or more of the specialty fields of environmental engineering. Four (4) of the eight (8) years of experience shall be in responsible charge of work acceptable to the Board in one or more of the specialty fields of environmental engineering, which work must include active participation in

- responsible design, management, research, administration, or teaching. In the case of teaching experience, responsibility shall be primarily in one or more fields of environmental engineering in an educational institution of recognized standing;
- b. Examinations shall be held in such places as are indicated by the number and location of applicants and as determined by the Executive Director. Geographical locations will be selected so as to minimize travel on the part of the applicants and the examining boards. The examination will consist of two phases:
 - (1) A written examination designed to test the knowledge and ability of the applicant in the field in which special proficiency is claimed; and
 - (2) A peer review interview to develop fully and satisfactorily the qualifications of the applicant. The peer review will ordinarily be held at the time of the written examination.
 - c. Where possible, re-examinations will be scheduled to coincide with normally planned examinations, and procedures will be similar in all cases.
 - d. The candidate must be qualified as defined by the criteria established by the Board.

Section 8.4.3 - Certification Without Written Examination - By Peer Review Interview and Accomplishments in a Specialty.

- a. Applicants being considered for certification under this Section shall not be required to take the written examination required under Section 8.4.2, but must undergo a peer review interview;
- b. In addition to meeting the general requirements under 8.4.1 the applicant shall have had at least sixteen (16) years of environmental engineering experience acceptable to the Board in one or more of the specialty fields of environmental engineering. Twelve (12) of the sixteen (16) years of experience shall be in responsible charge of work acceptable to the Board in one or more of the specialty fields of environmental engineering, which work must include active participation in responsible design, management, research administration, or teaching. The teaching experience must demonstrate responsibility primarily in one or more fields of environmental engineering in an educational institution of recognized standing; and
- c. The candidate must be qualified as defined by the criteria established by the BOT.

Section 8.4.4 - Certification by Eminence.

Under this section, the BOT may certify eminent environmental engineers each annual application cycle, as recommended by the Eminence Committee during each application cycle.

- a. In addition to meeting the general requirements under Section 8.4.1, subsections a. through c., the eminent engineer shall have had at least twenty (20) years of environmental engineering experience acceptable to the Board in one or more of the specialty fields of environmental engineering and be recommended by the Eminence Committee in accordance with procedures and criteria established by the BOT to test for eminence.
- b. An eminent engineer being considered for certification under this section shall not be required to take formal examinations, written or oral as required in Sections 8.4.2 and 8.4.3; but must meet the test of eminence documented under criteria

and procedures established by the BOT.

Section 8.4.5 - Certification in Additional Specialty Fields.

- a. This procedure shall apply only to applicants who have already been certified as Diplomates of the Academy in one or more of the Specialties recognized by the Board;
- b. For certification in an additional specialty, the applicant shall:
 - (1) have a minimum of five (5) years of acceptable responsible experience in the specialty for which certification is requested;
 - (2) submit documentation and fees as prescribed by the BOT; and
 - (3) undergo a peer review in the technical aspects of the additional specialty.

At its discretion, the BOT may require a written examination in individual cases. Upon application for certification in an additional specialty, a Diplomate shall indicate to the BOT his/her intent to continue or discontinue certification in previously certified specialties. The certificate for a specialty that which is to be discontinued shall be surrendered to the Academy.

Section 8.4.6 - Denial of Initial Certification

- a. When the Admissions Committee does not recommend certification because the applicant does not meet one or more of the requirements set forth in these Bylaws, he/she shall be so informed by the Executive Director and shall be provided with specific details as to why certification was not recommended to the BOT.
- b. The applicant may request that the Admissions Committee review and further consider the requirements not satisfied. The applicant's request shall include specific reasons for reconsideration, along with any new supporting information that the applicant considers pertinent.
- c. Following review and consideration of the applicant's appeal, including any additional information, the Admissions Committee shall submit a recommendation to the BOT, who will make the final determination on the appeal. At its discretion, the Admissions committee and/or the BOT may request further information from the applicant before reaching a final decision on the appeal.
- d. The Executive Director shall inform the applicant of the Board's final action on the appeal. Where the ruling is unfavorable, the applicant shall be given specific reasons for such ruling.
- e. The BOT ruling on the appeal shall be final.

Section 8.5 - Issuance of Certificates.

Upon satisfactory completion of the applicable examinations, and approval of supporting documentation filed by the applicant that he/she meets the prescribed standards, the BOT shall issue a suitable certificate. A sample of a Certificate of Special Knowledge is included as Appendix H-3.3. This certificate, which shall be signed by an appropriate officer(s) of the Academy and shall have the seal of the Academy affixed, remains the property of the Academy, but the person to whom it is issued is entitled to its possession unless and until it is revoked. The effective date of the certificate shall be the date when the applicant was certified and such date shall be noted on the certificate when issued. As a condition precedent to the issuance of a certificate, applicants shall pay to the Academy a pro rata share of the prevailing annual certification renewal fee.

Section 8.6 - Certification Renewal.

Section 8.6.1 - Certification Renewal Requirements

- a. In order to maintain certification after December 31, 1998, all Diplomates (except those in the Emeritus, Retired, Inactive, and Honorary categories) shall, in addition to other requirements set forth in these policies and procedures, have:
 - (1) Completed forty (40) Professional Development Hours (PDH) of work during the preceding two-year period. This may be through technical work experience, education, or other professional activities as defined by the Recertification Committee and approved by the Board; or
 - (2) Taken and passed the then current technical portion of the oral examination in the Diplomates' specialty; or
 - (3) Received a waiver from this requirement due to hardship or other causes acceptable to the BOT. Such waivers shall be granted on a case-by-case basis.
- b. While the professional development requirement must be completed every two (2) years the Diplomat shall report annually on the credits earned during the preceding October 1 to September 30 twelve-month period. Credits shall be reported when submitting annual fee payments on forms to be provided by the Academy.
- c. If more than forty (40) PD Hours are earned in any two-year reporting period, up to twenty (20) of the excess hours may be carried over into the next succeeding two-year period.
- d. The first period for which the requirements contained in Section 8.6.1.a are to be fulfilled shall begin on January 1, 1997, so that all recertifications granted on and after January 1, 1999, shall conform to these provisions.

Section 8.6.2 - Certification Renewal Fees.

- a. The annual certification renewal fee for the membership classes of DIPLOMATE (ACTIVE) shall be fixed by the BOT.
- b. The annual certification fee for the membership class of DIPLOMATE (INACTIVE) shall be fixed by the BOT.
- c. There shall be no annual certification renewal fee required for the membership classes of DIPLOMATE (LIFE), DIPLOMATE (LIFE-INACTIVE), and MEMBER (HONORARY), respectively.
- d. There shall be an additional annual certification renewal fee fixed by the BOT for each additional specialty in which a DIPLOMATE (ACTIVE) or a DIPLOMATE (RETIRED) is certified.
- e. A former Diplomat whose certificate has been revoked for nonpayment of the renewal fee may, subject to the recommendation of the Admissions Committee, be reinstated by the Executive Director, by supplying proof (on forms to be furnished by the Academy) that he/she has completed the requirements given in Section 8.6.1 and, in addition, by paying the renewal fees for the current year and the preceding one (1) year. On a case-by-case basis, the Executive Committee may waive or modify the penalty under extenuating circumstances such as extended illness or unemployment, or for other acceptable reasons. Where the former Diplomat is in arrears for three (3) or more years in the payment of renewal fees, then the individual shall submit a new application and be considered for

certification in accordance with the applicable requirements set forth in Article IV of the Bylaws.

- f. Failure of a Diplomate to pay the annual renewal fee by January 31 of the year for which the fee is due shall result in the automatic revocation of such Diplomates' certification and membership in the Academy.
- g. To be listed in the *Environmental Engineering Selection Guide*, a Diplomate must be available to the public for consulting and related technical assignments; must pay the full annual renewal fee and the annual fee fixed by the BOT for such listing.

B. Goals and Objectives

1. Goals

- a. To advance the acceptance of the Board Certified Environmental Engineer (Diplomate) membership category in the practice of environmental engineering.
- b. To examine and present to the BOT, candidates for certificates of special knowledge in environmental engineering as Board Certified Environmental Engineers (Diplomates).

2. Objectives

- a. To provide a fair and equitable stewardship for the certification and credentialing of environmental engineers.
- b. To provide a fair and equitable process for the review of candidates for certification of special knowledge in environmental engineering as Board Certified Environmental Engineers (Diplomates).
- c. To ensure that the written examination represents the most recent and best practices in environmental engineering.
- d. To ensure that the peer review interview provides the opportunity for the Academy to determine a candidates' moral and ethical character as well as her/his ability to problem solving.

D. Annual Work Plan

See *Admissions Committee Manual*

E. Organizational Structure for Implementation

See *Admissions Committee Manual*

III. ROLES AND RESPONSIBILITIES (DUTIES)

See *Admissions Committee Manual*

A. BOT Roles and Responsibilities

B. ED Roles and Responsibilities

C. Academy Staff Roles and

IV. APPROVAL

Policy H-3 (Interim) was approved by the BOT April 14, 2005

Confirmed:

Chair, BPPC on April 19, 2005

**POLICY H-5
REVOCATION OF CERTIFICATES
POLICIES AND PROCEDURES**

DRAFTED: April 4, 2005;

PROPOSED DATE: April 14, 2005; APPROVAL DATE: April 14, 2005

I. INTRODUCTION

A. Bylaws Reference(s)

This policy is authorized under Section 8.7, Revocation of Certificates, ARTICLE VIII — CERTIFICATION, of the Academy Bylaws.

B. Purpose

Policy H-5 establishes policies and procedures for the revocation of certificates of Special Knowledge issued by the Academy to Board Certified Members and Board Certified Environmental Engineers (Diplomates).

C. Overview and Background Information

The Academy was founded in 1954 under the auspices of a number of engineering societies. It was formed in recognition of the need to designate engineers, working in various engineering endeavors that required environmental engineering, who possessed skills to fill that need. The goal for the newly formed American Academy of Environmental Engineers was to establish and implement a program to certify trained and licensed engineers in various environmental engineering fields. This goal resulted in the establishment of Diplomates in Environmental Engineering.

In the 50 years (1954-2005) of Academy existence many changes have occurred in the practice of engineering. The historic practice of newly graduated engineers taking the EIT examination and in time seeking licensing as professional engineers has gradually waned. In the new millennium the number of licensed professional engineers continues to decline, while the need for environmental engineers has grown. To respond to this change in engineering culture, the Academy in 2005 established a new category of certified environmental engineers — the Board Certified Member. The Academy, therefore, now certifies two levels of environmental engineers the Board Certified Member and the Board Certified Environmental Engineer (Diplomate).

In taking this step to add another certified environmental engineer category, the Academy determined that there was a need for such certification for the reasons discussed above, in addition, the Academy BOT believed that the environmental engineers working in all levels of practice and responsibility, and in high levels of

authority, without licenses needed a means to demonstrate their professional growth by Academy certification.

The granting of a certificate by the Academy requires that the Academy ensure that individuals admitted to either of the two certification programs of the Academy for environmental engineers continue to demonstrate that they meet all requirements to retain the granted certificate. It is also incumbent on the Academy to provide a means to review, and then re-certify Academy members who hold an Academy certificate. In addition, it may be necessary from time-to-time to revoke a certificate. Should this become necessary, policies and procedures must be established to ensure that such as action is based on indisputable facts and is necessary.

The revocation of an Academy certificate by the Academy is a serious matter and reflects somewhat a legal process common in the courts. Consequently evidence is part of the process. Testimony, both written and oral may also be a part of the process. In all instances, confidentiality is of the up most importance.

This policy provides for the process for actions associated with the revocation of Certificates of Special Knowledge issued by the Academy to Board Certified Members and Board Certified Environmental Engineers (Diplomates)

D. Definitions

Board Certified Environmental Engineer— See Section 2.2 of the Academy Bylaws.

Certificate — a document providing evidence of status or qualifications. **Certification** — the act of certifying.

Certify — to attest as certain.

Certified Member— see Section 2.2 of the Academy Bylaws.

Diplomate — see Section 2.2 of the Academy Bylaws.

Examination — Academy requirements for certification consisting of a written examination and a peer review interview. The examination may consist of both, or one requirement, and is determined by policies and procedures for each membership category.

Revoke — to take back, withdraw.

Revocation — the act of revoking.

Qualifications — qualities and circumstances of a candidate that would identify the necessary education, experience, and eminence to justify membership in the Academy.

II. POLICY/PROCEDURES

A. Policy/Procedures

1. The Certification Revocation Committee is not a standing committee. It is established on a case-by-case base as cases for revocation are brought before the Academy.

2. The President-Elect shall serve as Chair of the committee and a combination of 4 Board Certified Members and Diplomates shall constitute the members of the Certification Revocation Committee.
3. The Certification Revocation Committee is empowered to hear all charges and countercharges and all testimony (written and oral) and shall by a vote determine if the certificate of the charged members shall be revoked. A majority vote shall be necessary for a certificate revocation.
4. Individuals who have had their certificate revoked may appeal to the BOT. The decision of the BOT is final. The BOT may or may not choose to hear testimony by the parties involved in the revocation action. The BOT must either reinstate the certificate or uphold the revocation decision.
5. A certificate revocation or reinstatement decision shall be based on a two-thirds vote of the members of the 601 present and voting at a regular or special meeting of the BOT.
6. All activities and steps involved in a certificate revocation case shall be done in strict confidence and all files associated with the case are to be sealed at the end of the case.
7. The initiation of revocations actions can occur in the following ways:
 - a. A member of the Academy may bring an action.
 - b. An organization may bring an action.
 - c. The Academy becomes aware, in the case of a Board Certified Environmental Engineer (Diplomate), that they no longer hold the required valid license or certification of registration to practice engineering.
 - d. The Academy can take an action when a Certified Member, or Diplomate has failed to pay the necessary fees for membership for a twelve month-period.
8. Revocation actions shall be based on the following:
 - a. **For Board Certified Members** - The basis for such action shall be the receipt of sufficient evidence of fraud or dishonesty; misrepresentation or concealment of facts in the application; conviction of a crime involving moral turpitude; immoral or illegal actions; or for any other reason considered good and sufficient by the BOT.
 - b. **For Board Certified Environmental Engineers (Diplomates):**
 - i. **Lapse of Engineering Registration** - A Diplomate, other than an Honorary Member, who fails to maintain a valid license or certificate of registration to practice engineering shall not be entitled to retain the privileges of a Diplomate.
 - ii. **Immoral or Illegal Actions** - The basis for such action shall be the receipt of sufficient evidence of fraud or dishonesty; misrepresentation or concealment of facts in the application; revocation of an engineering registration issued; conviction of a crime involving moral turpitude; or for any other reason considered good and sufficient by the BOT.
 - iii. **For Board Certified Members and Board Certified Environmental Engineers (Diplomates)** — the failure to pay all membership fees for a 12-month period.

B. Goals and Objectives

1. **Goals** — To ensure that holders of certificates of special knowledge in environmental engineering issued by the Academy continue to demonstrate the environmental engineering excellence that such certification guarantees.
2. **Objectives**
 - a. To provide a fair and equitable stewardship to the holders of certificates of special knowledge to ensure the continuation of their certification.
 - b. To provide a fair and equitable process for the review of holders of certifications of special knowledge to determine the status of their certificates.
 - c. To establish a fair and equitable process for considering revocation of certificates.
 - d. To assist the BOT in the review of cases for possible revocation of certificates

C. Revocation Procedures

Section 8.7.3

The following procedures shall be followed for the revocation of a certificate:

Step 1

- a. A written complaint is received by the BOT;
- b. The BOT sends an acknowledgment letter to the complainant and charges the Executive Director and Certificate Revocation Committee to proceed as described by the Policy;
- c. The complaint is reviewed by the Executive Director, who contacts the complainant if more information is required; and
- d. The Executive Director, with the prior knowledge of the Chair of the Certificate Revocation Committee, makes a decision to:
 - (1) dismiss the complaint and advise the complainant of his/her right to send the complaint to the State Licensing Board; or
 - (2) refer the Complaint to the State Licensing Board for initial disposition. Further action is deferred pending State Licensing Board resolution; or
 - (3) refer the complaint to the Certification Revocation Committee. Step 2

Step 2

The subject of the complaint is contacted and requested to supply the Certification Revocation Committee with a response to the complaint. If no response is received within thirty (30) days, a second notice is sent and, if no response is received after five (5) days, a final notice is sent by certified mail. Following the certified mailing the matter is referred to the Certification Revocation Committee for consideration.

Step 3

- a. The Certification Revocation Committee reviews the complaint after responses are received and complete from both parties or after the subject of the complaint fails to respond to the final notice.
- b. The Certification Revocation Committee takes appropriate action, which could consist of (but need not necessarily be limited to) dismissing the complaint,

requesting more information, suspending and revoking certification, referring the matter to the State Licensing Board and deferring action pending that agency's resolution of the matter, or conducting a hearing.

Step 4

The Chair of the Certification Revocation Committee informs all parties of the Committee's decision and of the right of all parties to appeal the decision to the Academy's BOT.

Step 5

The BOT will consider any appeals of the Certification Revocation Committee's decision and take appropriate action. The Board's rulings on such appeals shall be final.

D. Annual Work Plan

N/A

E. Organizational Structure for Implementation

N/A

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT Roles and Responsibilities

1. To receive all complaints, acknowledge all complaints, and issue directions to the Executive Director and Certification Revocation Committee to proceed consistent with this Policy.
2. To hear all appeals of certificate revocations and to act on those appeals.

B. EC Roles and Responsibilities

1. The President-Elect shall chair the Certificate Revocation Committee.
2. The President shall appoint the members of the Certificate Revocation Committee.

C. Committees, Working Groups, State Representatives Roles and Responsibilities

The Certificate Revocation Committee shall have the responsibility for all actions associated with all certificate revocation cases. No other committees shall be involved.

D. Academy Staff Roles and Responsibilities

1. The Executive Director shall handle all files and paperwork of each case without any participation by any other members of the Academy Staff.
2. The Executive Director shall serve as the Secretary and Staff to the Certification Revocation Committee

E. Sponsoring Organizations Roles and Responsibilities

N/A

IV. APPROVAL

Policy H-5 was approved by the BOT April 14, 2005.

Confirmed:

April 19, 2005

Chair, BPPC

**I - POLICIES AND PROCEDURES FOR THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I - POLICIES AND PROCEDURES FOR THE ACADEMY COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES

POLICY I-1. COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES GENERAL POLICIES AND PROCEDURES

PROPOSED DATE: March 1, 2004

APPROVAL DATE: April 22, 2004

I. INTRODUCTION

A. Bylaws Reference

This policy is authorized under Section 9.2, **ARTICLE IX - COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES** of the Academy Bylaws.

B. Purpose

The purpose of Policy I-1 is to provide the basic operating policies and procedures to guide the formation and operations of all Academy Committees, Working Groups, and State Representatives.

C. Overview and Background Information

One of the principal ways in which the Membership of the Academy contributes to and supports the Academy in carrying out its programs is through their participation in Committees and Working Groups and serving as State Representatives. Because the size of the Staff is small and primarily serves in a coordinating and support role, Committees, Working Groups, and State Representatives are called upon to take a broader ownership role in "committee work".

There exists, therefore, a very large number of committees in the Academy. Many of these Committees can best be described as administrative committees. The role of the Academy is primarily one of credentialing. It has not been normally called upon to develop and distribute technical materials for the various areas of Environmental Engineering. Therefore, most of the committees in the Academy are administrative in nature. Consequently, many administrative services associated with credentialing are done by Committees and are a part of the Academy Membership culture. Technical committees, for the most part, are called upon to provide the necessary expertise to develop and keep current the specialty credentialing examinations.

State Representatives are individuals with a broad role in their particular state(s) to serve as the focal point for all Diplomates in their particular state(s). This role offers many opportunities in the future for greater growth and success for the Academy.

This policy has been established to guide Committees, Working Groups and State Representatives in the conduct of their roles in the Academy and to assist them to meet their responsibilities to the Academy. Each Management, Administrative and Technical Committee, and Working Group is required to prepare a policy and procedures for the functioning of their organization. .

D. Definitions

Committee – a permanently established group of Diplomates with responsibilities for carrying out part of the mission of the Academy. Committees may be either management, administrative or technical in nature. Management Committees are established in the Bylaws, all other Committees are established by the BOT. Committees may establish subordinate groups (Committees, Sub-Committees, and Working Groups) to help undertake Committee activities.

Administrative Committee – a Committee established by the BOT to carry out administrative activities of the Academy.

Management Committee – a Committee specifically provided for in the Bylaws to principally carry out the governance, membership and credentialing activities of the Academy.

Technical Committee – a Committee established by the BOT to carry out technical activities of the Academy as they relate to the environmental engineering fields associated with Sponsoring or Affiliated Organizations of the Academy and to ensure the technical quality of the credentialing process.

Working Group – a temporary established group of Diplomates with responsibilities to carry out a specific assignment for the Academy. Working Groups may be either administrative, management or technical in nature, exist for a specific assignment and time, and cease to exist when the specific assignment is completed.

State Representative – a Diplomat assigned to a specific state to foster and support the objectives of the Academy in that state.

II. POLICIES AND PROCEDURES FOR THE ESTABLISHMENT AND OPERATIONS OF COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES

A. Policy

The following policies are established:

1. The term – Committee – as used in this policy shall be interpreted as including, unless specifically excluded, Management Committees, Administrative Committees, Technical Committees, Sub-committees and Working Groups.
2. Other than the Management Committees established in the Bylaws, all other Committees and State Representatives shall be authorized by the BOT.
3. Other than Management Committees, the President shall recommend the establishment of all Committees and appointments of State Representatives for authorization by the BOT.

4. The President shall appoint all Committee Chairs, members of Committees and State Representatives.
5. Each Committee and State Representative shall be established by policy.
6. Consistent with this policy, Policy K-1 that describes the process for developing policies and procedures, and K-2 that establishes a standard format for policies and procedures, each Committee shall prepare policies and procedures that shall be submitted to the Bylaws, Policies and Procedures Committee for the purposes of beginning the review and approval process
7. Committees will develop a purpose statement that defines their function within the Academy, shall set 2-5 year goals and objectives, establish a 2-5 year program plan and an annual work plan to carry out their activities. Goals and objectives are to be consistent with the Academy Strategic Plan and Annual Operating Plan.
8. Committee policies and procedures, program plans and work plans are to comply with Policies K-1 and K-2.
9. State Representatives are expected to develop a purpose, set goals and objectives and program plans to carry out their roles and responsibilities. Goals and objectives are to be consistent with the Academy Strategic Plan and Annual Operating Plan.
10. All program plans are to be updated on an annual basis and submitted to the Executive Director for incorporation into the Annual Operating Plan.
11. Provisions for development of a work plan shall be specified in this Policy.
12. The length of term for members of Committees shall be three years, and appointments shall be staggered. Committee members and Chairs may serve one additional consecutive three-year term in the same Committee.
13. Chairs of Committees shall normally be selected from members who have served, or are currently serving, as a member of the specific committee for which the chair is to be filled.
14. All appointees serve at the pleasure of the President.
15. In consultation with Committee Chairs and the ED, the President may remove Committee members before the end of a term because of inadequate performance.
16. The President may appoint Trustees to serve as ex-officio members and BOT liaison for one or more committees or working groups, unless otherwise provided for in the Bylaws and/or the PPM. Trustees/BOT Liaisons are appointed for the purpose of assisting Committees to carry out their activities. When serving as a Liaison, Trustees have a responsibility to provide guidance and assistance to Committees on Academy policy and procedures, Bylaws requirements, development and implementation of Committee plans and to serve as an advocate for those Committees that they are assigned to serve as Liaisons. In addition, Trustees serving as Liaisons will monitor Committee operations and advise the President and ED of needs or problems with their assigned Committees.
17. The format for Committees and State Representatives Policies and Procedures shall conform as nearly as possible to Policy K-2 – Recommended Format for AAEE Policies and Procedures. Working Groups are authorized by the BOT, to carry out a specific, short-term effort. In establishing a Working Group, a charge of responsibilities and expectations including goals, objectives, outputs and a deadline for completion of the charge shall be provided. The Working Group shall establish a work plan to meet the charge. If a Working Group assignment is to extend beyond

one year, then the work plan shall adhere to the same planning requirements as Committees.

B. Goals and Objectives

As noted in Section II.A, Committees are to establish 2-5 year goals and objectives and work plans to implement those goals and objectives. Goals and objectives are to be consistent with the Academy Strategic Plan and annual operating plan.

C. Recommended Implementation Procedures

The following procedures and organizational structures are recommended for Management, Administrative, Technical Committees, and normally for Working Groups:

1. Procedures

- a. Meetings – telephonic and person-to-person meetings would be the normal means for Committees to carry out their work. The use of e-mail should be the most used method of carrying out Committee work. Conference calling, preferably at the expense of Committee members are encouraged for addressing important issues and key times in the Work Plan of Committees. The Academy, can and will, arrange conference calling services at Academy expense.
- b. Reports – reports are to be prepared and submitted twice per year, one prior to the BOT Annual Meeting and a second report at the mid-year point in the Academy fiscal year. Each report will highlight the progress toward established goals, objectives and outputs. Reports are to be directed to the President-Elect with copies to the EC and ED. The ED will distribute copies of the report to the BOT and all other Committee Chairs. Whenever possible, reports are to be transmitted electronically via e-mail. The exact dates for reports will be provided by the ED. ***A report format is included in Policy K-2.***

2. Organizational Structure

The following terms would normally apply to all Committees. If necessary, the President may establish different terms, based on specific Academy needs. For Working Groups the length of appointments will be dictated by the unique circumstances surrounding the establishment of a Working Group.

- a. Chair – three year terms.
- b. Vice Chair – three year terms.
- c. Secretaries – three year terms. (The establishment of a Committee Secretary is dependent upon the workload of a particular Committee. Where a Secretary is not established, the Chair and Vice Chair will have to share the duties of the Secretary as defined in the policy.)

- d. Members – two or three year terms and the number of members on a Committee or Working Group would normally be 2 to 5 in addition to the Chair, Vice Chair, and Secretary.

D. Annual Work Plan – N/A

E. Organizational Structure for Implementation – N/A

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT Role and Responsibilities

The BOT, and members of the BOT, have the following responsibilities to:

- approve appointments to chairs;
- review, consider and take actions on recommendations made by Committees;
- serve as liaisons and advisors to Committees; and
- represent and serve as advocates for the Committees that they serve as liaisons at BOT meetings.

B. EC Role and Responsibilities

The EC, and members of the EC, have the following responsibilities to:

- oversee the annual work plans of the Committees;
- to assist the Committees in the conduct of their annual work plans;
- to ensure that the Committees comply with the Bylaws and Policies and Procedures Manual; and
- ensure that the Academy provides the necessary support to enable the Committees to carry out their responsibilities.

C. Committee Roles and Responsibilities

The following duties for the various offices in a Committee are provided for guidance. Chairs, in concert with the Diplomates who are appointed to serve as a Vice-Chair or Secretary, may realign the described duties between those serving if a realignment enhances the effectiveness of the Committee.

1. Chairs have the following duties:

- a. develop program plans,
- b. review, and approve for transmission required or requested reports,
- c. preside over all meetings,
- d. make assignments to members of their respective committee or working group, and

- e. direct the operations of their respective committee, working group or state representation activities.

2. Vice Chairs have the following duties:

- a. assist the Chair in fulfilling his or her duties,
- b. preside over meetings in the absence of the Chair,
- c. guide sub-committees in the execution of their program efforts,
- d. carry out other duties assigned by the Chair.

3. Secretaries have the following duties:

- a. maintain rosters of members,
- b. arrange for teleconference meetings,
- c. prepare minutes of all meetings for the review and approval of the Chair and transmit minutes to members,
- d. draft required reports for the approval of the Chair, and
- e. carry out other duties assigned by the Chair.

4. Committee Members have the following duties:

- a. be productive, contributing and responsible members,
- b. assume responsibilities for tasks assigned by the Chair,
- c. provide leadership in the implementation of the program plan,
- d. attend all meetings of the Committee or Working Group, and
- e. fulfill the obligations as Diplomates by being willing to be members of Committee and Working Group.

5. BOT liaisons are:

- a. responsible for assisting Committees assigned to them and
- b. for ensuring that the assigned Committees meet their commitments to the Academy. (See II.A.16 of this policy)

D. Academy Staff Roles and Responsibilities

Under the direction of the Executive Director, Academy Staff is to provide support and assistance to Committees in the conduct of the activities. The Executive Director is to work with each Committee Chair to determine the type, amount and schedule for the provision of Staff support. The Executive Director is to provide to each Committee Chair a description of the assignments of each member of the staff to enable Chairs to work directly with Staff members on specific Committee efforts.

E. Sponsoring Organization Roles and Responsibilities

Committees are encouraged to work with Sponsoring Organization Trustees when the efforts of the Committee are related to a technical area represented by a Trustee. Sponsoring Organization Trustees are encouraged to serve in a facilitative role to bring resources from their respective organization to Committees to enhance the efforts of the Committees.

IV. APPROVAL

Policy I-1 was approved by the BOT: April 22, 2004

**POLICIES AND PROCEDURES FOR THE ACADEMY
COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES
I-2. ADMISSIONS COMMITTEE (AC)
POLICIES AND PROCEDURES**

PROPOSED: August 31, 2005
APPROVED: November 4, 2005
Draft: August 31, 2005

I. INTRODUCTION

A. Bylaws References

This policy is authorized under Sections 9.1, 9.2, and 9.4 – **ARTICLE IX – COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES**, of the Academy Bylaws.

B. Purpose

This policy provides for the operations of the Admissions Committee (AC). Organizational elements of the Academy, as well as Staff, have roles in the admission and certification of candidates for certification. The AC has responsibility for the stewardship of admission and certification eligibility of individuals with training and experience in an engineering discipline. The AC presents to the BOT candidates that the AC judges to meet the requirements for certification. Jointly, organizational elements, Staff, the AC and the BOT are responsible for ensuring that the process for admission and certification meeting the key purpose of the Academy; certification.

C. Overview and Background Information

The Academy was founded in 1954 under the auspices of a number of engineering societies. It was formed in recognition of the need to designate engineers, working in various engineering endeavors that required environmental engineering, who possessed skills to fill that need. The goal for the newly formed American Academy of Environmental Engineers was to establish and implement a program to certify trained and licensed engineers in various environmental engineering fields. This goal resulted in the establishment of Diplomates in Environmental Engineering.

In the 50 years (1954-2005) of Academy existence many changes have occurred in the practice of engineering. The historic practice of newly graduated engineers taking the EIT examination and in time seeking licensing as professional engineers has gradually waned. In the new millennium the number of licensed professional engineers continues to decline, while the need for environmental engineers has grown. To respond to this change in engineering culture, the Academy in 2005 established a new category of

certified environmental engineers – the Board Certified Member. The Academy, therefore, now certifies two membership categories - the Board Certified Member and the Board Certified Environmental Engineer (Diplomate).

In taking this step to add another certification membership category, the Academy determined that there was a need for such certification for the reasons discussed above. In addition, the Academy BOT believed that environmental professionals holding Environmental Engineering or other engineering degrees suitable to the BOT working in all levels of practice and responsibility and in high levels of authority, without professional engineering licenses needed a means to demonstrate their professional growth by Academy certification.

D. Definitions

Board Certified Environmental Engineer – Any individual that the Academy recognizes:

1. who holds a valid license, or a valid certificate of registration, to practice engineering issued by a lawfully constituted registration of any State, Territory, Possession or District of the United States, or from a foreign country provided that said valid license, or valid certificate of registration from a foreign county, that shall be evaluated by the BOT on a case-by-cases basis to determine if the foreign license/certificate meets the minimum standards set by the BOT,
2. as holding a degree in Environmental Engineering, or any other engineering field acceptable to the BOT,
3. who is employed, or is teaching, in the environmental engineering field, at the time of certification,
4. that has a minimum of eight (8) years of demonstrated responsible environmental engineering and/or teaching experience following receipt of a bachelor's degree, and has taken and passed an examination prescribed by the Academy.

Board Certified Member - Any individual that the Academy recognizes:

1. as holding a degree in Environmental Engineering, or any other engineering field acceptable to the BOT,
2. who is employed, or is teaching, in the environmental engineering field, at the time of certification,
3. that has a minimum of eight (8) years of demonstrated responsible environmental engineering and/or teaching experience following receipt of a bachelor's degree, and
4. has taken and passed an examination prescribed by the Academy.

Certificate – a document providing evidence of status or qualifications.

Certification – the act of certifying.

Certify – to attest as certain.

Diplomate – See Board Certified Environmental Engineer

Examination – Academy requirements for certification consisting of a written examination and a peer review interview. The examination may consist of both or one requirement, and is determined by policies and procedures for each membership category.

Qualifications – qualities and circumstances of a candidate that would identify the necessary education, experience, and eminence to justify membership in the Academy.

II. POLICIES AND PROCEDURES FOR THE ADMISSIONS COMMITTEE

Policy

1. The Admissions Committee is authorized to exercise management and operational responsibilities to assess, examine and recommend to the BOT applicants for receipt of either a certificate for Board Certified Members or a certificate of special knowledge in environmental engineering for Board Certified Environmental Engineers (Diplomates).
2. Two certified certificates are authorized by the BOT - the Board Certified Member (BCM) and the Board Certified Environmental Engineer (BCEE)/Diplomate (DEE).
3. The Admissions Committee is charged with ensuring that the two certified programs authorized by the BOT are managed in such a way to present qualified candidates to the BOT for the issuance of certificates that signify an accepted level of knowledge and practice in environmental engineering.
4. All Committee Members shall be certified

Procedures

The procedures for receipt, processing, review of admissions and the submission of recommendations to the BOT for candidates to be certified are provided in Policies H-2 and H-3 and the Admissions Committee Manual.

Goals and Objectives

1. Goals

- a. To advance the acceptance of the certified programs of the Academy.
- b. To examine and present to the BOT, candidates for certification of Board Certified Members and Board Certified Environmental Engineers (Diplomates).

2. Objectives

- a. To provide a fair and equitable stewardship for the certification and credentialing of Academy members.
- b. To provide a fair and equitable process for the review of candidates for certification of special knowledge in environmental engineering as Board Certified Environmental Engineers_(Diplomates).
- c. To ensure that the written examination represents the most recent and best practices in environmental engineering.
- d. To ensure that the peer review interview provides the opportunity for the Academy to determine a candidates' moral and ethical character as well as her/his problem solving ability.

D. Annual Work Plan

1. The Annual Work Plan is intended to be a dynamic document that is updated annually by the Admissions Committee. The Annual Work Plan covers a minimum period of three years, and is to be updated prior to the BOT meeting in November of each year. The current Annual Work Plan is included as Appendix I-2.1

E. Organization Structure for Implementation

1. The Admissions Committee will be comprised of one chair, a minimum of two deputy-chairs, and committee members. All Admission Committee members shall be Board Certified Members or Board Certified Environmental Engineers / Diplomates. A minimum of one chair and two deputy-chairs shall be on the committee.
2. By 2009, at least one deputy-chair shall be a Board Certified Member and at least one deputy-chair shall be a Board Certified Environmental Engineer / Diplomate. The chair may hold either certification.
3. The Admissions Committee shall be supported by at least one staff member named by the Academy Executive Director. This staff member shall be the Manager of Admissions and Membership.

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. Board of Trustees

1. All certification activities are undertaken in the name of and on behalf of the Academy's Board of Trustees. Only the Board can decide to issue a certificate of special knowledge to a candidate. The responsibilities of the Board of Trustees, individually and collectively, include:
 - a. Oversight of the entire Admissions Process and performance of all team members to ensure that the Academy's regulations and policies governing specialty certification are being properly implemented; and
 - b. Deciding whether or not to grant certification to each candidate recommended to it by the Admissions Committee.

B. Executive Director

1. For the Admissions Committee the Executive Director is responsible for:
 - a. proper administration of all office activities pertaining to the Admissions Process;
 - b. scoring written examinations;
 - c. providing technical guidance in the conduct of admissions activities; and,
 - d. serving as investigator and prosecutor in matters pertaining to revocation of an individual's specialty certification.

C. Academy Staff

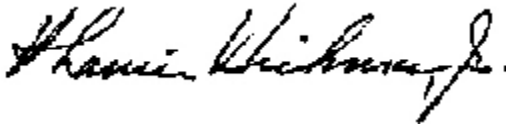
1. Under the direction of the Executive Director, Academy staff members shall provide the necessary support to ensure that the Admissions Committee can accomplish its responsibilities. Specific staff requirements shall be provided in the Admissions Committee Manual.

C. Committee Members

The roles and responsibilities of the chair, deputy-chairs, and committee members are identified in Appendix 1-2.2.

IV. APPROVAL

Policy I-2 was approved by the BOT November 4, 2005
Confirmed:



November 10, 2005

_____ Date:

Chair, BPPC

Appendix 1.2.1 Work Plan

2.0 Admissions Committee 2-5 Year Goals and Objectives

2.1 Goals and Responsibilities

2.1.1 Goal - To assess examine the qualifications of and recommend to the Board of Trustees applicants for receipt of either a certificate for Board Certified Members or a certificate of special knowledge in environmental engineering for Board Certified Environmental Engineers (Diplomates).

2.1.2 Responsibilities

2.1.2.1 Review all applications submitted for certification as Board Certified Members or for Board Certified Environmental Engineers (Diplomates) and determine the eligibility of each applicant for examination.

2.1.2.2 Conduct and evaluation the results of the examinations taken by each applicant.

2.1.2.3 Report and make recommendations to the Board with respect to the granting and issuance of a certificate of special knowledge in a specialty to each applicant, as either a Board Certified Member or as a Board Certified Environmental Engineer (Diplomate).

2.1.3 Previous Year's Accomplishments

To be developed for Year 2005.

3.0 Assignment of Tasks

Item	Description	Completion Date
1	Evaluate applications	
2	Evaluate examination results and recommend candidates for certification	
3	Review Admissions Committee Manual and provide changes as needed to maintain accuracy and quality	
4	Meet at Academy Headquarters around May 1 to review applications not previously approved. At a minimum, one deputy chair and four committee members are to meet.	
4	Submit reports of activities to the Executive Committee: -Mid Year Report -Final Report (for Annual Meeting)	

4.0 Committee Operations

4.1 Committee Meetings

The Admission Meeting will have one formal meeting on or around May 1 to review the applications not yet approved. Other meetings by conference call are held as required.

4.2 Committee Communication

Copies of all committee correspondence and reports shall be provided to the Board (Officer and Trustee) Liaison and to the Executive Director.

Appendix I-2.2: Admissions Committee Manual (Available from AAEEES Staff)

**POLICIES AND PROCEDURES FOR THE ACADEMY
COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES
POLICY I-3. AUDIT COMMITTEE (AUC)
POLICIES AND PROCEDURES**

DRAFTED: 5.1.05; Revised 12.30.05; Revised 3.7.06

PROPOSED: May 4, 2006

APPROVED: May 4, 2006

I. INTRODUCTION

A. Bylaws References

Policy I-3 is authorized by **Sections 9.1, 9.2, and 9.4 – ARTICLE IX – COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES**, of the Academy Bylaws.

B. Purpose

The purpose of Policy I-3 is to provide for the operations of the Audit Committee (AUC). The AUC, on behalf of the BOT, and independent of the BOT, is responsible for providing an independent and unbiased annual audit of the Academy's financial condition.

Policy I-4 establishes how the Audit Committee will oversee and manage the selection of an auditor/audit firm, the annual audit and the report of the audit to the BOT.

C. Overview and Background Information

The Academy is a not-for-profit corporation incorporated in the State of Delaware. Through this corporation funds from *member* fees, investment earnings, contracts and grants, are received, spent and invested for the benefit of the *members* of the Academy. In addition to the Academy corporation, a not-for-profit research foundation with an IRS 501-(c) (3) designation has been established. Through this foundation funds will be received for designated research, awards, benevolent activities and other efforts as determined by the BOT.

It is not only prudent business, but also a legal requirement that the Academy conducts and prepares an annual audit of the financial condition of the Academy. Such audits must be performed by an independent third party organization capable and skilled in accounting and financial management practices. Preferably the third party organization should have experience in auditing not-for-profit organizations such as the Academy.

The annual audit is prepared for the Board of Trustees, who in turn, receives, reviews and considers the findings of the annual audit on behalf of the membership. It is also incumbent upon the BOT to report the findings to the membership.

D. Definitions

Accountant – a person skilled or trained in accounting.

Audit – an official examination and verification of financial accounts and records.

Accounting – the system, or occupation of setting up, maintaining, and auditing the books of a firm (association, society, etc.) and of analyzing its financial status and operating results.

II. POLICIES AND PROCEDURES FOR THE AUDIT COMMITTEE

Policy

1. The Audit Committee (AUC) shall carry out its responsibilities consistent with Policy I-3: Annual Audit Of Academy Finances Policies And Procedures
2. The AUC is responsible for the conduct of the annual audit of the Academy's finances.
3. The AUC shall select and recommend to the BOT a qualified auditor/audit firm for their consideration and selection.
4. The Audit Committee (AUC) shall consist of three members:
 - a. one At-Large Trustee,
 - b. one Sponsoring Organization Trustee, and
 - c. one *member* from the rank and file of the membership.

The Chair of the Audit Committee shall be selected from one of the three AUC members. The terms of the AUC shall be three years and these terms shall be staggered. The President shall appoint the members and the Chair of the Audit Committee. A new chair shall be appointed from the existing AUC each year.

5. The Audit Committee authorized by Policy I-3 shall be established during 2006 to be activated in 2007.
6. The AUC may conduct such examinations, from time-to-time, as it deems appropriate, of the Academy's system of internal control and compliance with regulatory requirements.
7. The AUC shall be responsible for implementation of the actions recommended by the auditor/audit firm in the annual audit.

B. Procedures

1. In January of the last year of the contract with the existing auditor/audit firm, the AUC shall examine the existing contract and scope of work for the next three-year annual audit contract term and determine if there should be changes to the scope of work.
2. Following the review of the AUC, the Executive Director shall provide, based on AUC guidance, an RFP and scope of work no later than the end of April of that year.

3. The AUC shall issue an RFP, or direct the Executive Director, to issue an RFP for auditing services no later than May 1 of the last year of the existing contract.
4. Proposals shall be received no later than August 1 of the last year.
5. Recommendations shall be made to the BOT for the selection of an independent auditor/audit firm on September 1 of the last year.
6. The BOT shall select an independent auditor at their Annual Meeting.
7. Annually, at least one member of the AUC and the Executive Director shall meet with the auditor/audit firm at the beginning of the annual audit.
8. The audit, in draft form, shall be provided to the AUC no later than the end of February following the close of the previous fiscal year. The AUC shall have 15 days to review the draft audit and to authorize the final audit to be submitted by the auditor/audit firm.
9. The Chair of the AUC and the auditor/audit firm will present the audit to the BOT at the BOT Spring Meeting.
10. The selection and reporting process is illustrated in the following table.
11. Policy I-3 is to implemented beginning Fiscal Year 2007

Last Fiscal Year Of Existing Audit Contract				
Jan: Review terms of Contract, Agree on RFP terms. RFP by end of April	No Later than End of May Issue RFP	Aug.1: Receive Bids	Recommendations to BOT by Sept. 1	Nov: BOT selects firm

C. Goals and Objectives

3. Goals

- c. To serve the membership in a manner to ensure that the Academy’s financial resources are fully represented in the annual audit.
- d. To represent the interest of the membership on financial matters of the Academy.
- e. To provide to the membership a fair representation of the Academy’s financial circumstances.
- f. To ensure that the manner in which the Academy’s financial resources are managed protects to the maximum level possible the financial health of the Academy. .

4. Objectives

- a. To conduct an annual audit of the Academy’s finances and general management practices.
- b. To maintain the financial management of the Academy in such a manner to have a transparent picture of the Academy’s financial standing.
- c. To have a “clean” audit.

D. Annual Work Plan

See Appendix I-3.1

Organization Structure for Implementation

1. The AUC consists of three members – one At-Large Trustee, one Sponsoring Organization Trustee and a member from the rank and file of the membership.
2. No sub-groups will be needed.
3. The AUC will draw heavily from the Staff and the Executive Director in the conduct of their business.

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. The BOT Roles and Responsibilities

1. Shall consider and act on the recommendations of the AUC in the selection of an audit firm.
2. Shall consider and act on the recommendations of the AUC regarding the findings of the annual audit.

B. The EC Roles and Responsibilities

1. The President shall oversee the work of the AUC.
2. The Treasurer shall assist the AUC as they request assistance.

Committees, Working Groups, State Representatives Roles and Responsibilities

1. The AUC may call on the Finance Committee regarding budgeting and financial management matters if necessary.
2. No additional support is anticipated from the rest of the committees, etc.

Academy Staff Roles and Responsibilities

1. The AUC will draw heavily on the Staff and the ED in the preparation of the RFP and scope of work and in developing a list of qualified audit firms to consider.
2. During the audit process, the Staff and the ED will be required to provide measurable support and oversight to the audit firm.
3. The ED is expected to keep the AUC advised on the progress of the audit, the preliminary findings and to assist the AUC in the interpretation of the audit.

E. Sponsoring Organizations Roles and Responsibilities – no specific role or responsibilities are expected.

IV. APPROVAL

Policy I-3 was approved by the BOT: May 4, 2006
Confirmed:

Shari Hickman, Jr.

Date: May 18, 2006

Chair, BPPC

**I – POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE/REGIONAL REPRESENTATIVES
POLICY I-4. AWARDS COMMITTEE**

DRAFTED: 2.12.06 Revised 3.17.06; Revised 3.19.06

PROPOSED: May 4, 2006

APPROVED: May 4, 2006

I. INTRODUCTION

A. Bylaws Reference

Policy I-4 is authorized under **Section 9-2, ARTICLE IX** of the Academy Bylaws.

A. Purpose

Policy I-4 provides basic policies and procedures for the Awards Committee. Specific policies and procedures for each awards program, under the management of the Awards Committee are provided in Section J of this manual.

A. Overview and Background

The Awards Program of the Academy presents two types of award programs:

1. Awards to individuals for his/her technical, administrative, and contributions to Environmental Engineering, environmental practice, or the Academy.
2. To organizations for excellence in environmental engineering practice.

The Academy Bylaws establish a number of award programs in the name of individuals who have made significant and measurable contributions to environmental and public/human health protection and the advancement of the field of environmental engineering. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs are:

1. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
2. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.
3. ***Honorary Membership Award*** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.
4. ***The Stanley E. Kappe Award*** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service

to the objectives of the Academy.

5. **The Stanley E. Kappe Lecture Award** - awarded to an individual who is judged to be a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.
6. **The Brewster R. Snow Award** – awarded to outstanding environmental engineering graduate students.

Except for the Honorary Membership Award, each of these awards is named after an individual whose contributions to the Academy and to the protection of the environment and public/human health protection are nationally and internationally recognized.

A. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

A. Goals and Objectives

1. Goals

The goals of the Academy Awards Program include:

- a. To provide an integrated and comprehensive program for the individual awards authorized by the BOT.
- b. To ensure that the manner in which the Awards Program is managed and administered by the Awards Committee does honor to the individuals for whom the awards are named.
- c. To provide an awards program that is *member* pro-active.
- d. To promote, within the engineering and environmental protection communities, an awareness of the significance of the Academy's awards program.
- e. To seek new personalities who:
 - i. have not received an award from the Academy in the past,
 - ii. represent diversity of gender, discipline and location,
 - iii. are recognized widely in the profession as a worthy candidate for honors, and
 - iv. if residing in North America are able to appear in person at the Academy Awards Luncheon.

2. Objectives

The objectives of Policy I-4 include:

- a. To structure the awards program selection process to be transparent.
 - b. To engage the membership in the process of selection of recipients of the individual awards authorized by the Bylaws.
 - c. To make the process of consideration and selection of nominees for the individual awards authorized by the Bylaws efficient, effective and as simple as possible.

II. POLICIES AND PROCEDURES

A. Policies

1. Policy I-4 shall be consistent with the provisions of Policy J-1.
2. Academy membership is mandatory for the recipients of the Fair and Kappe Awards, but not for the Cleary, Snow, and Honorary Membership Awards.
3. The Awards Committee is authorized to manage and administer those award programs that recognize individuals.
4. The Awards Committee is authorized to establish subcommittees to carry out its work.
5. All awards under the management and administration of the Awards Committee shall be awarded at the Annual Academy Awards Luncheon. Under special circumstances, however, the Honorary Membership Award may be presented at another venue, but always at an appropriate venue such as an international reception, at an annual meeting of a sponsoring organization, or at an international conference coincidentally attended by the awardee and one, or more, of the Academy Officers.
6. The Awards Committee shall always discuss with the person under consideration in advance of the Awards Committee report to the BOT, to ensure that the person will accept the award.
7. The most recent available Past President shall chair the Awards Committee.
8. In addition to the most recent Past President, the President shall appoint to the Awards Committee the following members:
 - a. One additional Past President.
 - b. The Vice President.
 - c. Two At-Large Trustees.
 - d. Two Sponsoring Organization Trustees.
 - e. Chairs of Two Technical Committees.At the discretion of the President, additional members may be appointed if considered necessary. The BOT shall consider and confirm the appointments of the President.
6. Terms of members of the Awards Committee shall be three years. Efforts shall be made in the selection of Awards Committee members to stagger the appointment terms. However, if any appointed member that has completed his/her as Vice President, Trustee, or Committee Chair and has not completed their term on the Awards Committee they may serve out the balance of their appointment to the Awards Committee.
7. Each award program is to have a subcommittee composed of three members selected

from the members of the AC to manage and administer the award consistent with Policy I-4 and under the direction of the Chair, or Vice Chair (selected by the members of the Awards Committee) of the Awards Committee.

8. Each award program is to be governed by Policy I-4 and a PoP specifically established for that award program.

9. All data, correspondence, documents, and procedures developed by each subcommittee during their deliberations shall be delivered to the Executive Director at the BOT Annual Meeting. The Executive Director shall seal the materials for one year and then destroy the materials following receipt of the next years' materials. The material may not be opened except by BOT action.

10. Policy I-4 is to be implemented at the beginning of Fiscal Year 2007.

B. Implementation Procedures

1. At the end of the previous year, the Awards Committee, on behalf of all awards subcommittees, shall announce in the last issue of the year of the Environmental Engineer, the Academy website and to all committee chairs, and the BOT the opportunity for members to make nominations for candidates for each of the Academy awards under the management of the Awards Committee. The announcements shall include the selection criteria and scoring procedure followed by each award. Deadline for receipt of recommendations is March 1.

2. The Executive Director shall receive and distribute all recommendations to all members of the Awards Committee.

3. The process and schedule for the Academy Awards Program is as follows:

a. **End of the Previous Year:** Solicitation for recommendations from *members* (Environmental Engineer & Academy Website), BOT, Management Committees and Technical Committees.

b. **April/May:** Summary of all candidates under consideration and review with BOT at their Spring Meeting.

c. **After BOT Spring Meeting to July 1:** Subcommittees review all candidates and identify other potential candidates and complete their list of candidates with all background information and scores and sends the documentation of candidates to all members of the Awards Committee,

d. **July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their reviews back to the respective awards subcommittees.

e. **August 1-September 1:** Subcommittees completes their work and submits their final recommendation to the Awards Committee.

f. **By September 15:** Awards Committee, by telephone conference meeting considers and ratifies selections for all awards. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.

g. **September 30:** Awards Committee report and recommendations to the BOT.

h. **BOT Annual Meeting:** Awards Committee reviews their procedures, candidates considered and their recommendations for award. BOT takes appropriate action.

i. **After BOT Annual Meeting:** President notifies all awardees by telephone of

selection and sends confirmation letter.

- j. **Awards:** Awards presented at next Annual Academy Awards Luncheon.

Illustration of Schedule

End of Previous Year	Solicitation for Recommendations	September 15	AC considers and ratifies the work of the Sub Committees
April/May	Review of Candidates W/BOT	September 30	AC report and recommendations to BOT
After BOT Spring Mtg.	Sub Committees completes reviews and scores , round robin in AC	BOT Annual Meeting	BOT takes actions on AC recommendation
July/August	Sub Committees finalize selections to AC	After BOT Annual Meeting	President notifies all awardees by phone and letter
Awards: Next Annual Academy Awards Luncheon			

- 4. Criteria and a scoring procedure to serve as guidance for consideration of the recommendation and selection of candidates is to be developed for each award.

C. Annual Work Plan

To be developed by AC. See Appendix I.5.1

D. Organization Structure for Implementation

1. The Awards Committee is responsible for the implementation of Policy I-5 and Policies J-1, J-2, J-3, J-4, J-5, J-6, and J-7, J-8, J-9.
2. Policy I-4 authorizes the establishment of subcommittees for each awards program composed of members of the Awards Committee.
3. Policy I-4 also expands the size of the Awards Committee to help accommodate the policies established by the PoP.
4. Policy I-4 also modifies what was the membership of the Awards Committee to give it greater resources and broader membership representation.
5. Procedures and criteria for each award are provided in the PoP for each award (J-2, J-3, J-4, J-5, J-6, J-7, J-8, J-9).

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC.

B. EC

1. The EC shall participate in making recommendations for candidates for all award programs.

B. Committee, Working Groups and State/Regional Representatives

1. Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

1. Serve as the record keeping and distribution point for all recommendations of candidates.
2. Provide background and bio information of potential candidates.
3. Insert the notice of requests for recommendations of candidates in the Environmental Engineer.
4. On behalf of the Awards Committee transmit email requests for recommendations of candidates

E. Sponsoring Organizations

1. Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy I-4 was approved by the BOT: April 4, 2006

Confirmed:



Chair, BPPC

Date: May 21, 2006

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-5. BYLAWS, POLICIES AND PROCEDURES COMMITTEE (BPPC)

POLICIES AND PROCEDURES

PROPOSED DATE: March 1, 2004

APPROVED DATE: April 22, 2004

I. INTRODUCTION

A. Bylaws References

This policy is authorized under Sections 9.1, 9.2, and 9.4 – **ARTICLE IX – COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES**, of the Academy Bylaws.

B. Purpose

This policy provides for the operations of the Bylaws, Policies and Procedures Committee (BPPC). Organizational elements of the Academy, as well as Staff, have roles in the development and implementation of Academy Bylaws, Policies and Procedures. The BPPC has responsibility for the stewardship of all Academy Bylaws, Policies and Procedures. Jointly, organizational elements, Staff, the BPPC and the BOT are responsible for ensuring that the development of bylaws, policies and procedures and their implementation is done in an open forum to ensure full participation and mutual commitment to conform to the provisions of all Academy Bylaws, Policies and Procedures.

This policy defines how the Bylaws, Policies and Procedures Committee (BPPC) will oversee and manage the development and process for the establishment of Bylaws, Policies and Procedures for the Academy.

C. Overview and Background Information

The original Bylaws Committee was one of the standing committees established when the Academy was first organized. Bylaws committees are a fairly standard committee for almost any organization, especially so for volunteer organizations. Bylaws provide the framework for the empowerment of members, officers and employees. Bylaws also provide the essential elements of governance for organizations.

In 2002-2003 the Academy underwent a major effort to overhaul and streamline the Bylaws and to better provide for membership participation in the governance and

operations of the Academy. A major step in the bylaws overhaul was the authorization of a Policy and Procedures Manual (PPM) to provide a formal means for establishing policies and procedures to guide the management and operations of the Academy. The establishment of the PPM resulted in the broadening of responsibilities of the Bylaws Committee to include stewardship of the PPM. This resulted in changing the name of the Bylaws Committee to the Bylaws, Policies and Procedures Committee.

D. Definitions

Bylaw – a standing rule governing the regulation of internal affairs of a corporation or society.

Governance – exercise of authority; control, a method or system of management.

Policy – a course of action adopted and pursued by an organization.

Procedure – the act or manner in proceeding in any action.

II. POLICIES AND PROCEDURES FOR THE BYLAWS, POLICIES AND PROCEDURES COMMITTEE

A. Policy

To accomplish this purpose, the following activities and functions for the BPPC are authorized by the BOT:

1. The BPPC is authorized to exercise management and operational control over the development and implementation of all Academy Bylaws, Policies and Procedures.
2. The BPPC is charged with ensuring that all proposed bylaws, policies and procedures are developed and approved consistent with the Academy's Bylaws and Policies K-1 and K-2.

B. Goals and Objectives of the BPPC

1. Goal – To provide tools to the Academy that will enable the Academy to be governed and manage in an effective and open manner.

2. Objectives

- a. To provide recommended Bylaws that will allow the Academy to be governed in an effective and open manner.
- b. To provide recommended Policies and Procedures that will allow the Academy to be managed in an effective and open manner.

C. Implementation Procedures

1. The Committee shall report annually to the BOT on any revisions that may be needed for updating the Bylaws.
2. The Committee shall prepare drafts of recommended amendments to the Bylaws for review of the BOT and shall manage the process for amending the Bylaws.
3. The Committee shall secure interpretations of the law, charter and Bylaws when so requested by the BOT, or when deemed necessary by the BPPC.
4. Consistent with Policies K-1 and K-2, the Committee shall be responsible for leading and managing the development and administration of Academy Policies and Procedures.
5. The Committee shall prepare, or recommend that other organizational elements of the Academy prepare, draft bylaws, policies or procedures for consideration by the BOT and provide assistance, consultation, and guidance to these organizational elements.

D. Annual Work Plan

See Appendix I-5.1

E. Organizational Structure for the BPPC

The BPPC shall be composed of:

1. At least three members of the BOT,
2. Other Diplomates considered necessary for the Committee to carry out its assignments, and
3. The Past President who shall serve as ex-officio member.

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III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT

1. To provide, through the Past President, guidance to the BPPC in the development of new or revised Bylaws and Policies and Procedures.
2. To participate in the review of drafts of proposed new or revised Bylaws and Policies and Procedures.
3. To consider BPPC recommended new or revised Bylaws and Policies and Procedures.

B. EC

1. To provide, through the Past President, guidance to the BPPC in the development of new or revised Bylaws and Policies and Procedures.
2. To participate in the review of drafts of proposed new or revised Bylaws and Policies and Procedures.

C. Committees, Working Groups and State Representatives

1. To cooperate with the BPPC in the development and review of proposed new or amended Bylaws and Policies and Procedures.
2. To develop draft proposed new or amended Bylaws and Policies and Procedures in their area of responsibility.
3. To participate in the review of drafts of proposed new or revised Bylaws and Policies and Procedures.

D. Academy Staff

1. To assist the BPPC in the conduct of their business.
2. To provide research and documents from the Academy archives and files that is needed by the BPPC in the conduct of their business.
3. To arrange for meetings, conference calls, or other means of communication needed by the BPPC in the conduct of their business.
4. To participate in the review of drafts of proposed new or revised Bylaws and Policies and Procedures.
5. To maintain the original and official files of the Bylaws and the Policies and Procedures Manual.

E. Sponsoring Organizations (SO)

1. The BPPC shall work with the SO Trustees to ensure that Bylaw amendments, or proposed policies and procedures are not in conflict with any SO established practices, policies or procedures.
2. SO Trustees have a responsibility to ensure that changes in the practices, policies or procedures of their organization that might impact on Academy policies and

procedures are brought to the attention of the Academy so that any conflicts can be resolved.

3. SOs have a responsibility to support their Trustees that are appointed to the BPPC to enable them to serve effectively.

IV. APPROVAL

Policy I-5 was approved by the BOT: April 22, 2004

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-6. DEVELOPMENT AND UPGRADING EXAMINATIONS COMMITTEE (DUEC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Development and Upgrading of Examinations Committee shall be made up of an overall committee and several technical committees, each of which will be responsible for one of the specialty areas for which examinations are given and certificates granted. Responsibility for developing and upgrading the oral examinations covering all the specialties for which certificates are granted shall rest in the same committees. The President-Elect shall serve as ex-officio member of the overall committee and serve as liaison to the BOT. The President, at his discretion, may appoint Trustees to serve as ex-officio members of committees. Each committee shall consist of a Chair and at least two (2) other members. It shall be the objective of each committee to develop new materials such that the oral and written examination processes will test the competence of the applicant to a level commensurate with the standards of competency established by the BOT. The respective committees shall review the examination questions and procedures not less than once every two years.

TECHNICAL COMMITTEES

- I- 7A. AIR POLLUTION CONTROL COMMITTEE (APC)**
- I-7B. GENERAL ENVIRONMENTAL ENGINEERING COMMITTEE (GEEC)**
- I-7C. HAZARDOUS WASTE MANAGEMENT COMMITTEE (HWMC)**
- I-7D. INDUSTRIAL HYGIENE COMMITTEE (IHC)**
- I-7E. RADIATION PROTECTION COMMITTEE (RPC)**
- I-7F. SOLID WASTE MANAGEMENT COMMITTEE (SWMC)**
- I-7G. WATER SUPPLY AND WASTEWATER COMMITTEE (WSWC)**

Appendix I-6.1 Manual for Development, Review and Upgrading (Available from AAEES Staff)

Appendix I-6.2: Manual for Conducting BCEE Examinations (Available from AAEES Staff)

I - POLICIES AND PROCEDURES OF THE ACADEMY COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES

I-7. ENGINEERING EDUCATION COMMITTEE (EEC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Engineering Education Committee shall include the Vice President who shall serve as ex-officio member of the Committee and as the liaison to the BOT. The Committee shall consist of a Chair and at least four (4) other members, representing a balance of educators, practitioners, and areas of specialty. The Education Committee shall have no fewer than 7 or more than 12 members. In addition to being members of the Academy, the BOT directs that Education Committee members should be active in ABET (e.g. PEVs, ABET Commissioners, or ABET Board Members); in addition, there will be one at-large member of the committee who is not active with ABET. Committee members will be appointed by the AAEES President following consultation with the committee.

The Chair of the Committee shall serve for a term of one (1) year but may be reappointed for two (2) successive one (1) year terms. The Chair may also serve as the Alternate Representative Director (or as one of the Alternate Representative Directors, if more than one) on the Board of Directors of ABET. The Committee shall recommend one or more of its members or other Academy members for appointment by the President as the Academy's Representative Director(s) and Alternate Representative Director(s) on the Board of Directors of ABET. The Committee shall also recommend one or more of its members or other Academy members for appointment by the President as members of various ABET commissions and committees representing the Academy.

The Committee will be responsible for:

- proposing changes to ABET program criteria for Environmental Engineering, Environmental Engineering Technology, and Environmental Science as appropriate
- cooperating with other professional societies that have lead responsibilities for ABET programs related to environmental engineering and environmental science
- assigning Program Evaluators (PEVs) to visits
- reviewing PEV reports
- providing support to PEVs and accredited programs on interpreting and applying program criteria
- recruiting, mentoring, and approving new PEVs; and
- developing education policy initiatives for the Academy.

I- POLICIES AND PROCEDURES OF THE ACADEMY COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES

I-8. CERTIFICATION BY EMINENCE COMMITTEE POLICIES AND PROCEDURES

PROPOSED DATE: August 31, 2005

APPROVED DATE: November 2-3,2005

1. INTRODUCTION

A. Bylaws References

This policy is authorized under Sections 9.1, and, 9.2,- ARTICLE 1X COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES, of the Academy Bylaws.

B. Purpose

This policy provides for the operations of the Certification by Eminence Committee (CEC). The purpose of this committee is to recruit, evaluate, and recommend suitably qualified candidates to the BOT for Certification by Eminence. Suitably qualified candidates include individuals with and without PE licenses.

C. OVERVIEW AND BACKGROUND

There exists a potentially large pool of prominent Environmental Engineers who are not certified by the Academy, are not members of the Academy, and thus present an attractive pool of desirable candidates for Academy Certification. This pool of prominent engineers includes some with PE license and some without, and they are to be found in academia, government, industry, and private consulting practice. They are generally middle aged or close to retirement, well positioned professionally, have made significant contributions to the profession, may view the Academy as relevant, and even prestigious, but not essential to their continued professional success. These individuals therefore, are not likely to be persuaded to sit any written or oral examination for Certification by the Academy. However, experience has shown that if properly approached, the majority of these individuals will welcome Certification by the Academy through Eminence.

D. Definitions

Certification by Eminence- Certification by the Academy without a written or oral examination or Peer Review.

II. POLICIES AND PROCEDURES FOR THE CERTIFICATION BY EMINENCE COMMITTEE

A. Policy

To accomplish the work of the CEC, the following activities are authorized by the BOT.

1. The CEC is authorized to exercise management and operational control over all the activities relevant to, and or necessary for the effective conduct of its work.
2. The CEC is authorized to recruit, evaluate, and recommend to the BOT for Certification, candidates who are found to satisfy the criteria and qualifications set by the BOT for Certification by Eminence .
3. The CEC is authorized to recruit from among candidates with the PE license, and
from among candidates without the PE license, who are otherwise suitably qualified as per the criteria and qualifications established by the BOT for this purpose.
4. The CEC is authorized to recommend to the BOT for Certification by Eminence only
those candidates who receive a two-thirds vote of the CEC members who voted.
5. Evaluation criteria for developing recommendations to the BOT for Candidates for Certification by Eminence shall be established and attached to this policy and procedures

B. Goals and Objectives of the CEC

1. **Goal-** To provide a steady flow of properly qualified candidates for BOT Certification by Eminence.

2. Objectives

- a. Develop methods to streamline the Academy's recruitment process for potential candidates to be considered for Certification by Eminence
- b. Forge a strong working relationship with the BOT and Sponsoring Organizations to
identify and recruit suitably qualified candidates for evaluation and recommendation for BOT Certification.
- c. Advise the BOT regarding trends among the potential candidates seeking Certification by Eminence

C. Implementation Procedures

1. The Committee shall report annually to the BOT on any revisions that may be needed
for updating the bylaws.
2. The Committee shall report annually to the BOT on its recruitment, evaluation, and other activities associated with the conduct of its work
3. The Committee shall report annually to the BOT on its recommendations for Certification by Eminence

D. Annual Work Plan

See Appendix I-8.1

E. Organizational Structure for the CEC

The CEC shall be composed of:

1. At least seven members including the President as liaison, or a BOT liaison to be appointed by the President
2. Since the Committee will be evaluating Non-PE engineers for Certification beginning in 2006, the Committee membership shall include no more than one, or no more than 25 percent Non-PE members beginning in 2007.
3. The Committee may increase its membership if it so deems it necessary to accomplish its work

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT

1. To provide overall direction to the Committee

B. EC

1. To provide review of Committee activities

C. Committees, Working Groups and State Representatives

1. Other Committees and Working Groups- To coordinate as needed with the activities of the CEC
2. State Representatives- To work cooperatively with the CEC to identify suitably qualified candidates and other Committee matters when so requested by the CEC

D. Academy Staff

1. To assist the CEC in the conduct of its programs
2. To provide research and documents from the Academy archives and files that are needed by the CEC in the conduct of its work
3. To arrange for meetings, conference calls, or other means of communication needed by the CEC in the conduct of its work.
4. To participate in the review of drafts of proposed new activities, Bylaws revision, and Policies and Procedures by the CEC
6. To maintain the original and official files of the CEC _____

E. Sponsoring Organizations (SO)

1. The CEC shall work with the SO Trustees to ensure proper coordination of efforts to assist and enhance the Committee's recruitment program
2. SO Trustees have a responsibility to ensure that changes in the practices, policies or procedures of their organizations that might impact on CEC programs are brought to the attention of the Academy so that any conflicts can be resolved.
3. SOs have a responsibility to support their Trustees that are appointed to the CEC to enable them to serve effectively

IV. APPROVAL

Policy (1-8) was approved by BOT on November 2-3,2005.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

**I-9. EXCELLENCE IN ENVIRONMENTAL ENGINEERING
AWARDS COMMITTEE (EEEAC)**

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

This Committee shall be appointed by the President, and shall be responsible for:

- a. Establishing specific rules and procedures governing the conduct of this program, consistent with the provisions of these Bylaws. This shall include setting the number and types of awards, defining the criteria upon which entries are judged, formulating changes in rules and procedures as may be necessary from time to time, and other related tasks;
- b. Annually selecting the panel of judges;
- c. Providing advice and assistance in the Academy's public education efforts related to the program; and
- d. Implementing such other responsibilities relating to the program as may be assigned by the President or the BOT.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-10. FINANCE COMMITTEE (FC)

The Finance Committee shall consist of the Treasurer, who shall be Chair of the Committee, the President-Elect, and, at a minimum, one (1) other member. Additional members may be appointed by the President. Regular members are appointed for a two-year term.

This Committee shall:

- a. Starting with a draft annual budget developed and presented to the Committee by the Executive Director, the Committee shall recommend an annual budget for the BOT to consider;
- b. In coordination with other relevant Committees (i.e., Membership, Admission, and Major Partners), the Committee shall recommend to the BOT any fees, dues, and rates including but not limited to: application fees for board certification, annual dues for all categories of members (i.e., students, affiliated members, Board Certified members, and others), and rates for partners including Patrons and Sponsoring Organizations;
- c. Have general supervision over the financial affairs of the Academy;
- d. Prepare quarterly and annual reports to the BOT on the financial status and activities of the Academy, including budgeting; and
- e. Recommend the adoption or revision of any investment measures or related policies. The Committee shall also monitor investments performance and frequently report pertinent information to the Treasurer and recommend any actions, if needed.

APPROVAL

Policy I-10 was amended by the BPPC at the direction of the Executive Director on July 7, 2022. Policy 1-10 was revised through the BPPC with the Executive Director and approved by the BOT on July 22, 2022.

Confirmed: BPPC, July 7, 2022 and July 26, 2022..

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-11. GOVERNMENT AFFAIRS COMMITTEE (GAC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Government Affairs Committee shall include the Past President who shall serve as ex-officio member of the Committee and as liaison to the BOT. The Committee shall consist of a Chair and at least four (4) other members for the purpose of:

- a. Evaluating and, if necessary, making recommendations on legislation of potential concern to the Academy;
- b. Keeping abreast of legislation pending before government at all levels, national, state and local;
- c. Taking such action as may be in the best interests of the Academy through correspondence or personal appearances;
- d. Keeping the Academy membership-at-large informed on all legislative matters through newsletters or otherwise; and
- e. Performing such other duties as may be required by the BOT.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-12. INTERNATIONAL RELATIONS COMMITTEE (IRC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The International Relations Committee shall include the President-Elect who shall serve as ex-officio member and liaison with the BOT. This Committee shall consist of a Chair and at least five (5) other members. The Committee shall serve as a resource for planning and positioning AAEE in international affairs, to assist others seeking to advance purposes similar to those of AAEE in other parts of the world, to assist officers and staff in responding to foreign guests, and to keep abreast of international developments and report findings and recommendations to the BOT.

I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES

I-13. MAJOR PARTNERS COMMITTEE

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Major Partners Committee (also known as the Patron Sustainability Committee) was established by the Executive Committee in August of 2017.

Mission: To ensure the long-term support from Patrons, Sponsoring Organizations, Affiliates and Partners. To promote better communication and closer working relationships to the mutual benefit of all parties involved.

Goals: Frequent communication with key individuals in leadership positions within the Patron, Sponsoring Organizations, Affiliates and Partners (PSOAP). Express the Academy's appreciation for the support received from the PSOAP. Ensure that the PSOAP's support of the Academy is evident in Academy publications and at Academy functions. Identify ways specific to each organization by which the Academy can grow its membership.

Committee Organization- the Committee will be made up of 5 individuals, chaired by the Vice President, who will represent the Executive Committee. The Committee membership can be expanded as needed to meet work requirements, etc. Members are:

- Vice President (ExCom representative)
- Two (2) Trustees
- One (1) Trustee at Large
- Past President

Patrons, Sponsoring Organizations, Affiliates and Partners in 2018:

Patrons:

- Wood.
- Stantec
- Jacobs
- DC Water
- CDM Smith
- Carollo
- Geosyntec
- Los Angeles Department of Water and Power
- LA Sanitation
- Sanitation Districts of LA County
- West Basin Municipal Water District

Sponsoring Organizations:
Air and Waste Management Association

American Institute of Chemical Engineers
American Public Health Association
American Public Works Association
American Society for Engineering Education
American Society of Civil Engineers
American Society of Mechanical Engineers
American Water Works Association
Association of Environmental Engineering and Science Professors
National Society of Professional Engineers
Solid Waste Association of North America
Water Environment Federation

Affiliates:

NAEM- The Premier Association for EHS Management
National Environmental Health Association
National Association of Clean Water Agencies
USA Chapter of the Inter-American Association of Sanitary &
Environmental Engineering

Partners: United States Water Partnership

**POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, Working GROUPS, AND STATE REPRESENTATIVES
I-14. MEMBERSHIP DEVELOPMENT AND OUTREACH COMMITTEE (MDOC)
POLICIES AND PROCEDURES**

PROPOSED DATES: April 14,2005; Revision #1, March 5, 2007

APPROVED DATES: April 14,2005; Revision #1, May 1, 2007

I. INTRODUCTION

A. Bylaws References

This policy is authorized under Sections 9.1, and 9.2 — **ARTICLE IX —COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES**, of the Academy Bylaws.

B. Purpose

This policy provides for the operations of the Membership Development and Outreach Committee (MDOC). The basic purposes of this committee are:

- ✓ to develop and help implement programs to support the Student Member and Member membership categories,
- ✓ to establish a presence of Academy student activities in universities where environmental engineering programs and curricula are present,
- ✓ to grow the Academy membership numbers through an aggressive and continuing effort to increase the Academy membership base by significant and measurable increases in these to membership categories, and
- ✓ to manage and provide oversight over the growth and development of these two membership categories.

C. Overview and Background Information

With the advent of new membership categories in 2005 including a Student Member category the Academy needs to assign the development, oversight and management of this membership category to an organizational element within the Academy. Academy Staff will provide administrative support to Student Members. However, policies, technical/mentoring support, and professional interface with Student Members should be a member function.

The Student Member membership category offers the Academy an opportunity to establish lifetime members for the Academy. If the Academy provides a positive experience for students; if the students enter the work world in environmental engineering related activities; there is every chance that these individuals will continue to look to the Academy for their environmental engineering professional society needs .

In addition to the new Student Member membership category, the Academy also established a Member membership category. The establishment of this category is a

recognition that may well qualified individuals who work as environmental engineers ~~but~~ have no interest in certification. However, these individuals do seek opportunities to participate with their peers in environmental engineering events, programs, training, peer matching and other interactions commonly fostered by associations and societies. Since the only society devoted only to environmental engineering issues is the Academy, the establishment of the Member membership category makes a great deal of sense.

While some individuals will progress through the steps of Member, Board Certified Member to Board Certified Environmental Engineer, many will not, but can and will remain in the Member membership category. Consequently, the Academy needs to assign the development, oversight and management of this membership category to an organizational element within the Academy. Academy Staff will provide administrative support to Members. However, policies, technical support, and professional interface with Student Members should be a member function.

D. Definitions

Student Member- Any student enrolled and pursuing a course of study leading to a degree in Environmental Engineering, or any other engineering field acceptable to the BOT. Students must be enrolled fulltime, as defined by the university they are attending, to be eligible to join as a Student Member.

Member - Any individual that the Academy recognizes:

1. as holding a degree in Environmental Engineering, or any other engineering field, acceptable to the BOT and
2. who is employed, or teaching in the environmental engineering field, at the time of joining the Academy.

Outreach – For purposes of this policy, outreach is defined as the development of a comprehensive program on activities and materials to promote the Academy and its mission and implementation of programs to promote the Academy.

E. Goals and Objectives of the MDOC PMG

1. Goals

- a. Establish a management and administration system that supports the development of the Student and Member membership categories.
- b. Develop and administer Student Members and Student Member activities in universities, including Student Member organizations.
- c. Develop and administer Member programs to enhance the value of the Academy for this membership category.
- d. Establish an outreach program to promote the Academy, its' mission and membership growth in all membership categories.
- e. Recruit 200 Student Members by the end of FY 2009.
- f. Double the Member membership by the end of FY 2009.

2. Objectives

- a. Working with the Executive Director and Academy Staff, put in place the recommendations of the BOT regarding the management and administrative processes to support the Student Member and Member membership categories.
- b. Establish an organization within the MDOC to provide management and oversight of the services and benefits provided to Student Members and Members.
- c. Establish a comprehensive Academy membership development program.
- d. Establish a comprehensive outreach program to advance the mission of the Academy.
- e. Build a working relationship with universities that have ABET certification.
- f. Build a working relationship with AEESP.
- g. Build a Student Member organization.
- h. Develop methods to attract and recruit Student Members and Members.
- i. Develop methods to retain and transition Student Members to Member membership.
- j. Develop methods to assist Members to attain Academy Certification.
- k. Address problems and interests specific to Student Members and Members.

II. POLICIES AND PROCEDURES

A. Policy

The BOT establishes the following policies for the MDOC :

1. The MDOC shall be responsible for the management of the Student Member and Member membership categories.
2. The MDOC is charged and authorized to develop programs and activities to complete and activate the implementation plans for these two membership categories approved by the BOT at its May 2007 Spring Meeting.
3. The MDOC shall develop and see to the implementation of outreach programs to promote the mission of the Academy.
4. The MDOC shall develop and see to the implementation of outreach programs to grow the membership of the Academy.
5. The MDOC shall be responsible for the provision of materials for the Academy newsletter Outlook.
6. The MDOC shall conduct its programs consistent with policies and procedures established by Policy B-3 and Policy B-5.
7. The ED and Academy Staff shall provide all necessary administrative support to enable the MDOC to carry out the responsibilities assigned to the MDOC by the BOT.
8. Individuals granted membership in the Academy as a Student Member, may carry the designation, "Student Member, AAEE" as part of their name and signature. The use of AAEE after the membership category is optional.
9. Individuals granted membership in the Academy as a Member, may carry the designation, "Member, AAEE" or the abbreviation "M, AAEE" or "Mbr., AAEE" as part of their name and signature. The use of AAEE after the membership category is optional.
10. Individuals granted membership in the Academy as a Member, may carry the designation, "Member, AAEE" or the abbreviation "M, AAEE" or "Mbr., AAEE" as part of their name and signature. The use of AAEE after the membership category is optional.

11. Student Members shall pay no membership dues.
12. Student Members who receive engineering degrees shall be automatically enrolled in the Member membership category at no membership dues for one year following receipt of their degree.
13. The Executive Director is charged with the responsibility of processing and awarding membership in the Student Member and Member membership categories. Questions of eligibility shall be referred to the MDOC.
14. The MDOC is authorized, on behalf of the BOT and for the purposes of determining the eligibility for membership as a Student Member and Member, of engineering programs other than environmental engineering.

C. Implementation Procedures

1. The BOT shall approve implementation plans for the MDOT. The MDOT shall use these plans to guide them in establishing program to meet the goals and objectives established in Section I.E of this PoP.
2. Beginning in the third quarter of FY 2007, the MDOC shall report quarterly to the BOT on the progress in implementation of the plans approved by the BOT.
3. The Committee shall be responsible for leading and managing (with the help of Academy Staff) programs aimed at meeting the membership growth and outreach goals in Section I.E.1 of this PoP.

D. Annual Work Plan

See Appendix 1-14.1

E. Organizational Structure for the MDOC

1. The MDOC organizational structure shall consist of:
 - a. a Chair, a Vice Chair and three Committee Chairs and a many members considered necessary to carry out the responsibilities of the MDOC.
 - b. at a minimum the MDOC shall consist of three Committees – Student Members, Members, and Outreach.
2. The MDOC shall consist of the following:
 - a. the Chair, Vice Chair, the three Committee Chairs,
 - b. the Vice President who shall serve as ex-officio member and as the liaison representative to the BOT,
 - c. at least one Trustee-at-Large and one Sponsoring Organization Trustee,
 - d. at least three members, one from each of three Technical Committee, and
 - e. at least one Academy Member who is also a member of the AEESP.

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT Roles and Responsibilities

1. To approve policies and procedures for, and overall direction to the MDOC.
2. To make all reasonable efforts to energize the BOT membership and membership in general in the support of the work of the MDOC.

B. Executive Committee Roles and Responsibilities

1. To provide a consistency review of MDOC activities.
2. As requested by the MDOC, to actively participate in the efforts of the MDOC.

C. Committees, Working Groups and State Representatives Roles and Responsibilities

1. ***Other Committees and Working Groups*** - to coordinate where needed with the activities of the MDOC.
2. ***State Representatives*** - to provide reasonable levels of assistance when asked by the MDOC.

D. Academy Staff Roles and Responsibilities

3. To assist and support the MDOC in the conduct of its programs.
4. To provide research and documents from the Academy archives and files that is needed by the MDOC in the conduct of their business.
5. To arrange for meetings, conference calls, or other means of communication needed by the MDOC in the conduct of their business.
6. In support of the MDOC, implement those portions of the implementation plans approved by the BOT that are designated as Academy Staff responsibilities in the most expeditious means possible with early emphasis on the modifications to the Academy Website.
7. To participate in the review of drafts of proposed new activities by the MDOC.
8. To receive, process, and admit individuals into the Student Member and Member membership categories, using the simplest means possible.

E. Sponsoring Organizations Roles and Responsibilities

1. The MDOC shall work with the SO Trustees to ensure proper coordination and assistance with the Committee's recruitment, and outreach programs.
2. SO Trustees have a responsibility to ensure that changes in the practices, policies or procedures of their organization that might impact on MDOC programs are brought to the attention of the Academy so that any conflicts can be resolved.
3. SO Trustees have a responsibility, consistent with the policies and programs of their organizations they represent, to promote membership in the Academy, especially in the Student Member and Member membership categories.

IV. APPROVAL

Policy I-14 was originally approved by the BOT April 14, 2005.

Policy 1-14 was revised and approved by the BOT May 1, 2007.

Confirmed:
Chair, BPPC
April 15, 2005
May 9, 2007

I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES
I-15. PLANNING COMMITTEE POLICIES AND PROCEDURES

Drafted: 11.21.05;11.24.05;3.26.06

PROPOSED DATE: August 26, 2005/Revision Proposed May 4, 2006

APPROVED DATE: November 3, 2005;

REVISION APPROVED: May 4, 2006

I. INTRODUCTION

A. Bylaws References

Policy I-5 is authorized under **Sections 9.1, 9.2, and 9.4. – ARTICLE 1X – COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**, of the Academy Bylaws.

B. Purpose

This policy provides for the operations of the Planning Committee (PC). The purpose of the PC is to provide recommendations to the BOT regarding vision, long-term strategy, annual and five-year plans, and direction of the Academy

C. Overview and Background

The Academy like similar professional organizations is obligated to always be responsive to the needs of its member constituencies, or run the risk of losing them. The *members* that form the Academy's clientele present a highly educated, technologically sophisticated, and opinionated group that is challenging to serve. Thus, in order to meet the needs and aspirations of its membership, the Academy must carefully and thoughtfully approach planning and visioning, both short and long term. The Planning Committee is assigned this important task.

D. Definitions

Academy 5-Year Plan – A 5-Year plan that provides for the Academy Mission Statement and the goals and objectives to accomplish the Academy Mission.

Academy Annual Plan – An annual plan with includes the work plans to carry out the annual efforts of the Academy.

Mission Statement – A statement adopted by a group that defines the commitment of the group to achieve a mutual purpose.

Planning – The act or process of making or carrying out plans, specifically: the establishment of goals, objectives and outputs for the Academy.

E. Goals and Objectives of the PC

1. Goal – To establish, guide and provide assistance in the short, intermediate and long-range planning of the Academy as required to best serve the Academy's constituencies and to prepare both annual and long-range Academy plans.

2. Objectives

- a. Establish for approval of the BOT the Academy Mission Statement.
- b. Define and recommend to the BOT the strategic direction for the Academy.
- c. Prepare for approval by the BOT the Academy 5-year Plan.
- d. Prepare for approval by the BOT the Academy Annual Plan – the first plan shall be for the year 2007.
- e. Facilitate a productive and efficient BOT.
- f. Advise the BOT regarding member concerns.
- g. Advise the BOT on organization structure and governance.

II. POLICIES AND PROCEDURES FOR THE PLANNING COMMITTEE

A. Policies

1. The PC shall develop and maintain a Mission Statement for the Academy.
2. The PC shall prepare for approval by the BOT, a 5-year Academy Plan. The 5-year Academy Plan shall be updated every two years and shall be presented to the BOT for consideration and approval at the BOT Annual Meeting.
3. The PC shall prepare for BOT approval an Annual Plan.
4. The PC shall research and define the long-term needs of the organization.
5. The PC shall carry out other tasks assigned by the BOT.
6. The PC shall form subcommittees to assist other organizational elements in their planning process.
7. The Annual Plan shall be presented to the BOT for consideration and approval at the BOT Annual Meeting.
8. The Annual Plan shall incorporate the work plans of all committees, the operations of the Academy, the EC and the BOT

C. Implementation Procedures

1. The PC shall present to the BOT for approval the Annual Plan and the 5-Year Academy Plan beginning for the year 2008 and annually thereafter, The PC shall report annually to the BOT on any revisions that may be needed for updating the Bylaws.
2. The PC shall report annually to the BOT on its progress on all assigned tasks.
3. The PC shall report annually to the BOT on all recommendations for review or action by the BOT.

D. Annual Work Plan

See Appendix I-15.1.

E. Organizational Structure for the PC

The PC shall be composed of:

1. At least seven members including a BOT liaison to be appointed by the President.
2. Since the PC, on occasion, may be tasked to deal with broad scope issues, it may recruit additional members on a Working Group basis consistent with the task assigned.
3. Subcommittees as deemed necessary to meet planning needs.

III. ROLES AND RESPONSIBILITIES (DUTIES)

A. BOT

1. Provide overall direction to the PC.
2. Receive, review, consider, and approve as appropriate the 5-Year Academy Plan and the Annual Plan developed by the PC.

B. EC

1. Provide guidance to and review of the PC's activities.
2. Provide broad guidelines for the preparation of the 5-Year Academy Plan and the Annual Plan.

C. Committees, Working Groups and State Representatives

1. Committees have a responsibility to develop and provide to the PC, their annual work plans.
2. Other Committees and Working Groups – To coordinate as needed with the activities of the PC.
3. State Representatives – To work cooperatively with the PC as needed in the conduct of its programs

D. Academy Staff

1. The ED shall prepare and provide to the PC the annual work plan for Academy operations.
2. Assist the PC in the conduct of its programs
3. Provide research and documents from the Academy's archives and files that are needed by the PC in the conduct of its work

4. Arrange for meetings, conference calls, or other means of communications needed by the PC in the conduct of its work
5. To maintain the original and official files of the PC

E. Sponsoring Organizations (SO)

1. The PC shall work with the SO Trustees to facilitate proper coordination of efforts to enhance the effectiveness of the Committee's planning assignments
2. SO Trustees have a responsibility to ensure that changes in the practices, policies or procedures of their organizations that might impact on PC programs are brought to the attention of the Academy so that any conflicts can be resolved.
3. SOs have a responsibility to support their Trustees that are appointed to the PC to enable them to serve effectively

IV. APPROVAL

Policy I-15 was approved by the BOT: November 4, 2005
Revised Policy I-15 was approved by the BOT: May 4, 2006
Confirmed:



Chair, BPPC

Date: May 21, 2006

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-16. PUBLICATIONS COMMITTEE (PUBC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The committee shall consist of the chair and at least two other members. The Executive Director shall serve as ex-officio member of the committee and as liaison to the BOT. To ensure quality and profitability of publications, the committee is responsible for guiding the Academy's publications bearing the Academy logo and publications by others proposed for retail sale by the Academy. The committee shall:

- a. Provide oversight of publications bearing the Academy logo including selection of topics, authors, peer reviewers, and marketability;
- b. Examine the desirability of retail sale of publications produced by others;
- c. Advise the editor of the Academy's Environmental Engineer on style, content, authors, and policy in general; and
- d. Provide consultation and advice on distribution and marketing of publications or on any other publication matter requested by the Board.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-17. RECERTIFICATION COMMITTEE (RC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

This Committee shall consist of a Chair and at least four (4) members to be appointed by the President. The Chair may appoint subcommittees and/or working groups to carry out the Committee's responsibilities. The Committee shall exercise oversight of the recertification process as provided in these Bylaws and perform all related duties such as:

- a. Defining the professional development criteria which must be met by each Diplomat to qualify for recertification. Reviewing these criteria periodically and recommending necessary changes to the BOT;
- b. Preparing the reporting forms to be used for recertification, reviewing these from time-to-time and recommending changes as needed;
- c. Auditing the professional development data submitted by Diplomates to determine its adequacy for satisfying the Academy's requirements. The Committee shall annually report to the Board on the effectiveness of the professional development program and recommend any necessary changes; and
- d. Recommending to the BOT the actions to be taken on issues related to the professional development program, such as acceptability of specific technical activities, hardship problems, and the like. Where recertification is not recommended by the Committee and such recommendation approved by the BOT, the Diplomat may appeal by following the revocation procedures provided in Section 8.7.3.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-18. STATE AND REGIONAL REPRESENTATIVES (SRR)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

For each state or region, the President shall appoint a Diplomat to serve as the Academy's representative. Each representative shall serve for an unlimited term, until resigning or removal by the President. Each representative may appoint other Diplomates to serve and assist him/her in carrying out the assigned duties. Within the assigned area, it shall be the responsibility of the representative to:

- a. Assist in the recruitment of persons for specialty certification and for Affiliate membership;
- b. Publicize the Academy, its purposes, and programs;
- c. Assist in the specialty certification examination process by arranging for examination sites, serving as Chief Examiner or securing a Diplomat to act as such, organizing oral examination panels, and other related duties;
- d. Serve as the Academy's representative to the extent authorized by Academy policy or the President; and
- e. Provide reports to the BOT and other Academy leaders as may be required from time to time.

**I - POLICIES AND PROCEDURES OF THE ACADEMY
COMMITTEES, WORKING GROUPS, AND STATE REPRESENTATIVES**

I-19. TECHNICAL PROJECTS COMMITTEE (TPC)

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Technical Projects Committee shall include a member of the Executive Committee who shall serve as ex-officio member and liaison with the BOT. This Committee shall establish criteria for project appropriateness, serve as a focal point for project ideas and proposal preparation, establish project steering committees, and report findings and recommendations to the BOT.

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM**

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-1. ACADEMY AWARDS PROGRAM
GENERAL POLICIES AND PROCEDURES
AND POLICY I-4 AWARDS COMMITTEE**

DRAFTED: February 1, 2005. Editorial revisions made by the BPPC December 1, 2006

PROPOSED: March 1, 2004

APPROVED: First Approved April 22, 2004

I. INTRODUCTION

B. Bylaws Reference

Policy J-1 is authorized under **Section 10-3, ARTICLE X, AWARDS PROGRAM** of the Academy Bylaws.

B. Purpose

Policy J-1 provides basic policies and procedures for the Academy Awards Program. While each of the Academy Awards is unique, they all share common elements that should be uniform in their application. Policy J-1 is not intended to change the intent of each award, but to ensure that the administration and management of each award is understood by the membership and is consistent with the policies of the Academy.

B. Overview and Background

The Awards Program of the Academy presents two types of award programs:

3. Awards to individuals for his/her technical, administrative, and contributions to Environmental Engineering, environmental practice, or the Academy.
4. To organizations for excellence in environmental engineering practice.

The Academy Bylaws establish a number of award programs in the name of individuals who have made significant and measurable contributions to environmental and public/human health protection and the advancement of the field of environmental engineering. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs are:

7. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
8. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.

9. **Honorary Membership Award** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.
10. **The Stanley E. Kappe Award** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
11. **The Stanley E. Kappe Lecture Award** - awarded to an individual who is judged to be a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.
12. **The Brewster R. Snow Award** – awarded to outstanding environmental engineering graduate students.

Except for the Honorary Membership Award, each of these awards is named after an individual whose contributions to the Academy and to the protection of the environment and public/human health protection are nationally and internationally recognized.

B. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

C. Goals and Objectives

2. Goals

The goals of the Academy Awards Program include:

- f. To provide an integrated and comprehensive program for the individual awards authorized by the BOT.
- g. To ensure that the manner in which the Awards Program is managed and administered by the Awards Committee does honor to the individuals for whom the awards are named.
- h. To provide an awards program that is member pro-active.
- i. To promote, within the engineering and environmental protection communities, an awareness of the significance of the Academy's awards program.
- j. To seek new personalities who:
 - i. have not received an award from the Academy in the past,
 - ii. represent diversity of gender, discipline and location,

- iii. are recognized widely in the profession as a worthy candidate for honors, and
- iv. if residing in North America are able to appear in person at the Academy Awards Luncheon.

3. Objectives

The objectives of Policy J- 1 include:

- d. To structure the awards program selection process to be transparent.
- e. To engage the membership in the process of selection of recipients of the individual awards authorized by the Bylaws.
- f. To make the process of consideration and selection of nominees for the individual awards authorized by the Bylaws efficient, effective and as simple as possible.

II. POLICIES AND PROCEDURES

C. Policies

1. Awards programs shall only be established by the BOT.
2. Academy membership is mandatory for the recipients of the Fair and Kappe Awards, but not for the Cleary, Snow, and Honorary Membership Awards.
3. Unless otherwise designated, for all awards established by the BOT that recognize individuals shall be managed and administered by the Awards Committee- The Awards Committee shall establish committees to carry out its work, including committees for each awards program that it manages and administers.
4. The Excellence in Environmental Engineering Awards Program shall be administered by the Excellence in Environmental Engineering Awards Committee.
5. All awards under the management and administration of the Awards Committee shall be awarded at the Annual Academy Awards Luncheon. Under special circumstances. However, the Honorary Membership Award may be presented at another venue, but always at an appropriate venue such as:
 - a. an international reception,
 - b. at an annual meeting of a sponsoring organization, or at an international conference coincidentally attended by the awardee and one, or more, of the Academy Officers.
6. Committees responsible for specific awards shall develop, consistent with Policies K-1 & K-2, and this policy, policies and procedures to administer their specific award. Included in those policies shall be criteria for the identification of candidates for the award and a scoring and ranking procedure to assist in the selection of a candidate for presentation to the BOT for their consideration. Committees responsible for specific awards shall comply with the provisions of Policy I-1 (Committees, Working Groups and State Representative Policies and Procedures).
7. Dedicated fund accounts may be established for a specific award and such funds may only be used for that award.
8. The Awards Committee shall always discuss with the person under consideration in advance of the Awards Committee report to the BOT, to ensure that the person will accept the award.

9. The membership of the Awards Committee shall consist of the following:
 - a. The most recent available Past President who shall chair the Awards Committee.
 - b. The President shall appoint to the Awards Committee the following members:
 - i. One additional Past President.
 - ii. The Vice President.
 - iii. Two At-Large Trustees.
 - iv. Two Sponsoring Organization Trustees.
 - c. Chairs of Two Technical Committees.
10. At the discretion of the President, additional members may be appointed if considered necessary. The BOT shall consider and confirm the appointments of the President.
11. Terms of members of the Awards Committee shall be three years. Efforts shall be made in the selection of Awards Committee members to stagger the appointment terms. However, if any appointed member that has completed his/her term as Vice President, Trustee, or Committee Chair and has not completed their term on the Awards Committee they may serve out the balance of their appointment to the Awards Committee.
12. Each award program is to have a committee composed of three members selected from the members of the AC to manage and administer the award consistent with this policy and under the direction of the Chair, or Vice Chair (selected by the members of the Awards Committee) of the Awards Committee.
13. Each award program is to be governed by this policy I-5 and a PoP specifically established for that award program.
14. All data, correspondence, documents, and procedures developed by each committee during their deliberations shall be delivered to the Executive Director at the BOT Annual Meeting. The Executive Director shall seal the materials for one year and then destroy the materials following receipt of the next years' materials. The material may not be opened except by BOT action.
15. Revised Policy J-1 is to be implemented at the beginning of Fiscal Year 2007.

B. Implementation Procedures

5. At the end of the previous year, the Awards Committee, on behalf of all awards subcommittees, shall announce in the last issue of the year of the Environmental Engineer, the Academy website and to all committee chairs, and the BOT the opportunity for members to make nominations for candidates for each of the Academy awards under the management of the Awards Committee. The announcements shall include the selection criteria and scoring procedure followed by each award. Deadline for receipt of recommendations is March 1.
6. The Executive Director shall receive and distribute all recommendations to all members of the Awards Committee.
7. The process and schedule for the Academy Awards Program is as follows:
 - k. **End of the Previous Year:** Solicitation for recommendations from *members* (Environmental Engineer & Academy Website), BOT, Management Committees and Technical Committees.
 - l. **April/May:** Summary of all candidates under consideration and review with BOT at their Spring Meeting.
 - m. **After BOT Spring Meeting to July 1:** Subcommittees review all candidates and

identify other potential candidates and complete their list of candidates with all background information and scores and sends the documentation of candidates to all members of the Awards Committee,

- n. **July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their reviews back to the respective awards subcommittees.
- o. **August 1-September 1:** Subcommittees completes their work and submits their final recommendation to the Awards Committee.
- p. **By September 15:** Awards Committee, by telephone conference meeting considers and ratifies selections for all awards. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
- q. **September 30:** Awards Committee report and recommendations to the BOT.
- r. **BOT Annual Meeting:** Awards Committee reviews their procedures, candidates considered and their recommendations for award. BOT takes appropriate action.
- s. **After BOT Annual Meeting:** President notifies all awardees by telephone of selection and sends confirmation letter.
- t. **Awards:** Awards presented at next Annual Academy Awards Luncheon.

This schedule is illustrated in the table on the next page of this policy.

8. Criteria and a scoring procedure to serve as guidance for consideration of the recommendation and selection of candidates shall be developed for each award.

C. Annual Work Plan

An Annual Work Plan, consistent with Policies K-2 and K-2 are to be established for each awards committee. The AC shall develop a comprehensive Annual Work Plan that encompasses the work plans of all of the awards committees.

Awards Program Schedule Illustration

End of Previous Year	Solicitation for Recommendations	September 15	AC considers and ratifies the work of the Sub Committees
April/May	Review of Candidates W/BOT	September 30	AC report and recommendations to BOT
After BOT Spring Mtg.	Sub Committees completes reviews and scores , round robin in AC	BOT Annual Meeting	BOT takes actions on AC recommendation
July/August	Sub Committees finalize selections to AC	After BOT Annual Meeting	President notifies all awardees by phone and letter
Awards: Next Annual Academy Awards Luncheon			

D. Organization Structure for Implementation

6. The Awards Committee is responsible for the implementation of Policy I-5 and Policies J-1, J-2, J-3, J-4, J-5, J-6, and J-7.
7. Policy J-1 authorizes the establishment of subcommittees for each awards program composed of members of the Awards Committee.
8. Policy J-1 also expands the size of the Awards Committee to help accommodate the policies established by this PoP and the PoPs of each award committee.
9. Policy J-1 also modifies what was the membership of the Awards Committee to give it greater resources and broader membership representation.
10. Procedures, criteria and scoring requirements for each award are to be provided in the PoP for each award (J-2, J-3, J-4, J-5, J-6, J-7). At a minimum, the procedures shall include:
 - a. the necessary forms/format for nominations for an award,
 - b. the process of consideration including criteria and scoring procedure used for selection,
 - c. any costs for submission of an application for an award, and
 - d. the deadline for consideration.

III. ROLES AND RESPONSIBILITIES

A. BOT

3. To participate in the process of making recommendations for candidates for all award programs.
4. To consider and select awardees based upon the recommendations of the AC.

B. EC

2. The EC shall participate in making recommendations for candidates for all award programs.

D. Committee, Working Groups and State/Regional Representatives

2. Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

5. Serve as the record keeping and distribution point for all recommendations of candidates.
6. Provide background and bio information of potential candidates.
7. Insert the notice of requests for recommendations of candidates in the Environmental Engineer and the Academy Website.
8. On behalf of the Awards Committee transmit email requests for recommendations of candidates

E. Sponsoring Organizations

2. Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy J-1 was originally approved April 22, 2004. Editorial revisions were made by the BPPC December 1, 2006.

Confirmed:



Chair, BPPC
Chair, BPPC

Date: December 1, 2006

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-2. THE EDWARD J. CLEARY AWARD POLICIES AND PROCEDURES**

DRAFTED: 2.9.06; Revised 3.17.06; Revised 3.19.06; Revised 12.1.06

PROPOSED: May 4, 2006

APPROVED: Policy J-2 was originally approved May 4, 2006; Language revisions were made December 1, 2006

I. INTRODUCTION

A. Bylaws Reference

Policy J-2 is authorized under **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-2 establishes the policies and procedures for the Edward J. Cleary Award.

C. Overview and Background

The Awards Program of the Academy presents two types of awards:

1. Awards to individuals for his/her technical, administrative, and contributions to Environmental Engineering, environmental practice, or the Academy.
2. To organizations for excellence in environmental engineering practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs are:

1. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
2. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.
3. ***Honorary Membership Award*** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.
4. ***The Stanley E. Kappe Award*** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
5. ***The Stanley E. Kappe Lecture Award*** - awarded to an individual who is judged to be

a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.

6. **The Brewster R. Snow Award** – awarded to outstanding environmental engineering graduate students.

Except for the Honorary Membership Award, each of these awards is named after an individual whose contributions to the Academy and to the protection of the environment and public/human health protection are recognized nationally and internationally.

Edward J. Cleary, P.E, DEE

The Edward J. Cleary Award was created by the professional associates of Edward J. Cleary in recognition of his administrative and technical skills and public service in the conduct of environmental protection services. Edward J. Cleary was the personification of what a professional engineer was expected to be. Cleary graduated from Rutgers University in 1925 and went to work for the Edison Institute. During his time with Edison he worked on a number of power plants related projects. His work in the construction of the Delaware Tunnel introduced him to sanitary engineering. He went back to school at Rutgers and completed the requirements for the professional degree of Civil Engineer in 1935. After his second tour at Rutgers, Ed joined *Engineering News-Record* as a reporter and ultimately as an editor. His time with ENR had a profound impact on Ed.

During WWII, ENR editors were accredited as war correspondents where he covered military construction in Latin America. He and four other ENR editors jointly published a book on their experience published by McGraw Hill – *Bulldozers Come First*, which was. Another experience as an editor for ENR was to cover a joint study of the U.S. Corps of Engineers and the U.S. Public Health Service. The study, documented the nature and extent of water pollution in the Ohio Valley. The findings of this study eventually resulted in the formation of ORSANCO, an interstate compact agency with the mission to control pollution of the Ohio River.

ORSANCO was officially formed on June 30, 1948 when the governors of 8 states – Illinois, Indiana, Kentucky, Ohio, New York, Pennsylvania, Virginia and West Virginia and the representative of the President of the United States signed a compact for pollution control in the Ohio Valley. In October, of that year, after 14 years with ENR, Cleary was offered the position as the first Director and Chief Engineer of the newly formed agency. At the time of the formation of ORSANCO, less than one percent of the population's sewage discharged to the Ohio River was treated. By 1965, 99% of the sewage from 3,700,000 people being discharged directly into the Ohio River received primary treatment. In 1975, ORSANCO raised its standards to require secondary treatment. Similar achievements also occurred with Industrial wastewater discharges. By 1965 more than 1,700 establishments discharging directly into Ohio Valley streams were complying with at least minimum interstate standards.

Cleary retired from ORSANCO in 1967, and remained on the staff as a consultant until 1972. His third career began then as a consultant and teacher. He served as an Adjunct Professor at the University of Cincinnati, a consultant to the New York State River Basin Commission, the Miami Conservancy District (Ohio) and the U.S. Army Medical Research and Development Command. He also worked for the U.S.G.S., the World Bank and the U.S. Agency for International Development. A devoted family man, he and his wife of almost 50 years Adelaide, raised 2 daughters and 2 sons. In addition to being an extraordinary sanitary engineer he was also an accomplished musician on the accordion and organ. Rutgers awarded him an honorary Doctorate Degree. Ed Cleary's legacy make all of ours a little better as he shined a light illuminated the part to improve water quality not only in the U.S. but throughout the world.

D. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

D. Goals and Objectives

1. Goals

The goals of the Edward J. Cleary Award Program include:

- a. To utilize the Cleary Award to highlight the technical, administrative and public service contributions of an individual.
- b. To utilize the Cleary Award as a means to highlight the practice of environmental engineering.
- c. To utilize the Cleary Award to highlight the presence of the Academy as the policy and technical custodian of environmental engineering practices.

2. Objectives

The objectives of Policy J-2 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Cleary Award.
- b. To establish a logical schedule of search, consideration and selection of recipients of the Cleary Award.
- c. To provide a well-defined set of criteria to meet the three requirements for

recipients of the Cleary Award – technical, administrative and public service contributions.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-2 shall comply with all provisions of Policy I-4 and, Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Cleary Award.
3. A Cleary Award Committee shall be established from members of the Awards Committee to shepherd the consideration process.
4. The Cleary Award shall be presented at the Annual Academy Awards Luncheon.
5. Only Members, Board Certified Members, or Board Certified Environmental Engineers (Diplomates) of the Academy may receive the Cleary Award.
6. Candidates must have held the Member designation for a minimum of ten-years, or Board Certified Member, or Board Certified Environmental Engineer certification for a minimum of five-years at the time of consideration for the Cleary Award..
7. The Cleary Award is to be awarded on an annual year basis and shall be presented at the Annual Academy Awards event.
8. The Cleary Award need not be given every year.
9. Only one recipient shall be chosen in any award year.
10. No individual may receive more than one Cleary Award.
11. Technical criteria for the Cleary Award include:
 - a. Demonstrated technical excellence in excess of 15 years of professional practice.
 - b. Excellence may be measured by recognized superiority in the development and implementation of environmental engineering events including such things as:
 - i. originality and inventiveness in devising new technical approaches for dealing with environmental protection,
 - ii. environmental management and control projects,
 - iii. publishing technical manuals and books in an environmental engineering field, and
 - iv. the creation and establishment of environmental protection educational (academic, post-graduate, and professional development) programs for professional and others working in the field of environmental protection.
12. Administrative and public service criteria for the Cleary Award include:
 - a. Demonstrated administrative excellence in excess of 15 years of professional practice.
 - b. Excellence may be measured by recognized superiority in the management of environmental protection enterprises including such measures of management practice as:
 - i. the management of such enterprises under either public (local, state, regional, federal, or international) or private sector auspices,
 - ii. a recognition of the enterprise by political, regulatory, or professional societies as an organization that has demonstrated, on a continuing basis, a commitment to environmental protection,

- iii. exemplary professional conduct,
 - iv. distinguished qualities of personal leadership,
 - v. originality and inventiveness in devising new management techniques for dealing with environmental protection, and
 - vi. sensitivity and responsiveness to the impact of social and political influences on the conduct of environmental programs.
13. The Cleary Award Subcommittee may also consider other evidence of merit that in the judgment of the subcommittee shall have advanced the Academy's objectives.
 14. The Awards Committee shall make their recommendation for a recipient to the BOT at the BOT Annual Meeting. If there is no recommendation, the Awards Committee shall report their findings and why there is no candidate.
 15. PoP J-2 shall be implemented beginning in Fiscal Year 2007.

B. Implementation Procedures

1. In each odd numbered year, beginning in January of that year, the Cleary Award Subcommittee shall convene and begin the process of Cleary Award consideration..
2. The following process and schedule shall be followed to gain recommendations and consider candidates:
 - a. End of the Previous Year:** Solicitation for recommendations from *members* (Environmental Engineer & Academy Website), BOT, Management Committees and Technical Committees.
 - b. April/May:** Summary of all candidates under consideration and review with BOT at their Spring Meeting.
 - c. After BOT Spring Meeting to July 1:** Subcommittees review all candidates and identify other potential candidates and complete their list of candidates with all background information and scores and sends the documentation of candidates to all members of the Awards Committee,
 - d. July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their reviews back to the respective awards subcommittees.
 - e. August 1-September 1:** Subcommittees completes their work and submits their final recommendation to the Awards Committee.
 - f. By September 15:** Awards Committee, by telephone conference meeting considers and ratifies selection for all awards. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
 - g. September 30:** Awards Committee report and recommendations to the BOT.
 - h. BOT Annual Meeting:** Awards Committee reviews their procedures, candidates considered and their recommendations for award. BOT takes appropriate action.
 - i. After BOT Annual Meeting:** President notifies all awardees by telephone of selection and sends confirmation letter.
 - j. Awards:** Awards presented at next Annual Academy Awards Luncheon.
3. Criteria and a scoring procedure to serve as guidance for consideration of candidates are provided in Appendix J-2.1 and Appendix J-2.2. The criteria and scoring

procedure are to be used to rank the candidates, but scores received are not the only factor in the selection of the final candidate. The subcommittee is to carefully consider the criteria when making the final determination

C. Annual Work Plan

See Awards Committee Work Plan

D. Organizational Structure for Implementation

1. The Awards Committee is responsible for the implementation of Policy J-2.
2. Policy J-2 establishes a three-member Cleary Award Subcommittee to carry out the actual work of the Awards Committee.
3. The Cleary Award Subcommittee, working with the ED and Academy Staff, will implement and follow the policies and procedures provided in Sections II A & II B of Policy J-2.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC

B. EC

As part of the BOT, the EC shall participate consistent with Section III.A of Policy J-2.

C. Committee, Working Groups and State/Regional Representatives

Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

1. Serve as the record keeping and distribution point for all recommendations of candidates.
2. Provide background and bio information of potential candidates.
3. Insert the notice of requests for recommendations of candidates in the Environmental Engineer and Academy Website.
4. On behalf of the Awards Committee transmit email requests for recommendations of candidates.

E. Sponsoring Organizations

Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy J-2 was originally approved by the BOT: May 4, 2006. Language revisions were made by the BPPC December 1, 2006 to reflect approved Policy C-2, Policy J-7.

Confirmed:



Chair, BPPC

December 1, 2006

Appendix J-1.1: Criteria to Be Used In Nominating Cleary Award Candidates

Technical Criteria

- a. Demonstrated technical excellence in excess of 15 years of professional practice.
- b. Excellence may be measured by recognized superiority in the development and implementation of environmental engineering events including such things as:
 - I. originality and inventiveness in devising new technical approaches for dealing with environmental protection,
 - II. environmental management and control projects,
 - III. publishing technical manuals and books in an environmental engineering field, and
 - IV. the creation and establishment of environmental protection educational (academic and post-graduate) programs for professional and others working in the field of environmental protections.

Administrative and Public Service

- a. Demonstrated administrative excellence in excess of 15 years of professional practice.
- b. Excellence may be measured by recognized superiority in the management of environmental protection enterprises including such measures of management practice as:
 - I. the management of such enterprises under either public (local, state, regional, federal, or international) or private sector auspices,
 - II. a recognition of the enterprise by political, or regulatory, professional societies as an organization that has demonstrated on a continuing basis a commitment to environmental protection,
 - III. exemplary professional conduct,
 - IV. distinguished qualities of personal leadership,
 - V. originality and inventiveness in devising new management techniques for dealing with environmental protection, and
 - VI. sensitivity and responsiveness to the impact of social and political influences on the conduct of environmental programs.

Other

The Cleary Award Subcommittee may also consider other evidence of merit that in the judgment of the Awards Committee shall have advanced the Academy's objectives.

Appendix J.2.2: Scoring of Cleary Award Candidates

Criteria	Score (1-10)*	Comments
<i>Technical</i>		
Development		
Implementation		
Publishing		
Academic Programs		
<i>Administrative/Public Service</i>		
Management of an enterprise		
Recognition		
Exemplary professional conduct		
Personal leadership qualities		
Originality and inventiveness		
Sensitivity and responsiveness		
Total Score		

* 10 is highest rating.

Other Factors Considered:

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-3. THE GORDON MASKEW FAIR AWARD
POLICIES AND PROCEDURES**

**DRAFTED: 9/20/18
PROPOSED: 11/14/18
APPROVED: 11/28/18**

I. INTRODUCTION

A. Bylaws Reference

Policy J-3 is authorized under **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-3 establishes the policies and procedures for the Gordon Maskew Fair Award.

C. Overview and Background

The Awards Program of the Academy presents two types of awards:

- awards to *individuals* for their technical and administrative accomplishments, and their contributions to Environmental Engineering, Environmental Science, environmental practice, or the Academy, and
- to *organizations* for excellence in environmental engineering and science practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering or environmental science. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs for individuals are:

1. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
2. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the environmental engineering or science profession.
3. ***Honorary Member Award*** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.

4. **The Stanley E. Kappe Award** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
5. **The Stanley E. Kappe Lecture Award** - awarded to an individual who is judged to be a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.
6. **The W. Brewster Snow Award** – awarded to outstanding environmental engineering graduate students.
7. **The AAEES Science Award** – awarded to an *individual* who is an outstanding performer in the management, development, and/or implementation of environmental science programs and projects.
8. **The Innovyze Excellence in Computational Hydraulics/Hydrology Award** – awarded to an individual student whose research contributes to the knowledge pool of in the area of Computational Hydraulics & Hydrology.
9. **The W. Wesley Eckenfelder Graduate Research Award** – awarded to an individual environmental engineering or environmental science graduate student whose research contributes to the knowledge pool of wastewater management.
10. **The Frederick George Pohland Medal** – awarded to an individual who has made sustained and outstanding efforts to bridge environmental engineering research, education, and practice.
11. **The Excellence in Environmental Engineering and Science Education (E4S) Award** – awarded to an individual educator who has made a significant contribution to the profession in the area of educating practitioners.

Except for the Honorary Member Award, Excellence in Environmental Engineering and Science Education, Innovyze, and the AAEES Science Award, each of these awards is named after an individual whose contributions to the Academy, and to the protection of the environment and public/human health, are nationally and internationally recognized.

Gordon Maskew Fair

The following biographical sketch is taken directly from the works of Abel Wolman and William D. Monie. Narrative attributable to Monie is in **bold-typeface** and Wolman in regular type face. Their citations follow at the end of the biographical sketch.

Following a successful engineering career, Gordon Maskew Fair, who was born on July 27, 1884, in Burghersdorp, Union of South Africa, died on February 11, 1970, in Cambridge, Massachusetts.

Professionals choose many routes to attain their major purposes in life. Whether consciously or not, Gordon Fair obviously chose to affect his fellow man through the route of ideas--as teacher, writer investigator and mentor. That he chose well, his long and preeminent career gives ample testimony.

He received a B.S. degree from Massachusetts Institute of Technology and Harvard in 1916. Fair began teaching at Harvard in 1918 as an instructor in sanitary engineering and continued to teach until his retirement, at the age of 70, in 1965. He became Gordon McKay, Professor of Sanitary Engineering in 1925, Abbott and James Lawrence, Professor of Engineering in 1928, was dean of the engineering faculty of the university from 1946-49, and Master of Dunster from 1948-1960.

Gordon Fair brought to his life's work and unusual intellectual capacity, deeply sharpened by extensive and broad education in the great institutions of learning of his day. He included in his armamentarium a competence in foreign languages, not usually the hallmark of many engineers. The statement that evidence of his accomplishment was not to be found in monumental structure, or that he did not work with steel or concrete, is only half true. Most of what he taught, wrote and preached did in fact find its way into structures throughout the world, through the more subtle route of the minds of men.

Approximately 700 graduate students in science and engineering, from countries around the world, became acquainted with Fair. In his 12 years as Master of Dunster House, he became acquainted with more than 2000 undergraduate students. A measure of the distinction that he achieved in his field is indicated by a survey taken in 1949, which showed that approximately half of all American doctorates in sanitary engineering, up to that time, had been earned at Harvard. And more than half of all the state directors of sanitary engineering had received advanced degrees from Harvard under Fairs direction.

In addition to being an inspiring teacher and an admirable preceptor, Fair was an eminent scholar. On the occasion of the publication of his well-known textbook, *Elements of Water Supply and Wastewater Disposal* (co-authored by J.C. Geyer), *Engineering News Record* published an appreciation of his work and his influence under the title, "Master of the House- and Much of What He Surveys."

One could quantify, at least, his direct impact on man via count of his hundreds of students. More difficult is the estimate of his impact upon thousands of students and practitioners throughout the globe. His textbooks, perhaps the most valuable yet available, mirrored the intellect that he possessed to an extraordinary degree. As a matter of fact, few were as well-endowed as he with such lucidity of reasoning, precision of language, and accuracy of recording. He demanded of his students an equally high level of performance – sometime impatiently. Such is the habit of those more broadly endowed than many of their fellows. If one were patient, however, one could soon discover that, while his demands were high, a strong thread of good humor, good sense, and even gentleness pervaded his life. While he demanded high quality in the pursuits of his students, he asked no more than he persistently asked of himself. The hallmarks of the man were orderliness of conception, honest of diagnosis, sharpness of investigation, and clarity of exposition.

His scientific contributions range from fundamental studies in limnology and the broad application of the principles of physical chemistry to the complex processes of water treatment to specific problems of quantitative measurement of tastes and odors and mechanism of biodegradation of certain organic compounds in streams.

Fair's research in environmental science was motivated by the belief that a set of theoretical principles governed a wide range of artificial and natural treatment processes and that these processes could be specified in mathematical language so that engineers could use an orderly process of calculation when designing treatment utilities for water and air. He showed that exposure time, interfacial contact between the fluids being processed and the filter media, and temperature were all related to the efficiency of treatment and have a direct bearing on the space requirements for treatment utilities.

One of his most fruitful contributions was to the Rockefeller Foundation, which he served as a Member of the Board of Scientific Directors—incidentally, the first engineer to be so honored. One of his colleagues in that activity describes him well in these terms: "Whether it be in the swamps of Sardinia, in the jungles of Brazil, in the lecture rooms of the Ecole Polytechnique in Paris or in the laboratories of the London School of Hygiene, the presence of Gordon Fair inspired all those with whom he came in contact." He served long and contributed heavily to the peace-time and war-time activities of the United States and international agencies, notably, the League of Nations and the World Health Organization. His years of uninterrupted contributions to myriads of advisory committees of the National Research Council, in the National Academy of Engineering, on the Army Epidemiological Board, and in the earliest efforts of the Agency for International Development in Central and South America are legion.

During World War II, he led a research group at Harvard that solved the difficult problem of disinfection of water for American troops, which was invested tropical parasites and pathogenic bacteria. The outcome of these wartime efforts, among many others, is that *vade mecum* of every global traveler, "globaline," still one of the excellent bactericides and amoebicides. It is well to remember this warborne asset to humanity that bears the hallmark of Gordon Fair's devotion to preventive action. One of his perceptive admirers, Ed Cleary, properly noted, at the memorial exercises at Harvard University, that "he chose engineering as the fulcrum and teaching as the lever for moving minds of men to cope with scientific and technologic change." He had an abiding faith in man's capacity to control his environmental fate with wisdom and logic. He needed no formal lesson in his own conception of engineering, that the engineer had a preeminent responsibility to society. He lived that way!

In his family life, as in his profession, Gordon Fair was fortunate. His wife, Esther, gentle and understanding, was devoted to him. He was proud of his sons, Gordon and Lansing, and they of him.

Citations:

Wolman, Abel, National Academy of Engineering. 1979. *Memorial Tributes: Volume 1*, Washington, DC: The National Academies Press. <https://doi.org/10.17226/578>.

Monie, William D., Journal American Water Works Association, November 1974, pages 621-623. (A paper prepared for the Fuller Award Society Breakfast at the Annual Conference on June 18, 1974, by William D. Monie, general manager, Portland Water District, Portland, MD)

D. Definitions

Award – to give as due or merited; assign or bestow.

Armamentarium—a collection of resources available for a certain purpose

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature’s beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Environmental Science – the study of the effects of natural and unnatural processes, and of interactions of the physical components of the planet on the environment.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

E. Goals and Objectives

1. Goals

The goals of the Gordon Maskew Fair Award include:

- a. To recognize talented and dedicated environmental engineers and scientists as practice and technical leaders.
- b. To recognize exemplary professional conduct.
- c. To recognize extraordinary achievements in the practice of environmental engineering or science.
- d. To recognize significant contributions to the control of the quality of the world’s environment; and
- e. Other evidence of merit which, in the judgment of the Awards Committee shall have advanced the Academy’s objectives

2. Objectives

The objectives of Policy J-3 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Gordon Maskew Fair (Fair) Award.
- b. To establish a logical schedule of search, consideration and selection of recipients of the Fair Award.
- c. To provide a well-defined set of criteria to meet the requirements for recipients of the Fair Award.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-3 shall comply with all provisions of Policy I-4 and Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Fair Award.
3. The Fair Award is to be awarded on an annual year basis and shall be presented at the Annual Academy Awards event.
4. Only one recipient shall be chosen in any award year.
5. No individual may receive more than one Fair Award.
6. The Fair Award is presented to a Board Certified Environmental Engineer, Board Certified Environmental Engineering Member, or Board Certified Environmental Scientist of the Academy who is judged to have contributed substantially to the status of the environmental engineering or science professions by:
 - a. exemplary professional conduct,
 - b. recognized extraordinary achievements in the practice of environmental engineering and science,
 - c. significant contributions to the control of the quality of the world's environment,
 - d. other evidence of merit which advance the Academy's objectives.

B. Implementation Procedures

1. Beginning in July, the Awards Committee shall convene and begin the process of Fair Award consideration.
2. The following process and schedule shall be followed to gain recommendations and consider candidates:
 - a. April:** Solicitation for nominations and criteria documentation from *members (Environmental Engineer and Scientist & Academy Website)*, BOT, Management Committees, Technical Committees and Sponsoring Organizations.
 - b. July 1- August 1:** Awards Committee reviews all candidate criteria documentation and background information and scores the candidates according to the form in **Appendix J.3.2**
 - c. July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their score sheets to the other members.
 - d. August 1 -September 1:** Awards Committee by telephone conference meeting considers the member scoring and forms a consensus recommendation.

e. By September 15: Awards Committee, by telephone conference meeting considers and, if in agreement, ratifies the recommendation of the Fair. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.

f. September 30: Awards Committee report and recommendations to the BOT.

g. BOT Annual Meeting: BOT reviews the recommendation of the Awards Committee and takes appropriate action.

h. After BOT Annual Meeting: President notifies the Fair Awardee by telephone of selection and sends confirmation letter.

i. Awards: Award presented at next Annual Academy Awards Luncheon. The award will consist of a plaque, picture and biographical sketch for the *Environmental Engineer and Scientist*, complimentary awards luncheon for awardee and his/her guest, complimentary one year membership to the Academy, a press release for the awardee's school and or employer and listing of the awardee in an ongoing table of Fair Award recipients in "Who's Who in Environmental Engineering."

3. Criteria and a scoring procedure to serve as guidance for consideration of Fair Award candidates are determined by the Awards Committee.

C. Annual Work Plan

See Awards Committee Work Plan

D. Organizational Structure for Implementation

The Awards Committee is responsible for the implementation of Policy J-3.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC

B. EC

As part of the BOT, the EC shall participate consistent with Section III.A of Policy J-3.

C. Committee, Working Groups and State/Regional Representatives

Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

1. Insert the solicitation of requests for recommendations of candidates in the *Environmental Engineer and Scientist* and web site.
2. On behalf of the Awards Committee transmit email requests for recommendations of candidates to Academy committees and administrative offices of our Sponsoring Organizations.
3. Serve as the record keeping and distribution point for all recommendations of candidates.
4. Provide candidate recommendation and support information of potential candidates to the Awards Committee.

E. Sponsoring Organizations

Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy J-3 was approved by the BOT on 11/28/18

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-4. THE STANLEY E. KAPPE AWARD
POLICIES AND PROCEDURES**

**DRAFTED: 11/15/18
PROPOSED: 11/29/18
APPROVED: 11/30/18**

I. INTRODUCTION

A. Bylaws Reference

Policy J-4 is authorized under **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-4 establishes the policies and procedures for the Stanley E. Kappe Award.

C. Overview and Background

The Awards Program of the Academy presents two types of awards:

1. awards to *individuals* for their technical and administrative accomplishments, and their contributions to Environmental Engineering, Environmental Science, environmental practice, or the Academy, and
2. to *organizations* for excellence in environmental engineering and science practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering or environmental science. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs for individuals are:

1. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
2. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the environmental engineering or science profession.
3. ***Honorary Member Award*** – awarded to an individual who has attained eminence

in environmental engineering, or rendered outstanding service over a long period of time to the Academy.

4. ***The Stanley E. Kappe Award*** – awarded to a Board Certified Environmental Engineer or Board Certified Environmental Scientists who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.

5. ***The Stanley E. Kappe Lecture Award*** - awarded to an individual who is judged to be a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.

6. ***The W. Brewster Snow Award*** – awarded to outstanding environmental engineering graduate students.

7. ***The AAEEES Science Award*** – awarded to an *individual* who is an outstanding performer in the management, development, and/or implementation of environmental science programs and projects.

8. ***The Innovyze Excellence in Computational Hydraulics/Hydrology Award*** – awarded to an individual student whose research contributes to the knowledge pool of the area of Computational Hydraulics & Hydrology.

9. ***The W. Wesley Eckenfelder Graduate Research Award*** – awarded to an individual environmental engineering or environmental science graduate student whose research contributes to the knowledge pool of wastewater management.

10. ***The Frederick George Pohland Medal*** – awarded to an individual who has made sustained and outstanding efforts to bridge environmental engineering research, education, and practice.

11. ***The Excellence in Environmental Engineering and Science Education (E4S) Award*** – awarded to an individual educator who has made a significant contribution to the profession in the area of educating practitioners.

Stanley E. Kappe

Stanley E. Kappe, P.E., DEE, a successful environmental engineer, believed he owed a debt to the profession that rewarded him so well. During his life, he gave of himself to his university and to his profession through countless hours of volunteer activity. And, through the endowed Kappe Lecture Series, his legacy continues to be shared with tomorrow's environmental engineers and scientists.

He graduated from Pennsylvania State University in 1930 with a bachelor's degree in sanitary engineering. He served with the Pennsylvania State Health Department and the U.S. Army Corps of Engineers before joining the Chicago Pump Company as its Eastern Regional Manager in 1935. In 1945, he founded Kappe Associates, Inc., a water supply and wastewater equipment company headquartered in Rockville, Maryland, and continued as its Chief Executive Officer until his death in 1986.

His peers recognized his contributions to the profession by numerous awards, including the AWWA Fuller Award, the WEF Arthur Sidney Bedell Award, the WPCAP Ted Moses and Ted Haseltine Awards, and the AAEEES Gordon Maskew Fair Award. In 1985, Pennsylvania State University named him Outstanding Engineer Alumnus.

Stanley E. Kappe was a very active member and leader in several national and Chesapeake region professional societies. He served as the Executive Director of the American Academy of Environmental Engineers (now the American Academy of Environmental Engineers and Scientists) from 1971 to 1981.

E. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Environmental Science – the study of the effects of natural and unnatural processes, and of interactions of the physical components of the planet on the environment.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

E. Goals and Objectives

1. Goals

The goals of the Stanley E. Kappe Award include:

This Award is presented to the Board Certified Environmental Engineer or Board Certified Environmental Scientist who has performed extraordinary and outstanding service contributory to significant advancement of public awareness to the betterment of the total environment and other objectives of the Academy.

2. Objectives

The objectives of Policy J-4 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Stanley E. Kappe Award.
- b. To establish a logical schedule of search, consideration and selection of recipients of the Award.
- c. To provide a well-defined set of criteria to meet the requirements for recipients of the Award.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-4 shall comply with all provisions of Policy I-4 and Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Stanley E. Kappe Award.
3. The Stanley E. Kappe Award is to be awarded on an annual year basis and shall be presented at the Annual Academy Awards event.
4. The Stanley E. Kappe Award is presented to a Board Certified Environmental Engineer and/or Board Certified Environmental Scientist who has demonstrated extraordinary and outstanding service to the objectives of the Academy such as:
 - a. Exhibited outstanding leadership skills within the BOT, leading to expanded or improved Academy programs.
 - b. Through service to the Academy, effectively brought about improved Academy services to the membership.
 - c. Instrumental in bringing about an effective operational structure for the management of the Academy.
 - d. Served and led Academy committee(s) that resulted in the development and implementation of one or more effective Academy programs.
 - e. Worked successfully to integrate the missions and operations of Sponsoring Organizations with the mission of the Academy to bring about more effective incorporation of environmental engineering and public health protection principles within Sponsoring Organizations and their membership.
 - f. Opened new lines of communication with other organization(s) resulting in greater recognition of the Academy as a promoter of environmental engineering or environmental science excellence.
 - g. Contributed to the significant advancement of public awareness to the betterment of the total environment.
5. Board Certified Environmental Engineers and Board Certified Environmental Scientists are eligible for this award.

B. Implementation Procedures

1. Beginning in July, the Awards Committee shall convene and begin the process of Stanley E. Kappe Award consideration.
2. The following process and schedule shall be followed to gain recommendations and consider candidates:
 - a. **April:** Solicitation for nominations and criteria documentation from *members (Environmental Engineer and Scientist & Academy Website)*, BOT, Management Committees, Technical Committees and Sponsoring Organizations.
 - b. **July 1- August 1:** Awards Committee reviews all candidate criteria documentation and background information and scores the candidates.
 - c. **July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their score sheets to the other members.
 - d. **August 1 -September 1:** Awards Committee by telephone conference meeting considers the member scoring and forms a consensus recommendation.
 - e. **By September 15:** Awards Committee, by telephone conference meeting considers and, if in agreement, ratifies the recommendation for the Award. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
 - f. **September 30:** Awards Committee report and recommendations to the BOT.
 - g. **BOT Annual Meeting:** BOT reviews the recommendation of the Awards Committee and takes appropriate action.
 - h. **After BOT Annual Meeting:** President notifies the Stanley E. Kappe Awardee by telephone of selection and sends confirmation letter.
 - i. **Awards:** Award presented at next Annual Academy Awards Luncheon. The award will consist of a plaque, picture and biographical sketch for the AAEES *Environmental Engineer and Scientist*, and complimentary awards luncheon for awardee and guest.
3. Criteria and a scoring procedure to serve as guidance for consideration of Stanley E. Kappe Award candidates are determined by the Awards Committee.

C. Annual Work Plan

See Awards Committee Work Plan.

D. Organizational Structure for Implementation

The Awards Committee is responsible for the implementation of Policy J-4.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC.

B. EC

1. As part of the BOT, the EC shall participate consistent with Section III.A of Policy J-4.

C. Committee, Working Groups and State/Regional Representatives

1. Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

1. Insert the solicitation of requests for recommendations of candidates in the *Environmental Engineer and Scientist* and web site.
2. On behalf of the Awards Committee transmit email requests for recommendations of candidates to Academy committees and administrative offices of our Sponsoring Organizations.
3. Serve as the record keeping and distribution point for all recommendations of candidates.
4. Provide candidate recommendation and support information of potential candidates to the Awards Committee.

E. Sponsoring Organizations

1. Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy J-4 was approved by the BOT on 11/30/18.

**J –ACADEMY AWARDS PROGRAM
POLICIES AND PROCEDURES**

**J-5. KAPPE LECTURE PROGRAM
POLICIES AND PROCEDURES**

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The Kappe Lecture Program is endowed in part from funds contributed by the estate of Stanley E. Kappe, a former Executive Director of the Academy. The principal amount from the endowment shall be kept intact, but the investment proceeds shall be used to defray program costs.

The purpose of the program shall be to provide a structured procedure by means of which experienced environmental engineering practitioners may share their knowledge and expertise with environmental engineering students and the academic community. It shall be the responsibility of the Awards Committee to select the Lecturer, select the academic institutions to receive the Kappe Lecture, and promulgate the rules and procedures for the conduct of the Program.

The Program shall be governed by the following rules:

- a. Lectures shall be presented during the Autumn semester, in order to best complement the lecture program of the Association of Environmental Engineering and Science Professors which is presented during the Spring semester;
- b. Applications shall be accepted from all engineering schools. Preference may be given to those environmental engineering programs accredited by the Engineering Accreditation Commission of ABET.
- c. The Kappe Lecturer shall be expected to prepare two (2) separate lectures on separate issues and to visit at least five (5) campuses to present the lectures. The school chosen for the presentation may elect to have either one or both of the lectures delivered at a forum or other event of its choice;
- d. Selected schools shall be expected to pay a fee to the Academy to cover some portion of the expenses incurred;
- e. The Kappe Lecturer shall be provided with a fixed amount of funds to assist him/her in meeting related travel expenses; and
- f. A plaque commemorating the Lectureship shall be presented to each Lecturer following completion of all scheduled presentations, at a time and event as may be determined by the Awards Committee.

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-6. THE WILLIAM BREWSTER SNOW AWARD
POLICIES AND PROCEDURES**

DRAFTED: May 2006/July 2007

PROPOSED: November 2, 2007

APPROVED: November 2, 2007

I. INTRODUCTION

B. Bylaws Reference

Policy J-6 is authorized under **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-6 establishes the policies and procedures for the W. Brewster Snow Award.

C. Overview and Background

The Awards Program of the Academy presents two types of awards:

3. Awards to individuals for his/her technical, administrative, and contributions to Environmental Engineering, environmental practice, or the Academy.
4. To organizations for excellence in environmental engineering practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs are:

7. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
8. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.
9. ***Honorary Membership Award*** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.
10. ***The Stanley E. Kappe Award*** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
11. ***The Stanley E. Kappe Lecture Award*** - awarded to an individual who is judged to be

a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.

12. **The William Brewster Snow Award** – Awarded to an outstanding engineering student currently pursuing or recently completing a Master's degree in Environmental Engineering or closely related degree program.

Except for the Honorary Membership Award, each of these awards is named after an individual whose contributions to the Academy and to the protection of the environment and public/human health protection are recognized nationally and internationally.

William Brewster Snow, Ph.D., P.E., DEE

William Brewster Snow was born in Durham, N.C. on November 22, 1910. Horace North and Sue Blake (Sheetz) Snow were his parents. He attended Morehead Grammar and Central High Schools in Durham.

He was educated in civil engineering at Duke University and was awarded a B.S. C.E. in 1932. Since the engineering department was initiated in 1927, he was one of the first students to have a Duke engineering degree conferred.

During the Great Depression period from 1934-37 he was employed as a rodman and then instrument man with the N. C. State Highway and Public Works Commission. Close to his twenty-sixth birthday he married his wife, Edith Horne Leach on November 28, 1936. Brewster and Edith reared a son and daughter, William Brewster II and Sabin Tucker Snow.

From 1937-41 he was Assistant Division Engineer and a Registered Public Health Engineer with the GA Department of Public Health. He enrolled in the graduate program at Harvard University and was also an Assistant Engineer with the Boston Consulting Engineer, Samuel M. Ellsworth during the construction of sanitary facilities at Camp Edwards (Massachusetts) and the Naval Construction Training Camps at Davisville, RI. He was awarded the Masters of Science (Sanitary Engineering) from Harvard in 1942.

From 1943-46 he was an Acting Associate Professor Sanitary Engineering, School of Public Health, University of N. C., Chapel Hill, N.C. He served on the Program Committee and the instructional staff of the 1943 and 1946 Annual Short Schools of the NC Water Works Operators Association. During that period he performed graduate work at Harvard University and completed a ScD. (Sanitary Engineering) in 1948 with a thesis title "Biochemical Oxidation Demand of Chlorinated Sewage".

Dr. Snow was an Associate Professor Civil Engineering in the College of Engineering at Duke University from 1948-53. In 1950 he was appointed Marshal of Duke University. He was one of the founders of the series of conferences that guided the State of North Carolina's implementation of its State Stream Sanitation Law that was passed in 1951. While at Duke, Brewster participated in a summer sabbatical at Oak Ridge National

Laboratory evaluating sanitary engineering processes for radioactive wastes. He was on the organizing committee for the First and Second of the Southern Municipal and Industrial Waste Conferences and spoke at the First in 1953 with a paper on "The Biochemical Oxygen Test as an Indicator of Pollution" and to the Sixth in 1957 with a paper entitled "Ultimate Disposal of Radioactive Wastes."

In 1953 he became Head and Professor of Civil Engineering and Sanitary Engineering, Department of Civil Engineering, Rutgers University, New Brunswick, N.J. After serving as Chairman of the Department for three years he elected to step down from administration and concentrate on his stronger interest in teaching and research. To facilitate this move he hired Dr. Marvin Granstrom to succeed him.

He contributed 5 papers for technical journals and wrote two books, The Highway and the Landscape, 1959, B.F Sturtevant Company and On Maintaining A Trace of Residual Chlorine In Water Distribution Systems with John Charles Geyer, 1955, National Academy of Sciences, Washington, D.C. He initiated the annual New Jersey Parkway Authority conference dealing with highway and transportation engineering and participated in a summer sabbatical at Brookhaven National Laboratory on Long Island working on nuclear waste management. Dr. Snow continued as professor until he retired in 1970.

During his academic career he was invited into the following honorary societies: Phi Beta Kappa, Pi Kappa Phi, Tau Beta Pi, Chi Epsilon, Omicron Delta Kappa, Delta Omega;

Upon leaving Rutgers in 1970, he worked part time with the New York consulting firm of Lawler, Matusky and Skelly until 1975 providing quality assurance/quality control for a number of the firm's environmental reports. Throughout his career he had an unabiding interest in education of undergraduate and graduate engineers. For him, building tomorrow's engineers was more important than research.

His professional memberships included: A.S.C.E., A.P.H.A. (F), A.W.W.A., N.J. Sewage & Industrial Wastes Association. A.A.A.S., Sigma XI, A.S. E.E., N.J.S.P.E., A.A.U.P. National Research Council (member Subcommittee: On water supply 1952-54). Brewster was also a member of the Mayflower Descendants.

In 1977 he established the Brewster Snow Endowment at Duke that is used for the enhancement of the environmental engineering program. The money was initially used for helping students in the summer and other non-restricted uses. In 1979 the William Brewster Snow Award was established and awarded continuously since then. It is given annually to the civil engineering graduate who has demonstrated academic excellence, interest and enthusiasm in the study of environmental engineering. He is also a past winner of the Duke University Engineering Distinguished Alumni Award.

On the personal side, the dozen or more people interviewed to compile this brief bio-sketch about W. Brewster Snow complimented his technical accomplishments but went on to say that he was an admirable human being. Descriptions such as "a real

gentleman”, “soft spoken”, “he always had time to help a student with a question or in need of an experienced listener”, “fair and reasoned in his decisions” and the like. He was known as Brewster to his friends and associates.

He met Edith, a Washington North Carolina native, at Duke. She majored in English and did graduate studies at the University of Nebraska after Duke. They married and started a family on the eve of World War II. As the boys grew Brewster would take them on field trips with his classes and to Engineering Fairs at the universities that he helped to organize. The family would accompany him to conferences and on his summer sabbaticals and periodic visits were made to the family farm for hiking and camping. Academics were a family priority and the boys knew that their studies had to be done correctly before other activities were undertaken.

Brewster and Edith although from the South, instilled by their example, the importance of respect and racial equality in young William and Sabin. As their sons became adults and lived on their own, Edith and Brewster began to devote more time to their interest in competitive bridge and traveling. Edith was a master bridge player and Brewster was almost as skilled. Edith was also an active golfer and periodically persuaded Brewster to join her in a round. She regularly hosted “Teas” for the faculty wives in Brewster’s departments.

After retirement they continued to enjoy traveling including various countries in Europe. In 1978 they decided to move to Fountain Hills, AZ after enjoying several winter escapes to the area from New Jersey. It was a retirement community in the early stages of development. They built a new home designed by the Frank Lloyd Wright architectural firm from Taliesin West and Brewster served on the town council of this new community. They were regular participants in the “young at heart” retiree social scene. Edith developed health problems in the early eighties and died in 1983.

Brewster was a widower for several years after Edith died and remained in his Fountain Hills home. A relative’s wedding in 1985 led a family member to persuade Brewster to escort another friend of the family, whom he did not know, to the ceremonies and celebration. Joan Savage, his date, was a retired English professor from the University of Illinois who had lost her spouse 24 years earlier. Joan and Brewster “simply connected” (as Joan stated it in an interview in Spring of 2007) and began seeing each other regularly. On August 30, 1987 they were married in Prescott AZ at the mountain cabin of son and daughter in law, Sabin and Judy. Joan inherited two sons’ families including 4 grandchildren and Brewster inherited eight sons’ and daughters’ families including 21 grandchildren.

Both of them continued Brewster’s pattern of active community involvement and social activities in Fountain Hills. They maintained a disciplined exercise program of walking 5 miles per day and were “regulars” at the nearby Camelback Health Club in Scottsdale. They traveled to Russia, China, Hawaii, the British Isles, Germany, France, Italy, Thailand, Singapore and Indonesia. In between these trips Brewster and Joan would visit children and grandchildren around the country. Any trip to the southeast always included

a visit to Duke University, both his and Edith's alma mater. Their appreciation and admiration of the university led them to remember it financially upon their death. Brewster's love and appreciation for poetry and literature often caused people, meeting him socially for the first time, to assume he was an English rather than an engineering professor. According to Joan, on days at home he frequently telephoned past technical associates and would take extensive notes during the conversations and then follow with letters or notes related to their discussions.

In 1992 Brewster and Joan had planned to tour South America however Brewster became ill and the trip was not made. Brewster died on leap year day February 29, 1992 in Fountain Hills, AZ. The extended family had a memorial service and celebration of his life on May 9 of that year. His son Sabin, wife Joan and various others interviewed for this biography, remember him for his modesty, interest in others, mental acuity and his distinguished manner. W. Brewster Snow made a positive impact on so many that met and knew him.

E. Definitions

Award – to give as due or merited, assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

E. Goals and Objectives

1. Goals

The goals of the W. Brewster Snow Award Program include:

- a. To recognize talented and dedicated environmental engineers as practice and technical leaders of the future.
- b. To demonstrate the Academy's interest in encouraging engineers preparing for a career of professional environmental engineering contribution.
- c. To provide talented and dedicated environmental engineers with a tangible documentation of early professional achievement.
- d. To inspire future engineering students to pursue graduate environmental engineering education.

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2. Objectives

The objectives of Policy J-6 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Snow Award.
- b. To establish a logical schedule of search, consideration and selection of recipients of the Snow Award.
- c. To provide a well-defined set of criteria to meet the requirements for recipients of the Snow Award – environmental engineering graduate enrollment, academic performance, professional or community service and employment or academic engineering project accomplishment.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-6 shall comply with all provisions of Policy I-4 and Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Snow Award.
3. A Snow Award Committee shall be established from members of the Awards Committee to shepherd the consideration process.
4. Part or full time environmental engineering graduate students who are pursuing a Master's degree in Environmental Engineering or closely related degree program, or received a Master's degree in Environmental Engineering or closely related degree program, no more than one year prior to January 1 of the year in which the Snow Award is presented, are eligible.
5. The Snow Award is to be awarded on an annual year basis and shall be presented at the Annual Academy Awards event.
6. Only one recipient shall be chosen in any award year.
12. No individual may receive more than one Snow Award.
7. Environmental engineering graduate status criteria for the Snow Award include:
 - c. Part or full time enrollment and full admission in an environmental engineering graduate program pursuing a Master's degree in Environmental Engineering or closely related degree program or,
 - d. Completion of a Master's degree in Environmental Engineering, or closely related degree program, 1 year or less from January 1 of the year in which the Snow Award is presented.
8. Academic performance criteria for the Snow Award include:
 - a. GPA (minimum of 3.3) in Master's degree program coursework as documented by transcript.
 - b. Documented successful completion of the Fundamentals of Engineering Examination.
 - c. Two academic letters of recommendation.
- 9.. Professional or community service criteria for the Snow Award shall include:
 - a. Evidence of active participation in student chapter or regular chapters of an engineering related professional society and/or

- b. Evidence of active participation in school, community or church service activities.
- 10.. Employment or academic engineering project accomplishment criteria for the Snow Award include:
- a. Applicant prepared summary (limit 1 page) of accomplishment in an engineering project in the candidates' workplace employment if a part time graduate student or recently graduated Master's degree recipient or,
 - b. Applicant prepared summary (limit 1 page) of accomplishment in a graduate engineering thesis, project or study approved by the student's graduate department
- 11.. Purpose and goals criteria include:
- a. Applicant prepared statement of purpose in pursuing a Master degree and
 - b. Goals for first 5 years of professional practice.
12. The Snow Award Committee may also consider other evidence of merit e.g., papers, honors, recognitions, etc., that in the judgment of the subcommittee shall have advanced the Academy's objectives.
13. The Awards Committee shall make their recommendation for a recipient to the BOT at the BOT Annual Meeting. If there is no recommendation, the Awards Committee shall report their findings and why there is no candidate.
14. PoP J-6 shall be implemented beginning in Fiscal Year 2008.

B. Implementation Procedures

1. Beginning in July, the Snow Award Committee shall convene and begin the process of Snow Award consideration.
2. The following process and schedule shall be followed to gain recommendations and consider candidates:
 - a. **April:** Solicitation for nominations and criteria documentation from *members* (Environmental Engineer & Academy Website), BOT, Management Committees, Technical Committees and Sponsoring Organizations.
 - b. **July 1- August 1:** Snow Award Committee reviews all candidate criteria documentation and background information and scores the candidates according to the form in **Appendix J.6.2**
 - c. **July 1 – August 1:** All members of the Snow Award Committee review and score the candidates and provide their score sheets to the other members.
 - d. **August 1 -September 1:** Snow Award Committee by telephone conference meeting considers the member scoring and forms a consensus recommendation for submittal to the Awards Committee.
 - e. **By September 15:** Awards Committee, by telephone conference meeting considers and, if in agreement, ratifies the recommendation of the Snow Subcommittee. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
 - f. **September 30:** Awards Committee report and recommendations to the BOT.
 - g. **BOT Annual Meeting:** BOT reviews the recommendation of the Awards Committee and takes appropriate action.
 - h. **After BOT Annual Meeting:** President notifies the Snow Awardee by telephone of selection and sends confirmation letter.

- i. **Awards:** Award presented at next Annual Academy Awards Luncheon. The award will consist of a plaque, picture and biographical sketch for the Environmental Engineer, complimentary awards luncheon for awardee and his/her guest, complimentary one year membership to the Academy, a press release for the awardee's school and or employer and listing of the awardee in an ongoing table of Snow Award recipients in "Who's Who in Environmental Engineering.
3. Criteria and a scoring procedure to serve as guidance for consideration of Snow Award candidates are provided in **Appendix J-6.1** and Appendix **J-6.2**. The criteria and scoring procedure are to be used to rank the candidates, but scores received are not the only factor in the selection of the final candidate. The subcommittee is to carefully consider the criteria when making the final determination

C. Annual Work Plan

See Awards Committee Work Plan

D. Organizational Structure for Implementation

1. The Awards Committee is responsible for the implementation of Policy J-2.
2. Policy J-6 establishes a three-member Snow Award Committee to carry out the actual work of the Awards Committee.
3. The Snow Award Committee, working with the ED and Academy Staff, will implement and follow the policies and procedures provided in Sections II A & II B of Policy J-6.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC

B. EC

2. As part of the BOT, the EC shall participate consistent with Section III.A of Policy J-2.

C. Committee, Working Groups and State/Regional Representatives

Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates.

D. Academy Staff

1. Insert the solicitation of requests for recommendations of candidates in the Environmental Engineer and web site.
2. On behalf of the Awards Committee transmit email requests for recommendations of candidates to Academy committees and administrative offices of our Sponsoring Organizations.
3. Serve as the record keeping and distribution point for all recommendations of candidates.
4. Provide candidate recommendation and support information of potential candidates to the Snow Award Committee.

E. Sponsoring Organizations

Sponsoring Organizations, working through their trustees, may identify members of their organization as candidates.

IV. APPROVAL

Policy J-6 was approved by the BOT on November 2, 2007.
Confirmed by Chair, BPPC on November 27, 2007.

**J – POLICIES AND PROCEDURES OF THE ACADEMY
AWARDS PROGRAM
POLICY J-7. HONORARY MEMBER AWARD**

DRAFTED: 2/14/06; Revised 3/19/06

PROPOSED: May 4, 2006

APPROVED: May 4, 2006

I. INTRODUCTION

A. Bylaws Reference

Policy J-4 is authorized by **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-7 is to establish policies and procedures for the Academy Honorary Member Award.

Overview and Background

The Awards Program of the Academy presents two types of awards:

3. awards to individuals for his/her technical, administrative, and contributions to Environmental Engineering, environmental practice, or the Academy, and
4. to organizations for excellence in environmental engineering practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs are:

1. ***The Edward J. Cleary Award*** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
2. ***The Gordon Maskew Fair Award*** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.
3. ***Honorary Member Award*** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time to the Academy.
4. ***The Stanley E. Kappe Award*** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
5. ***The Stanley E. Kappe Lecture Award*** - awarded to an individual who is judged to be

a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.

6. **The Brewster R. Snow Award** – awarded to outstanding environmental engineering graduate students.

Except for the Honorary Member Award, each of these awards is named after an individual whose contributions to the Academy and to the protection of the environment and public/human health is nationally and internationally recognized.

F. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

E. Goals and Objectives

1. Goals

The goals of the Academy Honorary Member Award include:

- a. To utilize the Academy Honorary Member Award to recognize an individual who has achieved eminence in environmental protection and/or human health protection.
- b. To utilize the Academy Honorary Member Award as a means to highlight the practice of environmental engineering.
- c. To utilize the Academy Honorary Member Award to highlight the presence of the Academy as the policy and technical custodian of environmental engineering practices.

2. Objectives

The objectives of Policy J-7 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Academy Honorary Members Award.
- b. To establish a logical schedule of search, consideration and selection of recipients of the Academy Honorary Member Award.
- c. To provide a well-defined set of criteria to meet the principal goal of the

Academy Honorary Member Award – recognizing an individual who has eminence in environmental protection.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-7 shall comply with all provisions of Policy I-4 and Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Academy Honorary Member Award.
3. An Academy Honorary Member Award Subcommittee shall be established from members of the Awards Committee to shepherd the consideration process.
4. The Academy Honorary Member Awards shall be presented at the annual Academy Awards Luncheon.
5. Candidates do not have to be a *member* of the Academy.
6. Candidates do not have to hold an engineering degree.
7. Only one recipient shall be chosen in any award year.
8. Criteria for the Academy Honorary Member Award include:
 - a. has attained a position of eminence in the environmental and/or public/human health protection field, or
 - b. has made a singular noteworthy contribution, or sustained contribution to the advancement of environmental protection or environmental engineering in a specific area, or
 - c. has rendered outstanding service over a long period of time to the advancement of the affairs of the Academy.
9. The Academy Honorary Member Award Subcommittee may also consider other evidence of merit that in the judgment of the subcommittee shall have advanced the Academy's objectives.

B. Implementation Procedures

1. On an annual basis, the Academy Honorary Member Subcommittee shall consider applicants for the Award.
2. The following process and schedule shall be followed to gain recommendations and consider candidates:
 - a. **End of the Previous Year:** Solicitation for recommendations from *members* (Environmental Engineer & Academy Website), BOT, Management Committees and Technical Committees. The criteria and scoring provisions for each award shall be included in the solicitation.
 - b. **April/May:** Summary of all candidates under consideration and review with BOT at their Spring Meeting.
 - c. **After BOT Spring Meeting to July 1:** Subcommittees review all candidates and identify other potential candidates and complete their list of candidates with all background information and scores and sends the documentation of candidates to all members of the Awards Committee,

- d. **July 1 – August 1:** All members of the Awards Committee review and score the candidates and provide their reviews back to the respective awards subcommittees.
 - e. **August 1-September 1:** Subcommittees completes their work and submits their final recommendation to the Awards Committee.
 - f. **By September 15:** Awards Committee, by telephone conference meeting considers and ratifies selections for all awards. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
 - g. **September 30:** Awards Committee report and recommendations to the BOT.
 - h. **BOT Annual Meeting:** Awards Committee reviews their procedures, candidates considered and their recommendations for award. BOT takes appropriate action.
 - i. **After BOT Annual Meeting:** President notifies all awardees by telephone of selection and sends confirmation letter.
 - j. **Awards:** Awards presented at next Annual Academy Awards Luncheon.
3. Criteria and a scoring procedure to serve as guidance for consideration of candidates are provided in Appendix J-7.1 and Appendix J-7.2. The criteria and scoring procedure are to be used to rank the candidates, but scores received are not the only factor in the selection of the final candidate. The subcommittee is to carefully consider the criteria when making the final determination.

C. Annual Work Plan

See Awards Committee Work Plan.

D. Organizational Structure for Implementation

1. The Awards Committee is responsible for the implementation of Policy J-7.
2. Policy I-5 establishes a three-member Academy Honorary Member Award Subcommittee to carry out the actual work of the Awards Committee.
3. The Academy Honorary Member Award Subcommittee, working with the ED and Academy Staff will implement and follow the policies and procedures provided in Sections II A & II B of Policy J-7.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. To participate in the process of making recommendations for candidates for all award programs.
2. To consider and select awardees based upon the recommendations of the AC

B. EC

As part of the BOT the EC shall participate consistent with Section III.A of Policy J-7.

Committee, Working Groups and State/Regional Representatives

Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates

D. Academy Staff

1. Serve as the record keeping and distribution point for all recommendations of candidates.
2. Provide background and bio information of potential candidates.
3. Insert the notice of requests for recommendations of candidates in the Environmental Engineer.
4. On behalf of the Awards Committee transmit email requests for recommendations of candidates.

Sponsoring Organizations

Sponsoring Organizations, working through their trustees, identify members of their organization as candidates.

IV. APPROVAL

Policy J-7 was approved by the BOT: May 4, 2006

Confirmed:



Chair, BPPC

Date: May 4, 2006

Appendix J-7.1: Criteria for Honorary Member Award Candidates

Criteria

- a. Has attained a position of eminence in the environmental and/or human health protection field:
 - i. **eminence** – is recognized by his/her peers as attaining a level of recognition and excellence in some field of environmental protection.
 - ii. **recognition** – is based on long term and sustained performance demonstrated by extraordinary achievements in education, publication, research and development, practical application of his/her knowledge on a continuing basis in an organization or system.
- b. Has made a singular noteworthy contribution, or sustained contribution to the advancement of environmental protection or environmental engineering in a specific area:
 - i. **noteworthy contribution** – development of a specific technology, device, process, analytical process, major capital project, establishment and sustained progress of an organization..
 - ii. **sustained contribution** – long term contribution to an organization or system that has been a major reason for the organization/system to be recognized to have achieved a significant positive impact on environmental protection or environmental engineering.
- c. Has rendered outstanding service over a long period to time to the advancement of the affairs of the Academy:
 - i. **member** – has served an exemplary and contributory sustained role of service to the Academy that has resulted in the well-being and success of the Academy.
 - ii. **employee** – has served an exemplary and contributory and sustained role of service to the Academy that has resulted in the well-being and success of the Academy.
 - iii. **others** – has served an exemplary and contributory sustained role of service to the Academy that has resulted in the well-being and success of the Academy.

Other

The Academy Honorary Member Award Subcommittee may also consider other evidence of merit that in the judgment of the Awards Committee shall have advanced the Academy's objectives.

Appendix J-7.2: Scoring of Honorary Member Award Candidates

Criteria	Scoring (1-10)*	Comments
<i>Eminence</i>		
Peer Recognition		
Recognition		
Education		
Publication		
R&D		
Practical Application		
<i>Singular Noteworthy Contribution</i>		
Technology		
Device		
Process		
Capital Project		
Progress of an Organization		
<i>Sustained Contribution to an Organization of System</i>		
<i>Outstanding Service to the Academy</i>		
Member		
Employee		
Others		
Total Score		

* 10 is highest rating.

Other Factors Considered

J –ACADEMY AWARDS PROGRAM POLICIES AND PROCEDURES

J-8. EXCELLENCE IN ENVIRONMENTAL ENGINEERING AWARDS POLICIES AND PROCEDURES

NOTE: POLICIES AND PROCEDURES TO BE DEVELOPED

The purpose of these awards shall be to recognize and promote quality in environmental engineering practice. Entries shall be accepted and awards made in six (6) categories of practice: research; planning; design; operations/management; small projects (as defined by the Excellence in Environmental Awards Committee); and university research. Other categories may be designated by the Committee from time to time.

The competition shall be open to all firms, agencies (public or private), institutions, and/or individuals without regard to Academy affiliation. An entrant may submit more than one entry in the same or in a different category. The individual designated as the person in responsible charge of the project comprising the entry shall be a currently registered (licensed) professional engineer. The format of the entry, fees, and the supporting materials to be submitted shall be as established by the Committee.

An independent panel of judges shall be appointed annually by the President and shall evaluate each entry according to the following criteria:

- a. Demonstration of a comprehensive approach to solution of a problem, considering effects on all environmental media (air, water, and land);
- b. Quality as demonstrated by the degree and extent of user satisfaction and proven performance;
- c. Originality and innovation, as demonstrated by the application of new knowledge, new application of existing knowledge, or an innovative approach in applying existing knowledge;
- d. Complexity of the problem or situation addressed by the project; and
- e. Extent to which the project contributes to or offers the potential for contributing to social and economic advancement.

Selection of Awardees

- a. Each judge shall assign a rating of between one (1) and ten (10), with ten being the highest, for each of the criteria upon which the individual entry is evaluated. The numerical scores by each judge shall be added together to determine a total score for each entry. Awards will be granted as designated in Sec. 11.5.2, below. The decisions of the judges shall be considered final in all cases. The scores determined by each judge and the aggregate score achieved by each entry shall not be revealed to the entrants.
- b. Where tie scores occur for any one award, the panel of judges shall review the scoring for the entries involved and select the one entry to receive the particular award.

The entry or entries not chosen in a tie situation shall be considered for the next lower award for which qualified.

Description of Awards

- a. The awards shall be named the Superior Achievement for Excellence in Environmental Engineering, the Grand Prize, and the Honor Award.
- b. The Superior Achievement award shall be given annually to that entry receiving the highest total score, regardless of its category. The entry receiving this award shall not be considered for any other award in the same year.
- c. One Grand Prize shall be given annually in each category to that entry receiving the highest total score in that category.
- d. Honor Awards shall be given annually in each category to the entry or entries receiving a total score equal to at least ninety (90) percent of the total score received by the Grand Prize winner for that category. The number of Honor Awards to be given in each category will depend upon the number of entries in the category, as follows: up to five entries - 1 award; six to ten entries - 2 awards; eleven to fifteen entries - 3 awards; sixteen or more entries - 4 awards.

J – POLICIES AND PROCEDURES OF THE ACADEMY AWARDS PROGRAM

POLICY J-9. AAES SCIENCE AWARD POLICIES AND PROCEDURES

DRAFTED: 9/20/2018
PROPOSED: 11/14/18
APPROVED: 11/28/18

I. INTRODUCTION

A. Bylaws Reference

Policy J-9 is authorized by **Section 10.3, ARTICLE X** of the Academy Bylaws.

B. Purpose

Policy J-9 is to establish policies and procedures for the Academy Science Award.

C. Overview and Background

The Awards Program of the Academy presents two types of awards:

1. awards to *individuals* for their technical and administrative accomplishments, and their contributions to Environmental Engineering, Environmental Science, environmental practice, or the Academy, and
2. to *organizations* for excellence in environmental engineering and science practice.

The Academy Bylaws establish a number of awards in the name of individuals who have made significant and measurable contributions to environmental and public health protection and the advancement of the field of environmental engineering or environmental science. In addition, the Academy has also, in the name of an outstanding environmental engineer, established an awards program to recognize outstanding environmental engineering graduate students. The award programs for individuals are:

- a. The Edward J. Cleary Award** – awarded to an individual who is judged to be an outstanding performer in the management of environmental protection.
- b. The Gordon Maskew Fair Award** – awarded to an individual who is judged to have contributed substantially to the status of the engineering profession.
- c. Honorary Member Award** – awarded to an individual who has attained eminence in environmental engineering, or rendered outstanding service over a long period of time

to the Academy.

- d. The Stanley E. Kappe Award** – awarded to a Board Certified Environmental Engineer (Diplomate) who is judged to have performed extraordinary and outstanding service to the objectives of the Academy.
- e. The Stanley E. Kappe Lecture Award** - awarded to an individual who is judged to be a recognized expert in a specified field of environmental engineering who can best present to engineering students visions and understandings of the significant role played by environmental engineering in the protection of our environment.
- f. The W. Brewster Snow Award** – awarded to outstanding environmental engineering graduate students.
- g. The AAEEES Science Award** – awarded to an *individual* who is an outstanding performer in the management, development, and/or implementation of environmental science programs and projects
- h. The Innovyze Excellence in Computational Hydraulics/Hydrology Award** – awarded to an individual student whose research contributes to the knowledge pool of in the area of Computational Hydraulics & Hydrology.
- i. The W. Wesley Eckenfelder Graduate Research Award** – awarded to an individual environmental engineering or environmental science graduate student whose research contributes to the knowledge pool of wastewater management.
- j. The Frederick George Pohland Medal** – awarded to an individual who has made sustained and outstanding efforts to bridge environmental engineering research, education, and practice.
- k. The Excellence in Environmental Engineering and Science Education (E4S) Award** – awarded to an individual educator who has made a significant contribution to the profession in the area of educating practitioners.

Except for the Honorary Member Award and the AAEEES Science Award, each of these awards is named after an individual whose contributions to the Academy, and to the protection of the environment and public/human health, is nationally and internationally recognized.

G. Definitions

Award – to give as due or merited; assign or bestow.

Contribution – to be an important factor in.

Dedication – wholly committed to a cause or ideal.

Eminence – high station, rank, or repute.

Environmental Engineering – the application of engineering principles to improve and

maintain the environment for the protection of human health, for the protection of nature's beneficial ecosystems, and for environment-related enhancement of the quality of human life.

Environmental Science – the study of the effects of natural and unnatural processes, and of interactions of the physical components of the planet on the environment.

Excellence – superiority, eminence.

Honorary – given for honor only, without the usual requirements or privileges.

E. Goals and Objectives

1. Goals

The goals of the Academy Science Award include:

- a. To utilize the Academy Honorary Member Award to recognize an individual who is an outstanding performer in the development, management and/or implementation of environmental science programs and projects, conducted under either public or private auspices, and who has demonstrated exemplary professional conduct, has distinguished qualities of personal leadership, originality in devising new management techniques for dealing with environmental issues, and sensitivity and responsiveness to the impact of social and political influences on the conduct of environmental programs.
- b. To utilize the Academy Science Award as a means of highlighting the practice of environmental science.
- c. To utilize the Academy Science Award to highlight the presence of the Academy as the policy and technical custodian of environmental science practices.

2. Objectives

The objectives of Policy J-9 include:

- a. To establish a clear set of policies and procedures to guide the Awards Committee and the BOT in the selection of recipients of the Academy Science Award.
- b. To establish a logical schedule of search, consideration, and selection of recipients of the Academy Science Award.
- c. To provide a well-defined set of criteria to meet the principal goal of the Academy Science Award.

II. POLICIES AND PROCEDURES

A. Policy

1. Policy J-9 shall comply with all provisions of Policy I-4 and Policy J-1.
2. The Awards Committee is assigned the responsibility for the management of the Academy Science Award.
3. The Academy Science Award shall be presented at the annual Academy Awards Luncheon.
4. Candidates do not have to be a *member* of the Academy.
5. Candidates do not have to hold an engineering or environmental science degree.
6. Only one recipient shall be chosen in any award year.
7. Criteria for the Academy Science Award include:
 - a. the recipient having attained a position of eminence in the environmental science and/or public/human health protection field, or
 - b. the recipient having made a singular noteworthy contribution, or sustained contribution to the advancement of environmental science in a specific area, or.
 - c. The recipient having rendered outstanding service over a long period to time to the advancement of the affairs of the Academy.

B. Implementation Procedures

1. On an annual basis, the Academy Awards Committee shall consider applicants for the Award.
2. The following process and schedule shall be followed to gain recommended candidates and consider their qualifications:
 - a. End of the Previous Year:** Solicitation for recommendations from *members* (Environmental Engineer and Scientist & Academy Website), BOT, Management Committees and Technical Committees. The criteria and scoring provisions for each award shall be included in the solicitation.
 - b. July 1:** AAEEES staff provides list of candidates and background information (nominations) to the Awards Committee.
 - c. July 1 – August 1:** All members of the Awards Committee review and score the candidates.

- d. By September 15:** Awards Committee, by telephone conference meeting considers and ratifies selections for all awards. A simple majority of the members of the Awards Committee on the conference call shall ratify the selection of recipients.
- e. September 30:** Awards Committee report and recommendations to the BOT.
- f. BOT Annual Meeting:** Awards Committee reviews its procedures, candidates considered and recommendations for awards. BOT takes appropriate action.
- g. After BOT Annual Meeting:** President notifies all awardees by telephone of selection and sends confirmation letter.
- h. Awards:** Awards presented at next Annual Academy Awards Luncheon.

3. Criteria to serve as guidance for consideration of candidates is provided in Appendix J-9.1.

C. Annual Work Plan

See Awards Committee Work Plan.

D. Organizational Structure for Implementation

The Awards Committee is responsible for the implementation of Policy J-9.

III. ROLES AND RESPONSIBILITIES

A. BOT

1. Is required to participate in the process of making recommendations for candidates for all award programs.
2. Is required to consider and select awardees based upon the recommendations of the AC

B. EC

As part of the BOT the EC shall participate in a manner consistent with the directions provided in Section III.A of Policy J-9.

C. Committee, Working Groups and State/Regional Representatives

Committee, Working Groups and State/Regional Representatives shall provide as they choose, recommended candidates

D. Academy Staff

1. Serve as the record keeper and distribution point for all recommendations of candidates.
2. Provide background and bio information of potential candidates.
3. Insert the notice of requests for recommendations of candidates in the Environmental Engineer and Scientist.
4. Transmits email requests for recommendations on behalf of the Awards Committee.

E. Sponsoring Organizations

Sponsoring Organizations, working through their trustees, identify members of their organization as candidates.

IV. APPROVAL

Policy J-9 was approved by the BOT on 11/28/18

Appendix J-9.1: Criteria for AAEEES Science Award Candidates

Technical Criteria

1. Demonstrated technical excellence in excess of 15 years of professional practice.
2. Excellence may be measured by recognized superiority in the development and implementation of environmental science projects or programs, including such things as:
 - a. Originality and inventiveness in devising new technical approaches for dealing with environmental protection.
 - b. Environmental management and control projects.
 - c. Environmental analysis and monitoring.
 - d. Peer reviewed body of works (technical manuals, books, journal articles, etc.) in an environmental science field.
 - e. Creation and establishment of environmental science educational (academic and post-graduate) programs for professionals and others working in the field.

Administrative and Public Service Criteria

1. Demonstrated administrative excellence in excess of 15 years of professional practice.
2. Excellence may be measured by recognized superiority in the management of environmental science programs and projects, including:
 - a. Management of such programs and projects under either public (local, state, regional, federal, or international) or private sector auspices.
 - b. Recognition of the programs by political, regulatory, or professional societies as a program or organization that has demonstrated on a continuing basis a commitment to environmental excellence.
 - c. Exemplary professional conduct.
 - d. Distinguished qualities of personal leadership.
 - e. Originality and inventiveness in devising new management techniques for dealing with environmental issues.
 - f. Sensitivity and responsiveness to the impact of social and political influences on the conduct of environmental programs.

Environmental Scientists or Environmental Engineers are eligible to be nominated for this award; however, nominees do not have to hold an engineering or environmental science degree.

**POLICY K-1. THE PROCESS FOR ESTABLISHING
ACADEMY POLICIES AND PROCEDURES**

**REVISED ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY K-1. THE PROCESS FOR ESTABLISHING
ACADEMY POLICIES AND PROCEDURES**

**APPROVED NOVEMBER 8, 2003 as Policy 0
APPROVED AMENDING DATE: 4.22.04 as Policy K-1
APPROVED AMENDING DATE: 11.12.21 as Policy K-1**

I. INTRODUCTION

A. Bylaws Reference

This policy is established under Section 11.1, **ARTICLE XI – ADMINISTRATION AND MANAGEMENT OF THE ACADEMY** of the Academy Bylaws.

B. Purpose

This policy implements the requirements of Section 11.1 – Policies and Procedures Manual by authorizing the following actions:

- a. the Board of Trustees establishes this Policies and Procedures Manual (PPM) in which all Academy policies and procedures are maintained; and
- b. the Board of Trustees establishes Policy # K-1 that sets forth how policies and procedures for the Academy will be established and revised.

C. Overview and Background

The Academy has over the years developed many procedural and policy documents to enable the conduct of business. These have been collected in an electronic format most recently endorsed by the BOT October 2018. The electronic PPM places all policies and procedures in one document and serves to clarify and communicate the practices of the Academy as an organization.

D. Definitions

The terms used in this policy are adequately defined in the previous policies of the PPM.

II. GENERAL POLICIES AND PROCEDURES FOR ESTABLISHING ACADEMY POLICIES AND PROCEDURES

A. Policy

1. *Policies and Procedures Manual Structure*

The PPM is intended to evolve as the Academy evolves. Although the following sections are reserved and established as the basic structure of the Manual, they may change through the subsequent actions of the BOT:

- A. CORPORATION**
- B. MEMBERSHIP**
- C. BOARD OF DIRECTORS**
- D. OFFICERS OF THE ACADEMY**
- E. ELECTION OF OFFICERS AND TRUSTEES-AT-LARGE**
- F. EXECUTIVE DIRECTOR**
- G. SPONSORING AND AFFILIATED ORGANIZATIONS**
- H. CERTIFICATION**
- I. COMMITTEES, WORKING GROUPS AND STATE REPRESENTATIVES**
- J. AWARDS**
- K. ADMINISTRATION AND MANAGEMENT OF THE ACADEMY**
- L. MEETINGS OF DIPLOMATES**
- M. PARLIAMENTARY PROCEDURES**
- N. AMENDMENTS**
- O. DISSOLUTION OF THE ACADEMY**

2. *Bylaws, Policies and Procedures Committee*

The Bylaws, Policies and Procedures Committee (BPPC) provides oversight and management of the development of the Academy's Policies and Procedures. The BPPC shall consist of as least three members, including two from the BOT – a Trustee at Large and a Sponsoring Organization Trustee and a member from the general membership. All members shall be appointed by the President and approved by the BOT. Terms of BPPC members shall be three years and appointees may serve one additional consecutive term of three years. The Chair of the BPPC shall be appointed by President and shall serve a three-year term and may serve one additional term as Chair.

B. Establishment of Policies and Procedures

1. Editing of the PPM

Minor edits of the PPM (typographical errors, erroneous dates, updates in terminology, etc.) can be accomplished by the BPPC at the direction of the ED and without approval of the BOT.

2. Revisions to the PPM

Substantive changes to the PPM (e.g., those that change the meaning or intent of a policy) require BOT approval following the process below for proposed policies.

3. *Proposal of Policies and Procedures*

A proposed new Policy or Procedure (POP), or a proposed revision to an existing Policy or Procedure, may be proposed by:

1. an Officer of the Academy,
2. the Executive Director (ED),
3. a member of the Board of Trustees (BOT),
4. a Chair of a Committee or Working Group,
5. a Committee or Working Group,
6. a Sponsoring or Affiliated Organization, or
7. by petition by 50 Board Certified Members.

Any of the above are referred to in this policy as “Proposers”. Upon request, the BPPC can assist a Proposer in drafting and redrafting the POP as appropriate. Committees are expected to prepare draft POPs for their respective committees. A format for proposed POP submissions is included at the end of this policy as Attachment 1.

4. *Process for Review and Determination of Approval or Disapproval of Proposed New or Revisions of Academy Policies and Procedures*

a. Submittal of POPs

1. Any draft POP must be submitted to the BPPC, through the ED, for their consideration and actions. Any draft POP received by the BPPC shall be reviewed within 30-days of receipt.
2. Reviews shall be returned to the Proposer with recommendations by the BPPC for changes, revisions, clarifications, etc. Revisions should be made within 60 days and a new draft submitted to the BPPC. Should no revisions be necessary, the BPPC forwards the POP to the BOT for action.
3. The BPPC forwards all POPs to the BOT with recommendations for action – approve, disapprove, or return to Proposer for revisions and BOT re-review.

b. BOT Review and Comments on a POP Draft

1. BOT members, and the ED, shall have 14 calendar days to review any POP draft received from the BPPC.
2. Should the BOT approve the POP draft (see 4.c.), it is returned to the BPPC and ED for incorporation into the PPM
3. Should the BOT have comments or reject the POP draft, the Proposer has the opportunity to revise the POP draft. The second POP draft is sent to BPPC to begin the submittal process again as described in 4.a. above.

c. BOT Approval/Disapproval and Report of Results

1. Draft POPs can be approved by the BOT by email ballot, special meeting, or a regular meeting of the BOT.
2. Approval by the BOT is determined as follows: (a) the total number of votes cast must equal at least a quorum of the BOT (which is equal to a number greater than fifty percent [50%] of all members of the BOT), and (b) approval is signified by a majority of all such votes cast.
3. If the BOT disapproves of the draft POP, it is returned to the Proposer within 14 days.
4. Approved draft POPs are incorporated into the electronic PPM by the BPPC with the assistance and oversight of the ED.

d. Withdrawal of Draft POPs

At any time during the POP development process, the Proposer may withdraw its draft proposal by notifying the Chair of the BPPC via e-mail, and the Chair of the BPPC, with the assistance of the ED, shall so advise the reviewers.

If the Proposer does not revise and distribute drafts within the prescribed number of calendar days, during any step in the POP development process, it shall be deemed that the Proposer has withdrawn its draft POP, and the Chair of the BPPC will so advise the reviewers.

Once withdrawn, the POP development process shall cease for the draft proposed. If a Proposer wishes to resurrect a draft POP once it has been withdrawn, the resurrected draft POP shall be considered a new proposal and must begin the review and approval from the start (Section 4.a of this Policy).

e. Policy Alignment with Bylaws

If a draft proposed new POP, or draft proposed revision to an existing POP, is discovered to conflict with law or the Bylaws, the ED, in consultation with the BPPC Chair and legal counsel (if deemed necessary) shall amend or revise the draft to eliminate such conflict and so advise the Proposer and the BOT. Any such amendment or revision shall become a matter of record in the draft under consideration.

f. Certification of Policies, Maintenance of The PPM and Distribution of Policies

The ED shall be responsible for maintaining and updating the official copy of the Policies and Procedures Manual. The BPPC Chair shall certify each approved or revised POP.

Any member of the Academy may receive a copy of the Policies and Procedures Manual upon request. Copies shall be provided in electronic format.

III. ROLES AND RESPONSIBILITIES (DUTIES)

Roles and responsibilities are contained in Section II.

IV. APPROVAL

Policy K-1 was approved originally as Policy 0 by the BOT: November 8, 2003.

Policy 0 was also reorganized to conform with the standard format and renumbered as K-1 by the BOT: April 22, 2004

A revised Policy K-1 was approved by the BOT: November 12, 2021, Confirmed by RCW, Chair BPPC.

ATTACHMENT ONE - FORMAT FOR PROPOSED POPS

Changes to Existing Policy

If the proposed draft is to change an existing POP, the Proposer should request from the ED an electronic copy (in a standard word processing file format) of the existing Policy. For changes to an existing Policy, the Proposer shall send a strike-through draft (striking through the words to be deleted and underlining the words to be added) and another draft copy showing how the proposed POP would read with all the proposed deletions and additions accepted. This will aid review by the BPPC and the BOT.

New Policies

Please see the format described in Policy K-2, Recommended Format for Academy Policies and Procedures.

ACADEMY POLICIES AND PROCEDURES MANUAL
POLICY K-2
RECOMMENDED FORMAT FOR ACADEMY POLICIES AND PROCEDURES

PROPOSED DATE: March 1, 2004

APPROVAL DATE: April 22, 2004

I. INTRODUCTION

This policy is authorized under Section 12.1, **ARTICLE XI – ADMINISTRATION AND MANAGEMENT OF THE ACADEMY** of the Academy Bylaws,

The recommended format may not apply universally to all policies/procedures developed by the Academy. All sections recommended by this policy will be included in the document and those sections not needed being identified as not applicable.

The **INTRODUCTION** section would:

- references the Bylaws Articles/Sections governing the subject being addressed by the policy/procedure,
- provide an overview of the subject, function, practice, etc. that the policy/procedure will address,
- provide background information to help explain and justify the policy/procedure, and
- provide any definitions helpful to understanding the policy/procedure.

The following sub-sections, when appropriate, are recommended for Section I:

I. INTRODUCTION

Bylaws Reference(s)

Purpose

A. Overview and Background Information

B. Definitions

Definitions pertinent to this policy are:

Goal – the result or achievement toward which effort is directed; aim; end.

Objective – efforts or actions intended to attain or accomplish a goal.

Policy – a course of action adopted and pursued.

Procedure – the act or manner in proceeding in any action.

Task – a piece of work assigned to a person, group, or organization.

II. POLICY/PROCEDURES

The **Policy/Procedures** section would:

- enunciate the policy with any attendant qualifications,
- recommend procedures for implementation of the policy, and
- provide for an organizational structure for implementation.

The following sub-sections, when appropriate, are recommended for Section II:

A. Policy

B. Goals and Objectives (a planning horizon of 2-5 years is recommended for goals and objectives)

C. Recommended Implementation Procedures

D. Annual Work Plan - The work plan would be included in Attachment 1 to the Policy/Procedure, would be updated on an annual basis, and would be part of the Annual Academy Operating/Strategic Plan.

E. Organizational Structure for Implementation

III. ROLES and RESPONSIBILITIES (DUTIES)

The **Roles and Responsibilities** section would assign roles and responsibilities for implementation of the policy/procedure. Roles and responsibilities must include those assigned to the BOT, EC, Staff, and the membership organization (if any) involved in the implementation of the policy and procedure.

The following sub-sections, when appropriate, are recommended for Section III:

E. BOT Roles and Responsibilities

F. EC Roles and Responsibilities

C. Committee, Working Group, State Representative Roles and Responsibilities

D. Academy Staff Roles and Responsibilities

E. Roles of the Sponsoring Organizations

IV. APPROVAL

The **Approval** section would provide the date of approval and a signature block for the Chair, BPPC to sign as confirmation of approval.

Policy K-2 was approved by the BOT: April 22, 2004

**Policy K-2, Attachment 1
Standard Annual Operating Plan Format for
Committees, Working Groups, State Representatives**

Note: This format is almost identical to the Committee Handbook document that has been in use in the Academy for many years. The changes made in the material used in the Committee Handbook in this Annual Operating Plan format are predominately being done to bring into the plan a more long range planning and action frontier and greater continuity from year-to-year for committees.

Title: Year, Committee Name, Work Plan

Table of Contents

1.0. Committee Roster

2.0. Committee 2-5-Year Goals and Objectives and Annual Work Plan Tasks

(previously titled Committee Assignments)

2.1. 2-5 Year Goals and Objectives

2.1.1. 2-5-year Goals

2.1.2.Objectives

2.1.3. Previous Years Accomplishments

2.2. Current Year Operating Plan (including carry-over from previous year, and carry-forward to next year)(**Note: Tasks should be listed by Objective**)

2.2.a. Task 1 – description, outputs, dates of effort and completion.

2.2.b. Task 2 – description, outputs, dates of effort and completion.

2.2.n. Task n – continuation of tasks as necessary.

2.3. Outlook for Future Years (including carry-over from current year, any change in objectives, etc.)

3.0. Assignment of Tasks and Budgetary Requirements

3.1. Assignment of Tasks (list each task and the assignments to the Committee, Staff, and BOT)

3.2. Budgetary Requirements

4.0. Committee Operations

4.1. Committee Meetings

4.3. Committee Communications & Committee Reports (See Attachment 2 - Committee Report Format)

Policy K-2, Attachment 2

Committees, Working Groups and State Representatives

Format for Reporting to the BOT

(Note: Reports are to be filed electronically to the President and ED, MicroSoft Word, Arial 12-point font, Plain Paper (no letter head), 1” margins top, bottom, right, left, right/left justified.)

Each Committee, Working Group, State Representative Report is composed of three (3) main sections:

1. Regular recurring activities and responsibilities reported by tasks included in the annual work plan.
2. Any special assignments from the BOT or EC.
3. Item(s) recommended for BOT action.

Title – Beginning on the first page of the report; centered in upper/lower case letters are the words:

Annual, or Special, or Mid-year Report to the AAEE BOT, Year Committee, Working Group, State Representative Area Name

1.0 Report – Use the following at the left hand margin to begin each main section of the report as appropriate:

1.1 Regular Activities - by annual work plan task, with status, outputs, etc.

1.2 Special Assignments – Brief Title

1.3 Action Item(s) – Brief Title

2.0 Action Item(s) – Each Action Item should be submitted on a separate page from the body of the report to facilitate BOT meeting agenda preparation. Each of the separate documents should begin with the following at the top of the page:

ACTION ITEM (BRIEF TITLE)

Each Action Item needs to contain the following main parts:

1. **Problem Statement** – briefly describe the problem or need the Action Item seeks to address.
2. **Findings/Reasons for the Recommended Action** – describe in detail the Committee’s investigations, discoveries, data, etc. leading to the conclusions of the request for action, and any alternative approaches considered.
3. **Recommended Action** – set forth in clear and concise terms the action the Committee wants the BOT to take.
4. **Budgetary Impact** – describe the impact the proposed action will have on the Academy’s finances. The impact may be one or more years or recurring. The action may create expenses, or income? Or, is there no budgetary impact.

5. **Implementation** – describe how the action is to be implemented.

In addition to the Action Item report, a draft resolution is to be prepared by the Committee. A sample resolution to amend a Section of the Bylaws is presented below as an example of the desired format for a resolution.

SAMPLE RESOLUTION

AMENDMENT TO ARTICLE I, Section 1.3

RESOLVED – Section 1.3 of the Academy’s Bylaws is amended as set forth below. Notes: deleted language is struck through, new language is in bold, italics and underlined.

Section 1.3 – Offices.

~~The principal offices of the Corporation shall be located at 100 West Tenth Street in the City of Wilmington, County of New Castle, State of Delaware. The name of its registered agent at such address is the Corporation Trust Company. The Corporation may have such other offices, either within or without the State of Delaware, as the Board of Trustees may determine from time to time.~~

Consistent with the General Corporation Law of the State of Delaware, and these Bylaws, the EC shall designate a registered agent and legal address for corporate purposes in the State of Delaware and an office and location for the purposes of conducting the business of the Academy.

Recommended by the Bylaws, Policies and Procedures Committee.

Motion By: _____

Second By: _____

Vote: Yea ____ Nay ____

**L - ACADEMY POLICIES AND PROCEDURES MANUAL
MEETINGS OF DIPLOMATES POLICIES AND PROCEDURES**

**M - ACADEMY POLICIES AND PROCEDURES MANUAL
PARLIAMENTARY PROCEDURES POLICIES AND PROCEDURES**

N - AMENDING THE ACADEMY BYLAWS POLICIES AND PROCEDURES

**ACADEMY POLICIES AND PROCEDURES
POLICY N-1
AMENDING THE ACADEMY BYLAWS POLICIES AND PROCEDURES**

DRAFTED: 2.8.06; Revised 3.22.06; 4.3.06; 4.4.06

PROPOSED: May 4, 2006

APPROVED: May 4, 2006

I. INTRODUCTION

A. Bylaws Reference

Policy N-1 is authorized by **Section 14.2, ARTICLE XIV – AMENDMENTS TO THE BYLAWS.**

B. Purpose

Policy N-1 establishes policies and procedures (PoPs) for amending the Academy Bylaws by the membership.

C. Overview and Background

Since the establishment of the Academy authority to amend the Academy Bylaws has been vested in the Board of Trustees (BOT). When the Academy was formed, there were valid reasons for the BOT to retain this authority:

1. The Academy was in its initial stage of organizing and establishing its management, organization and operational practices.
2. The BOT was still defining and developing the mission of the Academy.
3. Membership was small, diverse and it was impractical to expect governance to be placed in the new membership.
4. The Academy lacked staff, offices, and operational procedures necessary to administer services to the membership.
5. While optimism for the Academy was high, the future was uncertain.

As Policy N-1 is considered in 2006, the Academy is a mature, functioning and vital national organization. Membership growth, while somewhat modest in size, has been steady since 2002. Further, in 2004 the Academy broadened the opportunities for environmental engineering professionals to join the Academy, and continued future growth in membership numbers is expected.

Over the time periods 2003-2006 the Academy has moved forward to:

1. Modernize the Academy Bylaws to reflect more clearly the roles and responsibilities of the various governance and functional elements and activities of the Academy.

2. The BOT has broadened membership participation in governance by expanding the BOT to include more At-Large Trustees.
3. The BOT has established a Policy and Procedures Manual (PPM) and has moved most non-statutory provisions from the Bylaws to the PPM.

These steps have set the stage for the BOT to assign the responsibility for amending the Bylaws to the membership; a practice common in many organizations like the Academy. Consequently, in 2003 the BOT amended to Bylaws to place the authority for amending the Bylaws with the membership beginning January 1, 2007. Policy N-1, therefore, makes that assignment to the Members, Certified Board Members, and Board Certified Environmental Engineers (Diplomates) membership categories..

D. Definitions

Bylaws – governance documents of an organization.

Governance – the act of governing an organization, principally organizations based on membership.

Courier Mail – FedEx, UPS, USPS Express Mail, or similar courier services.

Management Committees – Academy committees specifically provided for in the Bylaws to carry out the majority of the governance, membership and credentialing activities of the Academy.

Members – there are four Academy membership categories - Student Member, Member, Board Certified Member, and Board Certified Sanitary Engineer (Diplomate) categories. The term Members in Policy N-1 means the three Academy membership categories – Member, Board Certified Member, and Board Certified Environmental Engineer (Diplomate).

II. POLICIES AND PROCEDURES FOR AMENDING THE ACADEMY BYLAWS

A. Policies

1. Only Academy *Members* shall approve or disapprove all proposed amendments to the Bylaws.
2. A simple majority of combined votes of the *Members* voting shall determine approval or disapproval of a proposed amendment to the Academy Bylaws.
3. Balloting by the *Members* may be by paper or electronic ballot.
 4. The BOT shall review all proposed amendments. The BOT shall recommend, with reasons, to the *Members*, approval or disapproval of the proposed amendments. All proposed amendments considered by the BOT must be submitted to the *Members* for their decision to amend the Academy Bylaws.
5. BOT consideration of proposed amendments to the Bylaws may occur at any regular or special meeting of the BOT including telephonic and electronic meetings. A majority of the BOT must participate in any meeting and a simple majority of those participating shall determine the action taken by the BOT.
6. Proposed amendments and ballots shall be posted on the Academy website .All *Members* with email shall receive the proposed amendment(s) and an electronic ballot by

email. Members without email shall receive the proposed amendment(s) and a paper ballot.

7. The Bylaws, Policies and Procedures Committee (BPPC) is authorized to implement and shepherd Policy N-1. In carrying out this responsibility the BPPC shall:

- a. Be responsible for providing all proposed amendments, in the appropriate format, to the BOT.
- b. Work with the BOT, EC, Management Committees or groups of *Members* to assist them in the preparation of proposed amendments.
- c. Draft, upon the request of any of the groups listed in Section II.A.10 of Policy N-1, draft language for their consideration.
- d. Shepherd the process of consideration by the *Members* of all proposed amendments to the Bylaws.
- e. Work with the ED and Academy Staff in the balloting, verification of ballots, and determination of the outcome of the voting on all proposed amendments to the Bylaws.
- f. Report to the *Members*, BOT, EC and Management Committees the outcome of the balloting for all proposed amendments to the Bylaws.

8. Policy N-1 becomes effective January 1, 2007.

9. Proposed amendments to the Bylaws after January 1, 2007 shall conform to Policy N-1.

10. Proposed amendments to the Bylaws may be proposed by:

- a. the BOT,
- b. the EC,
- c. Management Committees, or
- d. a group of 25 or more *Members* acting in unison.

11. Proposed amendments to the Bylaws shall conform to the format provided in Attachment N-1.1.

12. Stylistic refinements and other non-substantive changes proposed by the BPPC are not considered to be amendments, and may be approved by the EC.

13. The consideration of proposed amendments to the Bylaws shall operate under an “**open season**” approach as described in the Section II.B of Policy N-1.

14. All ballots to be considered must be received within 40 days of the announcement on the website.

B. Procedures

1. With the approval of Policy N-1, amending the Bylaws will become an “**open season**” effort. This means that there is the possibility that there will be proposed amendments under consideration throughout the year and that changes in the Bylaws will be an ongoing event, rather than a bi-annual event.

2. A format for proposed amendments to the Bylaws is included as Appendix N-1.1.

3. The processing steps for the development and consideration of all proposed amendments to the Bylaws are as follows:

- a. A proposal for amendments must be consistent with Appendix N-1.1 and must include reason(s) and the need for the amendments, the section of the Bylaws to be amended and proposed language for the amendments. The proposal can be

- done by any of the groups listed in II.A.10. All proposals must be submitted to the Executive Director (ED) by email (**the preferred way**) or in writing by courier mail.
- b. Groups of *Members* submitting proposals shall include the names, addresses and email addresses of all members participating and documentation that all members are in agreement with the submitted proposal.
 - c. The ED shall log and number the proposal and forward the proposal to the BPPC within 15 working days of receipt.
 - e. **The Process:**
 - i. The BPPC shall review the proposal and determine if the BOT shall consider the proposal electronically, telephonically, or at a regular or special meeting of the BOT.
 - ii. Notice of this decision shall be sent by the BPPC to the BOT within 15 days of receipt of the proposal, provided there is no need to discuss the proposal with the group that advanced the proposal.
 - iii. The group advancing the proposed amendments shall also be notified. In the case where the BPPC recommends a special meeting of the BOT, the President shall consider the recommendation and if in agreement shall notify the BOT of the decision to call a special meeting to consider the proposed amendment.
 - iv. If the President determines that a special meeting is not necessary, she/he will return it to the BPPC with a request for the proposed amendment to follow one of the other ways in which amendments may be considered.
 - f. The BPPC has the authority to discuss with the group advancing the proposed amendments to clarify the purpose, language and meaning of the proposal and to recast the proposal prior to submittal to the BOT.
 - g. The BPPC shall submit to the BOT, through the ED, the final proposal, a recommended action by the BOT and the reasons for the recommended action on the following schedule:
 - i. if no action is needed between the BPPC and the proposing group, 30 days after receipt of the final proposal, and
 - ii. if an action is needed between the BPPC and the advancing group, 60 days after receipt of the proposal.
 - h. When the proposal is submitted to the BOT, a notice of the pending amendment(s) shall be posted on the Academy website.
 - i. The BOT shall take action on all proposals on the following schedule:
 - i. If by telephonic means as soon as the ED can arrange a conference call.
 - ii. If by electronic ballot (email) within 15 days of receipt of the proposal from the ED,
 - iii. If the proposal is ready within 60 days of the next regularly scheduled meeting of the BOT, the proposal shall be held for that meeting before sending the proposal to the Members for action.
 - iv. If a special called BOT meeting is necessary, as soon as the ED and President can make the necessary arrangements for the meeting.
 - j. Within 15 days of the BOT action, the proposed amendments shall be posted on the Academy Website and email notices to all Members shall be sent. Mail ballots shall be sent to all Members without email within 15 days of the BOT action.

4. The ballot shall contain the actual wording of the proposed amendments and the recommendations of the BOT and a narrative explanation of the proposed amendments.
5. Voting instructions, including the deadline date for receipt of the ballot, shall also be provided.
6. All ballots to be considered must be received within 40 days of the announcement on the website.
7. Ballots received shall be tabulated by the ED and confirmed by the BPPC.
8. The results shall be posted on the Academy website. Notice of the results shall be sent by the BPPC to the BOT, Chairs of the Management Committees, and the group that proposed the amendment.
9. The BPPC shall integrate approved amendments into the Bylaws and provide to the ED an updated original copy and an electronic copy of the amendment Bylaws.

Appendix N-1.2 is a flow diagram that illustrates the schedule for consideration of proposed amendments to the Academy Bylaws.

C. Goals and Objectives

1. Goal – To provide a simple, transparent and open process for amending the Academy's Bylaws by the three membership categories authorized to amend the Academy Bylaws.

2. Objectives

- a. To establish a process for amending the Bylaws that is simple and expedient.
- b. To ensure the process gives all Members an opportunity to be part of the process of amending the Bylaws.
- c. To create a set of bylaws that truly reflects the nature of the membership of the Academy.
- d. To share the responsibility of governing the Academy with all organizational elements of the Academy and the membership too.

D. Organizational Approach for Implementing Policy N-1

- a. The membership has the ultimate responsibility to approve or disapprove all proposed amendments to the Academy Bylaws.
- b. The major organizational elements of the Academy that will implement the procedures provided in Policy N-1 are the BPPC, the ED and the Academy Staff.
- c. Committees are not a part of the management process to implement Policy N-1.
- d. Policy N-1 is heavily dependent of the effectiveness of the Academy website and the email addresses of the membership.

IV. ROLES AND RESPONSIBILITIES

A. BOT

1. To consider amendment proposals and to recommend to the Members approval or disapproval.
2. BOT members are to respond to requests for action on proposed amendments on the time scale described in Section II.B.3 of this PoP.

B. EC

1. The EC, as a part of the BOT shall meet the same responsibilities as the BOT.
2. The EC is authorized to consider and approve, or disapprove, stylistic refinements and other non-substantive changes proposed by the BPPC that are not considered to be amendments

C. Committees, Working Groups and State/Regional Representatives

1. Only Management Committees have the opportunity to propose and support amendments to the Bylaws.
2. Only Management Committees are involved in the process of amending the Bylaws.

D. ED and Academy Staff

1. Policy N-1 places a fairly heavy workload on the ED and Academy Staff if the business of membership Bylaws amendments becomes pro-active (not expected too).
2. Duties include:
 - a. Receipt and logging of proposed amendments and forwarding to the BPPC.
 - b. Making all notices on the Academy website.
 - c. Notifying all members without email.
 - d. Providing balloting by email and mail ballot.
 - e. Counting ballots and conferring with the BPPC on the results of balloting.
 - f. Preparing notices of the results of the balloting.
 - g. Working with the BOT to process proposed amendments.

E. Sponsoring Organizations

No specific responsibilities, but their Trustees may confer with them on a particular proposed amendment to the Academy Bylaws.

IV. APPROVAL

Policy N-1 was approved by the BOT: May 4, 2006
Conformed:



O - ACADEMY POLICIES AND PROCEDURES MANUAL

DISSOLUTION OF THE ACADEMY