# APWA Sacramento Chapter Manual

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# 2026 Chapter Committees/Goals and Objectives

The Chapter Committee Chairs are appointed at the December Planning Meeting and the Goals and Objectives are also set at this time. The Committee Roster is presented in **Section ES-1** and the Goals and Objectives are presented in **Section ES-2**.

## ES-1 2026 Committee Roster

| Committee Title | Committee Liaison/Committee Chair |
|---|---|
| **Organization Liaisons** | |
| ACEC | Marco Palilla |
| AGC | Inactive |
| ASCE | Vacant |
| CWEA | Marco Palilla |
| Shasta Cascade Branch | Brian Stephenson |
| San Joaquin Engineering Council | Shawn Leyva |
| WTS | Teri Taylor |
| **Chapter Services– Ashley Orsaba-Finders, President** | |
| Audit Committee | 2-year Director/Secretary/Vice-President |
| GOAL Committee | Eric Espinoza |
| Education Endowment | Tom Blackburn |
| Historian | Diane Nakano |
| Membership | Jonathon Wright |
| Nominating Committee | Past President |
| Past Presidents Committee | Stacey Lynch/Cheryl Creson |
| Strategic Planning | Executive Board |
| Communications | Kristi Rhea |
| **Continuing Education and Training – Theron Roschen** | |
| Construction Management | Justyn Webster/Lacey Smith |
| Transportation | Daniel Bloomquist/Daniel Burke/Edgar Medina |
| Integrated Water Resources | David Beauchamp |
| Public Works Institute | Albert Stricker |
| Support Professionals Workshop | Jenn Goodwin |
| **Young Professionals (YP) Committee – Bridget McGinnis, Young Professionals Director** | |
| Immediate Past Director | Chris Heylin |
| Secretary | Shelby Sanders |
| Treasurer | Vacant |
| Communications Committee Laison | Samantha “Sam” Tuttle |
| Student Outreach Committee | Cami Jackson |
| Technical Committee Chair | Amando Castro |

| | |
|---|---|
| Networking Committee Chair | Bridget McGinnis |
| Student Chapter President | Vacant |

| Awards and Recognition – Rick Liptak | |
|---|---|
| Chapter Awards | Rick Liptak |
| Projects of the Year – Chapter | Rick Liptak |
| Projects of the Year – National | Executive Board |
| Top 10 PW Leader Nomination | Executive Board |
| Other National Awards | Executive Board |
| PACE | Past President |

| Programs/Events – Kristi Rhea Vice President | |
|---|---|
| Luncheon Programs | Kristi Rhea/Exec Board/Committee Chairs |
| NPWW Banquet | Edgar Medina/Ashley Orsaba-Finders |
| NPWW Button Contest | Tracy Coyle |
| NPWW Agency Outreach | Executive Committee |
| Support Staff Appreciation Luncheon (SSAL) | Patti Clawson |
| Golf Tournament | Justyn Webster |
| Awards Luncheon | Rick Liptak |
| Music Festival | Rick Liptak/Samantha “Sam” Tuttle |
| ROADEO | Robert French/Patti Clawson |

| Inactive – Immediate Past President |
|---|
| Emergency Management |
| Facilities and Equipment Services |
| Public Finance |
| Solid Waste |
| Adopt a Street |

| Communications – Kristi Rhea, Vice President | |
|---|---|
| Communications Co-Chair | Samantha Tuttle |
| Chapter Website | Samantha Tuttle & David Giongco |
| Chapter Newsletter | Fatima Gutierrez & Marilissa Loera |
| Chapter Social Media | Rylie Bellinger & Teri Taylor |

# Chapter 1 Sacramento Chapter History

The Sacramento Chapter was formed in 1965 and has continued to be successful under our many outstanding leaders and volunteers. Portions of this History were prepared by Stanley F. Wilkening, former Chapter Historian and President, and Jim Ray, Sr., former Chapter Historian and President.

## 1.1 Chapter Formation

Recognizing the need for a closer relationship between the members in the outlying areas of the Northern California Chapter, a group of farsighted people in the public works profession met on April 7, 1965, to discuss this topic. All members of the Northern California Chapter in Sacramento, Stockton, Davis and Woodland were invited. The purpose of the meeting was to formulate plans to petition the Northern California Chapter for the formation of a Sacramento Chapter.

Lloyd Berglund, Plant Staff Supervisor of Pacific Telephone and Telegraph Company (PT&T), and Howard Van Reyper, Director of Public Works of Yolo County, acted in the capacity of "Joint Organizers". Due to the efforts of these two men, 25 professionals attended the meeting held in the Pacific Telephone Company conference room in Sacramento. Under the first order of business, Mr. Berglund read a petition and by-laws to be submitted to the Northern California Chapter regarding the formation of the Sacramento Chapter.

A nominating committee was appointed by the attendees and headed by Richard Milbrodt, Chief of Administrative Services Division, County of Sacramento Department of Public Works. Their selections and subsequent unanimous election to the Chapter positions were as follows:

- President - Thomas J. Dosh, Director of Public Works, City of Stockton,
- Vice-President - Howard Van Reyper, Director of Public Works, County of Yolo,
- Secretary/Treasurer - Lloyd Berglund, Plant Staff Supervisor, Pacific Telephone and Telegraph Company,
- Director - Richard Milbrodt;
- Director - Herbert Niederberger, Vice-President, Yolo Engineers and Surveyors, Inc.,
- Director - Ronald H. Parker, Assistant City Engineer, City of Sacramento, and
- Director - G.W. Pete Rodgers, Design Engineer, County of Sacramento, Department of Public Works.

President Dosh’s first order of business was to select committee chairpersons to ensure that the Chapter was off to an enthusiastic and productive beginning. The Chapter's initial committee chairs included:

- Program Chairman -- Vern Cartwright, President, Cartwright Aerial Survey
- Membership Chairman- Donald McCormick, President, Murray-McCormick Engineering Company
- Arrangements Chairman - Fred Sage, Civil Engineer, City of Sacramento
- Publicity Chairman- Donald Foley, Information Officer, City of Sacramento.

On May 28, 1965, an installation dinner was held at the El Rancho Motel in West Sacramento, with 56 members in attendance. Mike Carozza, Public Works Director of Fresno, from the Central California Chapter, and James Vivrette, Road Commissioner of Alameda County, from the Northern California Chapter, assisted with the installation of officers.

The first Chapter meeting was held in June 1965, in Sacramento. National APWA Executive Secretary, Robert Bugher, and APWA President, Roy Morse, presented the Sacramento Chapter with the official charter.

The Chapter's Charter members include: Carl Arness, Frederick L. Barnett, Thomas J. Dosh, Alvord C. Estep, Gerald N. Gibson, Melvin P. Landis, Dee W. McKenzie, Ronald H. Parker, David B. Pelz, James C. Ray, Sr., Lloyd H. Roberts, John M. Robertson, Glenn E. Robison, G.W. (Pete) Rodgers, Allen J. Savitz, W.C. Wanderer, and Harlan E. Warwick.

## 1.2 Shasta-Cascade Branch

One of the goals set in 1983 for the Sacramento Chapter was the formation of a branch in the northern half of the Chapter boundary area. This branch was later to become known as the "Shasta-Cascade Branch" of the Sacramento Chapter. In May of 1983, through the efforts of Gerry Gibson, the 1983 Chapter President, and Vice-President, Glynn Moore, an organizational meeting was held in Redding. At that time, a member consensus initiated the filing of a petition to ensure the progression of the formation processes.

On June 24, 1983 a second meeting was held at the Holiday Inn in Redding regarding the formation of the Chapter Branch. The Branch Chapter Bylaws were approved and the initial slate of officers that were elected included:

- Chairman- Carl Arness, City of Redding,
- Vice Chairman- Harold Welborn, Ott Water Engineers,
- Secretary- Harlan Warwick, City of Red Bluff,
- Treasurer- Virgil Weld, Sharrah-Nolte Engineers, and
- Executive Committee:
    - Bob Agee, City of Anderson,
    - Jack Anderson, Siskiyou County,
    - Jim Bohannon, Pacific Telephone & Telegraph, Chico,
    - Dick Curry, Shasta County, and
    - Alan Savitz, City of Chico.

On June 30, 1983, the Executive Committee of the Sacramento Chapter held a special meeting at the Golden Acorn Restaurant near Galt, whereupon a special resolution authorizing the Branch was adopted and these documents were submitted to National APWA. On April 6, 1984, Trinity County was officially added to the Chapter and Branch area.

On September 9, 1984, at the annual Conference in Detroit, the Shasta-Cascade Branch of the Sacramento Chapter was officially approved by the National Board of Directors. On October 14, 1984, at the Holiday Inn in Redding, the Branch was inaugurated, with a large contingent from Sacramento, Lodi, Yolo County and Stockton in attendance for the occasion. Gerry Gibson, Deputy Director of Public Works for Yolo County and President of the Sacramento Chapter, convened the meeting. Welcoming and opening remarks were made by Redding Mayor Barbara Gard. National President Jim Martin, Public Works Director of Fresno, gave a presentation on the challenges the Branch would encounter. Region VIII Director, Sam Cristofano - Public Works Director of Santa Clara, swore in the new officers. The meeting was then turned over the Carl Arness, the newly elected president of the Shasta-Cascade Branch of the Sacramento Chapter.

## 1.3 Chapter Accomplishments

The Sacramento Chapter takes pride in acknowledging that fourteen members have been honored with the APWA Top Ten Public Works Leader-of-the-Year Award. The following members have received this distinguishable award:

- John A Legarra, California State Highway Engineer (1971),
- William R. Gianelli, Director of California Department of Water Resources (1973),
- Heinz Heckeroth, California State Highway Engineer in charge of planning and evaluating the annual budget (1978),
- Leo Trombatore, Director, California Department of Transportation (1984),
- James C. Ray, Sr., Chief, Transportation Division, County of Sacramento (1990),
- Robert O. Watkins, Chief Deputy Director, Caltrans, State of California (1993),
- Irene Itamura, Director, Caltrans, District 3, State of California (1998),
- Michael Kashiwagi, Public Works Director, City of Sacramento (2000),
- Cheryl Creson, Municipal Services Agency Administrator, County of Sacramento (2005),
- Will Kempton, Director, Caltrans, State of California (2010), and
- Jerry Way, Department of Transportation Director, City of Sacramento (2011).
- Diane Nakano, Assistant General Manager of Engineering and Construction, Regional Transit (2016)
- Josh Watkins, Water Utility Manager, City of Redding (2018)
- Ryan Thomas Moore, Assistant City Manager, City of Sacramento, California (2024)

The Sacramento Chapter has also had three members that have been granted the Harry S. Swearingen Award including Stanley F. Wilkening (1986), Jack L. Ronsko (1993), Harold L. Welborn (2006) and Richard T. Liptak (2024).

The Sacramento APWA Chapter has had appointments as Fellows to the national APWA Donald C Stone Center for Leadership Excellence in Public Works. The fellows include, Helena Allison, Cheryl Creson, Mike Healey, Diane Nakano, Greg Meyer, Kuldeep Sharma and Jerry Way.

Since its inception, the Sacramento Chapter has continuously served the regional area with educational and informative presentations and workshops. The membership includes a broad cross section of personnel in the public works industry. Since 1965, the Chapter membership has grown from 26 to over 500 members.

The Chapter has also made outstanding achievements in comparison with other APWA Chapters, particularly with the number of President's Awards for Chapter Excellence (PACE). The following are the years for which the PACE Award was granted to the Chapter:

- 1990 President's Plaque
- 1991 President's Plaque
- 1995 President's Award for Chapter Excellence
- 1996 President's Award for Chapter Excellence
- 2000 thru 2025 President's Award for Chapter Excellence

The vision of the Chapter's charter members in establishing the Sacramento Chapter in 1965 and the Shasta-Cascade Branch in 1984 has proven to be worth the efforts of the early members of this Chapter. The accomplishments and contributions of the Chapter to the community have resulted in the delivery of a multiplicity of services to its members.

# Chapter 2 Chapter Leadership and Organizational Structure

The Sacramento Chapter conducts business with professionalism under an organizational structure that has proven to be successful and beneficial to our members. The professional code of conduct and a description of the leadership organizational structure are provided below.

## 2.1 APWA Members Standards of Professional Conduct

The American Public Works Association (APWA) serves the public interest through education of its members, decision-makers, and the general public on issues relating to effective provision, management and operation of public infrastructure, commonly referred to as public works. APWA is comprised of individual members, public agencies, and private firms who are interested in effectively managing and protecting the public's investment in infrastructure and public works services.

The Board of Directors of the American Public Works Association advocates the following Standards of Professional Conduct to guide its members in the conduct of their business. The Board of Directors encourages its members, whether individual or organization, to apply these standards to every aspect of their professional life.

***As a member of the American Public Works Association, I am dedicated and committed to maintaining the following standards of professional conduct:***

- I will keep the public trust and will not take personal advantage of privileged information or relationships.
- I will put public interest above individual, group or societal interest and consider my chosen occupation as an opportunity to serve society.
- I will encourage sustainability through wise use of resources; whether they are natural resources, financial resources or human resources.
- I will consider public health and safety in every aspect of my work.
- I will conduct myself with personal integrity in a manner that enhances and honors the reputation of the profession, my employer, my community and the Association.
- I will ensure that the work for which I am responsible complies with all legal requirements of the local, state, province, or federal governments.
- I will strive to plan, design, build, maintain and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

## 2.2 Chapter Executive Committee

The Executive Committee consists of Chapter Officers and Directors, including the Chair of the Shasta-Cascade Branch and the Chapter Delegate. The Executive Committee functions as a Board of Directors and is responsible for establishing appropriate Chapter goals and objectives, and following through in the guidance of Chapter activities that fulfill these goals. Members of the Executive Committee are as follows:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President

- 1- year Directors (2)
- 2-year Directors (2)
- Young Professional Director
- Chapter Delegate
- Shasta-Cascade Branch Chairperson

Members of the Executive Committee will serve as points of contact for Organization Liaisons, and the Committees including Chapter Services, Continuing Education and Training, Young Professionals, Awards and Recognition, Programs/Events and Communications. The Executive Committee appointments will be established by the Nominating Committee (Immediate Past President, President and Vice-President) and ratified at the November monthly luncheon. Executive Committee members for the upcoming year have typically been sworn in at the President's Dinner but can be sworn in at any time prior to the beginning of the New Year.

## 2.2.1 Chapter President

The President is the Chief Executive Officer of the Chapter and presides at all meetings of the Chapter membership and the Executive Committee. The President is also responsible for establishing and disseminating the agenda for the Executive Committee meetings and program for the Chapter meetings, to include Summer and Winter planning meetings. The President appoints committee chairpersons, standing and special, and serves as an ex-officio member of these committees. The President shall see that these committees function and shall cooperate with the committee chairperson to that end.

The Chapter President should have strong leadership abilities, particularly in motivation and communication. As a spokesperson for the Chapter, the President should be an articulate speaker. An individual's nomination to the Presidency should be based on a record of accomplishments and a demonstrated interest in serving the Chapter. A Chapter President will be managing limited resources - time, money and member involvement. An effective Chapter President, like any good manager, must be able to delegate authority. Delegation of responsibility not only lessens the burden on the Chapter President, it also assures more participation on the part of officers and members. The more people directly involved in the Chapter, the stronger the organization will become.

### 2.2.1.1 Responsibilities

The President's primary responsibility is to serve as Chief Executive Officer for the Chapter. The responsibilities include:

- **Strategic Leadership** – Setting the vision and strategic direction for the organization.
- **Presiding Over Meetings** – Leading board meetings, general membership meetings, and the annual conference.
- **Contractual Oversight**
- **Representing the Organization** – Acting as the face of the organization at official events, conferences, and in public relations efforts.
- **Overseeing Governance** – Ensuring that policies and bylaws are followed and working closely with the board.
- **Liaison with Executive Leadership** – Collaborating with the Executive Director and staff to ensure effective management.
- **Encouraging Membership Engagement** – Promoting professional development, networking, and growth opportunities for members.

- **Advocacy and Outreach** – Engaging with government officials, industry stakeholders, and the public to advocate for public works issues.
- **Luncheons** – Obtain appropriate space for monthly luncheons and Executive Committee Meetings and provide attendee numbers to the meeting caterer for the monthly luncheons

Some of the specific duties of the President include conducting conducting an annual Chapter planning session with the incoming Chapter leadership during the month of December. The purpose of this meeting is to update the Chapter's goals and objectives and to plan the activities for the upcoming year. Additional planning meeting to be held in June/July.

The Chapter President is expected to attend the following functions during his/her term. If the Chapter President is unavailable for any reason, the Vice President should attend.

**January:**

- ACEC/APWA Joint Membership Meeting
- January/February: Chapter Leadership Training & Council of Chapters Meeting in Kansas City, MO (held every other year).

**February:**

- San Joaquin Engineers Council, National Engineers Week Banquet to present the APWA Scholarship held in Stockton.

**May:**

- Public Works Week Activities including:
  1. City Council/Board of Supervisors meetings as requested to receive/give Public Works Week resolutions
- The Chapter's Public Works Week Dinner & other events (emcee)

**June:**

- ASCE/APWA Joint Membership Meeting held in Stockton area

**August/September:** PWX

- Chapter Leaders Forum
- California Chapters' Dinner
- Receive award(s) for Chapter

**December**

- President's Dinner – swearing in of new board members
- Support Staff Appreciation Luncheon
- Incoming and Outgoing President emcee

At the end of the term, the President is responsible for obtaining revised/updated position descriptions from each Chapter officer and committee chairperson.

#### 2.2.1.2 Other Duties

Other responsibilities may be assigned to the Chapter President by the Executive Committee.

#### 2.2.1.3 PWX Attendance

The Chapter will reimburse the President for travel, registration, and accommodation expenses for PWX attendance within his/her term to represent the Chapter and to attend the Chapter Leaders Forum.

### 2.2.2 Chapter Vice-President

The Chapter Vice-President is to perform the duties of the President in the President's absence. Should the President resign or be unable to complete the term of office, the Vice-President will assume the office. The Vice-President is the President-Elect, thus the office as Vice-President should be filled with a person who fills the characteristics and abilities outlined under Chapter President. The Vice-President must be in close touch with all Chapter activities, and the President should rely on this individual to carry out many of the administrative functions.

The **Vice President** supports the President and may assume the role when necessary. Their duties generally include:

- **Supporting Leadership** – Assisting in executing the strategic goals of the organization.
- **Standing in for the President** – Taking over presidential duties when the President is unavailable.
- **Chairing Committees** – Leading committees or task forces as assigned by the President or Board.
- **Membership and Engagement Efforts** – Working to enhance member participation and value.
- **Special Initiatives** – Overseeing specific projects or initiatives related to the organization's mission.

#### 2.2.2.1 Responsibilities

The Vice President’s primary responsibility is to serve as Program Chair for the Chapter.

Vice President shall also attend January/February: Chapter Leadership Training & Council of Chapters Meeting, along with the President in January/February. This event is held every other year.

#### 2.2.2.2 Program Chair for Chapter Meetings

The duties of Program Chair will include the following:

- Attend and assist the President in the semi-annual Chapter activity planning sessions.
- Identify programs of interest to the Chapter members and consistent with and of interest to the various Chapter educational activities. Programs should be scheduled well in advance and coordinated for approval with the Executive Committee.
- Programs should be coordinated where possible through standing Chapter professional development liaison committees (or other liaisons as appropriate), with speakers and subject matter coordinated with individual committee chairs and/or liaisons.
- Programs should be coordinated with educational workshops whenever possible, either by combining a Chapter program on the similar subject matter on the same day of a 1/2-day workshop, or prior to the workshop as an advertisement for the educational event.
- Maintain inventory of speaker's gifts.
- Be responsible for storage of Chapter banner, and display at Chapter meetings and other functions as appropriate.

- Lead Communications Committee
- Coordinate insurance coverage with committees & National APWA
- Obtain sponsorships for the Monthly meetings.

#### 2.2.2.3 Other Duties

The Vice-President shall perform other duties as may be assigned by the President or Executive Committee.

#### 2.2.2.4 PWX Attendance

The Vice-President is expected to attend PWX within his/her term and attend the Chapter Leaders Forum, with the intent that the contacts and ideas generated at the meeting would be useful during his/her presidential term. The Chapter will reimburse the Vice President to cover travel, registration, and accommodation expenses for PWX attendance.

#### 2.2.2.5 Chapter Manual

At the annual planning session prior to his/her term as President, the Vice-President shall disseminate updated copies of the Chapter Manual to the new incoming Executive Committee members.

### 2.2.3 Chapter Secretary

The Chapter Secretary is a focal point of internal and external chapter business communication. The Secretary keeps records and conducts correspondence. The Secretary shall prepare and submit to National APWA all reports that may be required.

#### 2.2.3.1 Responsibilities

The Secretary's primary responsibility is to record and document all Chapter meetings.

#### 2.2.3.2 Chapter Meeting Duties

The Secretary shall:

- Record minutes of all meetings of the Chapter and its Executive Committee and maintain a file of meeting agendas with the resolution of all agenda items, names of active meeting participants and agency/company identifications when appropriate.
- Record Executive Committee meeting attendance and information on Chapter activities.
- Submit all final meeting minutes to APWA headquarters by December 30th.
- Submit list provided by national listing all executive and committee chairs.
- Prepare correspondence as requested by the Executive Committee.
- Review and update the Chapter Manual on an annual basis before the Summer Planning Meeting or as directed by the Executive Committee.

#### 2.2.3.3 Other Duties

The Secretary shall perform other duties as may be assigned by the President or Executive Committee.

### 2.2.4 Chapter Treasurer

APWA is classified by the Internal Revenue Service as a 501(c)(3) Public Charity an Illinois Corporation. This tax status applies to Chapters as well, since Chapters are considered to be a part of APWA and APWA prepares and files all tax returns for the Chapters. The APWA must adhere strictly to IRS requirements to protect this status and its privileges.

#### 2.2.4.1 Responsibilities

Primary responsibilities of the Chapter Treasurer are to manage the Chapter's finances.

#### 2.2.4.2 Files and Records

The Chapter Treasurer shall maintain files and records in accordance with generally accepted accounting practices (GAAP), including records documenting unrelated business income, and file required reports to APWA on a timely basis. Bonding of the Chapter Treasurer is provided by APWA.

#### 2.2.4.3 Financial Management Software Program

The Chapter Treasurer should use a financial management software program approved by APWA, which works on the same principle as a check register. Required reports shall be generated using the approved software.

#### 2.2.4.4 Fund Management

The Chapter Treasurer is responsible for Chapter funds including receipt, safekeeping and disbursement. All Chapter bank accounts, including Branch accounts and special events accounts, must be managed by and be the responsibility of the Chapter Treasurer. Accounts must have the APWA Internal Revenue Service Identification Number (36-2202880) and be listed as American Public Works Association DBA Sacramento Chapter.

Chapter accounts must have at least three current Chapter officers listed on the signature cards and include a fourth signature of APWA's Executive Director. Branch accounts must have two current Branch officers, the current Chapter Treasurer (or other current designated Chapter Officer) and APWA's Executive Director. Each Chapter and Branch bank account must be listed with the APWA Finance Department and include the location and most recent year-end account balance.

#### 2.2.4.5 Financial Records and Transactions

The Chapter Treasurer maintains records of financial transactions of the Chapter, prepares periodic financial reports as may be required by the Chapter Executive Committee, and prepares financial reports as required by APWA. The Treasurer's books are kept open at all times for inspection by the Chapter Executive Committee.

The Chapter Treasurer reconciles receipts from ticket sales, registrations, exhibit space sales, etc. The local committee/meeting host may handle many of these responsibilities for an event; however, the responsibility to reconcile receipts with such things as attendance figures remains the Treasurer's. The Treasurer works with the local committees to establish procedures for handling receipts and expenses.

All significant disbursements are made by check. Checks in excess of $5,000 must be signed by two approved signatories on the account unless the signatory is the Treasurer. Checks in any amount made out to the Treasurer must be signed by another Chapter officer. Checks and charges in excess of $10,000 must be approved by resolution of the Chapter Executive Committee unless the expenditure is within an Executive Committee approved budget. The Chapter Treasurer must prepare a list of cash disbursements, showing check number, date, payee and amount along with explanations where appropriate for approval by the Chapter Executive Committee at its regular meetings.

#### 2.2.4.6 Chapter Membership Rebates

APWA National provides refunds of a portion of annual membership dues to the Chapter for active and associate members in the Chapter twice a year (January 1st-June 30th and July 1st-December 31st). The amount of refund is determined by turning in accurate and complete Fiscal Year-End Financials and 1099's on time and is distributed semi-annually.

#### 2.2.4.7 Meeting/Special Function Reporting

A substantial portion of Chapter income and expenses is related to Chapter meetings and special functions. Detailed receipts and disbursements for these functions are recorded in the Chapter financial records. Reports should be prepared on the income and expense from significant meetings and events. These reports will be helpful to the Executive Committee and to the event chairman.

#### 2.2.4.8 Chapter Financial Reports

The Chapter Treasurer is responsible for completing the following reports and forwarding the reports to APWA by the dates shown:

July 31 – Fiscal Year-End Financial Package Reports:

- ✓ Fiscal Year Budget
- ✓ Financial Report Checklist
- ✓ Statement of Activities
- ✓ Statement of Financial Position
- ✓ IRS Form 990 Schedules
- ✓ Net Asset Roll Forward Worksheet
- ✓ Taxable Income Worksheet

#### 2.2.4.9 IRS Form 1099 - Income paid to Individuals

If the Chapter pays an individual $600 or more in a calendar year for services, the APWA must file the information with the Internal Revenue Service on IRS Form 1099.

Payment for travel shall be a reimbursement for expenses following the submittal of an expense report and receipts to the Chapter Treasurer.

Treasurers must inform APWA of payments to individuals by January 15th, so that the APWA report to the IRS will be complete. For each individual who receives at least $600 as outlined above, APWA requires the following information:

- Name
- Social Security Number
- Home Address (including city, state, zip)
- Amount Paid
- Salary (payment for services)

#### 2.2.4.10 Contributions

Anyone can contribute to a Chapter of APWA. The APWA is a 501(c)(3) organization and as such can accept tax deductible contributions. Both individuals and organizations, members and non-members alike, are encouraged to support APWA and its Chapters. Contributions of $500 or more in value (goods and services) must be acknowledged by the Chapter in writing.

#### 2.2.4.11 Advertising Income Report

The Chapter is required to report advertising income for the fiscal year to APWA National by July 31st. Net advertising income is taxable under the Tax Reform Act of 1969.

#### 2.2.4.12 Year-end Financial Report

The Fiscal Year-end Consolidated (Chapter & Shasta-Cascade Branch) Audited Financial Report is due on July 31st. This report includes the total income and expenses for the year recorded in the

APWA approved chart of accounts. The reports should be generated using the approved accounting software and Chapter accounts and shall be reported on the APWA approved chart of accounts. Also included with the Fiscal year-end report is a copy of the June 30 reconciled statements for all Chapter and branch bank/savings/investment accounts and the Chapter and branch audit committee reports. Any entries in the Miscellaneous Income or Miscellaneous Expense categories need to be fully documented and explained.

#### 2.2.4.13 Chapter Budget

The Chapter must have an annual budget based on the Fiscal year. The budget should be prepared using APWA approved chart of accounts. The Treasurer should prepare a draft budget for the following Fiscal year for review by the Chapter Executive Committee at its June Planning meeting. The Chapter Treasurer should submit the approved draft budget to the APWA Finance Department no later than July 31st.

#### 2.2.4.14 Other Duties

The Treasurer shall perform other duties as may be assigned by the President or Executive Committee.

#### 2.2.4.15 Treasurer's Assistant

A Treasurer's Assistant position may be utilized to assist the Treasurer with their duties, ensuring efficient financial management and organizational support, while also allowing for succession planning within the leadership structure. The Treasurer's Assistant is a non-voting member of the Chapter's Executive Committee, providing support without holding decision-making authority.

### 2.2.5 Chapter Immediate Past-President

The Immediate Past-President has valuable experience to share regarding policies of the Chapter and the Association, details of carrying on various Chapter activities, etc. Therefore, the Chapter President's responsibilities do not end with the completion of the President's term.

#### 2.2.5.1 Responsibilities

The Immediate Past-President serves in an essential advisory capacity to the President and Executive Committee and is included as a voting member of the Chapter Executive Committee. The Immediate Past-President chairs the Nominating Committee and is expected to actively participate in the Past-President's Committee. Since this person was President the previous year, he/she also is the primary author of the President's Award for Chapter Excellence (PACE) submittal. The submittal of the PACE proposal summarizes the Chapter's activities for the preceding year. Please refer to the committee section of this manual that covers the PACE submittal for more information.

#### 2.2.5.2 Other Duties

The Immediate Past-President shall perform other duties as may be assigned by the President or Executive Committee.

#### 2.2.5.3 PWX Attendance

Should the Immediate Past-President attend PWX within his/her term to accept a PACE Award for his/her term, the Chapter will reimburse the Past President to cover travel, registration, and accommodation expenses for PWX attendance.

## 2.2.6 Chapter Director

Four (4) members of the Chapter other than Officers shall be elected to serve as Directors on the Executive Committee. The term of office shall be two calendar years. Each year, two new Directors are elected. As members of the Executive Committee, each Director will be assigned responsibility for the oversight/coordination of one or more of the Chapter's liaisons or committees. A 1-Year Director shall be designated to serve on the Educational Endowment Fund Committee.

### 2.2.6.1 Responsibilities

These four (4) Directors will serve on the governing body for the Chapter on the Executive Committee. The Directors' primary responsibility is to attend Executive Committee meetings and provide guidance and assistance with Chapter activities.

### 2.2.6.2 Other Duties

The Directors shall perform other duties as may be assigned by the President or Executive Committee.

## 2.2.7 Young Professionals Director

One (1) member of the Chapter other than the officers shall be elected to serve as the Young Professionals Director on the Executive Committee. The term of office shall be two calendar years. The role of the Young Professionals Director is to recruit and engage younger members in APWA by identifying and providing opportunities for them to participate in the Chapter at-large.

### 2.2.7.1 Responsibilities

The primary responsibility of the Young Professionals Director is to act as a liaison between the Chapter's Young Professionals (YP) Committee and the Executive Committee.

### 2.2.7.2 Other Duties

The Young Professionals Director shall perform other duties as may be assigned by the President or Executive Committee

## 2.2.8 Chapter Delegate

The Council of Chapters was established in 1967 and is comprised of one Delegate and an alternate from each Chapter. APWA is comprised of 62 Chapters grouped into nine regions based upon geographical location. Members of the council serve APWA as advisors to the board of directors, chief executive officer, APWA committees and staff in support of the mission of APWA in accordance with the association's bylaws and parliamentary procedures. Delegates act as a conduit in sharing the opinions and ideas of their chapters and serving as points of contact at the local, regional, and national levels for the dissemination of information to and from members

The Sacramento Chapter is within Region VIII along with all of the other California Chapters, and those from Nevada and Hawaii.

### 2.2.8.1 Appointment Criteria

Criteria to be used in the appointment of the Chapter Delegate should include:

- Willingness to serve a minimum three-year term up to five-years;
- Attendance and participation as a member of the Chapter Executive Committee with full voting privileges;
- Ability to attend a minimum of three Chapter Delegate meetings each year, one at PWX in September, one at a Region VIII Spring meeting, and one of which could be done virtually;

- Act as the Chapter's representative in matters of local, regional, and national concern;
- Possess an active interest in local, regional, and national affairs; and
- Past experience in the Chapter volunteers structure.

#### 2.2.8.2 Responsibilities

The Chapter Delegate acts as a liaison between the Chapter, the regional directors, and the APWA Board of Directors in the implementation of the Association's strategic plan; between all Chapters of the Association; between Chapters and their branches; and between Chapters and the national volunteer structure.

The Chapter Delegate also serves as an information source and point of contact at the local, regional and national levels while identifying dedicated and committed members for promotion and active participation within the Association. The Chapter Executive Committee shall designate the Delegate to represent the Chapter.

The Delegate also serves as the Chapter's representative to the California Council of APWA Chapters. The California Council usually meets twice a year, once at the end of the spring Region VIII Delegates meeting and at PWX in the fall. A third meeting may be held virtually during the summer.

#### 2.2.8.3 Other Duties

The Chapter Delegate shall perform other duties as may be assigned by the President or Executive Committee.

#### 2.2.8.4 Delegates Meeting Attendance

Should the Chapter Delegate attend the Council of Chapters meeting at PWX and the mid-year Regional Delegates Meeting within his/her term, the Chapter will reimburse the Delegate to cover travel, registration, and accommodation expenses for each occurrence.

#### 2.2.8.5 Alternate Delegate

An Alternate Delegate is designated by the Chapter Executive Committee. The Alternate Delegate shall represent the Chapter whenever the Delegate is unable to attend the annual, regional or other special meetings. The Alternate Delegate has the same responsibility and authority as a Delegate at any meeting attended in the absence of the Chapter Delegate. The Alternate Delegate may attend regional and annual meetings together with the Chapter Delegate as a non-voting observer. The Alternate Delegate is eligible for travel expense reimbursement when attending meetings in lieu of the Delegate.

### 2.2.9 Shasta-Cascade Branch Chairperson

The office of Shasta-Cascade Branch Chairperson is held by the Branch President.

The Shasta-Cascade Branch Chairperson shall perform other duties as may be assigned by the Chapter President or Executive Committee.

Consideration should be given to naming a responsible liaison between the Sacramento Chapter of APWA and either the Sacramento Section or the Capitol Branch, with the intent of coordinating resources for seminars and other programs, and joint luncheons as appropriate.

# Chapter 3 Chapter Activities and Services

The Chapter has established standing committees to promote Chapter goals and objectives through various programs and activities. These committees are grouped in “umbrellas” of similar, related areas of interest that represent the Chapter’s needs as identified in the various strategic planning exercises. One Board member is appointed as the single point of contact between the Executive Committee and each of the “umbrellas” representing these important committees. The umbrellas and respective components are listed in Table ES 1 and a description follows.

## 3.1 Chapter Committees

The Chapter has established a number of Committees that are responsible for assuring there are Chapter programs and activities encompassing the range of activities and interests of the Chapter membership as a whole. The term of Committee Chairpersons shall be January 1 to December 31. Committee assignments are permitted to extend over multiple years.

Committee chairpersons are responsible for recruiting other Chapter members to help them with their committee work. It is advised that each committee chairperson seek out at least one other member to assist with the committee activities. During selection of members for your committee, consider maintaining a balance of successful, experienced members with members that are new to the Chapter. Selection of members that are knowledgeable or interested in the committee's area of activity is always beneficial to the chairperson. The assistant may be a good candidate for committee chairperson the following year.

Each committee is responsible for completing at least one of the following activities during the year:

- Obtaining a guest speaker(s) for one of the Chapter's monthly lunch meetings. Coordination with the Chapter Vice President who is responsible for scheduling monthly programs is required.
- Developing and coordinating a half or full day technical seminar (program). The committees are responsible for choosing the subject for the session, selecting and inviting the speakers, arranging the time and location for the event, including meeting room(s), registration activities, meal functions, etc.
- Promoting or coordinating other activities or events that relate to the Committee's goals, the APWA mission, and have approval of the Executive Committee.

## 3.2 Organization Liaisons

APWA maintains partnering relationships with a number of organizations. Partnering relationships help maintain lines of communication for common interests, allowing leveraging of resources (people, education events, etc.) as a secondary benefit and provide a source of new membership leads. To facilitate this communication, the President will appoint single points of contact (called Organization Liaisons) to these organizations. These groups include American Council of Engineering Companies (ACEC), Associated General Contractors (AGC), American Society of Civil Engineers (ASCE), California Water Environment Association (CWEA), Women’s Transportation Seminar (WTS), Shasta-Cascade Branch, and the San Joaquin Engineers Council. In addition, we work with the colleges in the area.

These organizations may change from time to time as APWA establishes additional partnering relationships or as Chapter interests change. One Executive Committee member is appointed as the single point of contact between the Executive Committee and the Organization Liaisons.

Expectations for Organization Liaisons are as follows:

- Regularly attend APWA and other organization's functions;
- Participate in leadership functions for each organization (i.e., attend Executive Committee meetings, as appropriate);
- Act as a conduit for information;
- Bring attention to items of mutual interest;
- Identify appropriate individuals in either organization for planning of jointly sponsored functions;
- Assist with planning for joint meetings.

### 3.2.1 American Council of Engineering Companies (ACEC)

American Council of Engineering Companies I (ACEC) has an ongoing partnering agreement with APWA. There are three local Chapters of ACEC within the APWA-Sacramento Chapter boundaries, although the largest and most active Chapter is the Sierra Chapter. The Organization Liaison for ACEC is responsible for coordinating items of mutual interest with ACEC, which includes the following:

- Coordinating the annual joint luncheon in January - including speakers of mutual interest;
- Providing information on legislation and legislative initiatives of mutual interest.

### 3.2.2 Associated General Contractors (AGC)

AGC maintains a partnering relationship with APWA. Similar interests between the organizations and coordination of outreach/consultation on construction related issues facilitate an ongoing relationship between the organizations.

The Associated General Contractors of California is an organization of construction firms and industry-related companies dedicated to political and economic guidance within the construction industry.

The AGC provides its members services in:

- Safety and Health
- Education and Training
- Employee and Labor Relations
- Government Relations/Legislation

### 3.2.3 American Society of Civil Engineers (ASCE)

The ASCE maintains a partnering relationship with APWA. In light of the partnering agreement, similar interests between the organizations, and overlapping membership, efforts shall be made for ongoing liaison between the organizations. Locally, ASCE is represented by the Sacramento Section of ASCE. There are three branches within the Section including: San Joaquin, Capitol, and Chico-Feather River Branch. The first provides liaison to APWA through the San Joaquin Engineers Council. The latter shall provide liaison either through the Shasta-Cascade Branch or directly to the Chapter.

### 3.2.4 California Water Environment Association (CWEA)

The California Water Environment Association (CWEA) is a 7,000 member educational and professional association serving the environmental and water quality industries. The Association provides training and certification in six technical areas of municipal and industrial water quality and pollution control. CWEA members include engineers, biologists, chemists, government officials, municipal and industrial wastewater operations staff and managers, consultants, equipment

manufacturers, college professors, and students who are interested in the water environment. The Sacramento Area Section serves the Sacramento metropolitan region, including Placer and El Dorado Counties. The Section has over 300 members, including current members of the Sacramento Chapter of APWA.

Outreach and cooperation between the two organizations is facilitated with a joint meeting held once a year (generally in conjunction with an APWA meeting). The Vice President coordinates scheduling of the joint meeting.

### 3.2.5 Women's Transportation Seminar (WTS)

The Women's Transportation Seminar is an international organization committed to shaping the future of transportation through the global advancement of women. With over 6,500 members, including both women and men, WTS offers high-quality, industry-focused programming such as webinars, workshops, and other opportunities for sharing best practices.

The Sacramento Chapter supports hundreds of professionals across the Sacramento Region and Northern California, including members of the Sacramento Chapter of the American Public Works Association (APWA).

Every other year, a Public Works Director Roundtable event is held, with APWA and WTS alternating leadership of the event. The APWA chair of the Public Works Director Roundtable coordinates directly with WTS to plan and execute the event.

### 3.2.6 Shasta-Cascade Branch Liaison

The Shasta Cascade Branch was established to bring the benefits of APWA to the northern-most nine counties within the Sacramento Chapter area. Prior to the formation of the Branch, it was nearly impossible for members in these northern counties to attend meetings and educational programs and thus experience many of the benefits of APWA membership. The formation of the Shasta-Cascade Branch in 1984 provides an effective means of service for members in the northern counties and has promoted growth within the Chapter.

To assist the Branch, the Chapter established the position of "Branch Liaison". The overall purpose of this position is to ensure that there is a strong line of communication between the Branch and the Chapter for the benefit of both.

The following list of activities is not meant to be all-inclusive, but rather to indicate the type of support the Chapter wants to provide to the Branch.

- Attend as many monthly Branch meetings as possible;
- Maintain dialogue between Chapter and Branch officers;
- Assist with overlapping responsibilities such as Chapter and Branch treasurer's duties;
- Advertise the events and programs of the Branch throughout the Chapter;
- Provide a more formal direct line of communication between the Branch officers and the Chapter Executive Committee;
- Provide continuity and consistency (where required or beneficial) between the Branch and Chapter;
- Act as a resource to the Branch officers;
- Make sure the branch receives its appropriate share of Chapter rebates and other income sources;
- Monitor the general conformance of Branch activities to Chapter and APWA guidelines.

### 3.2.7 San Joaquin Engineers Council (SJEC or Council)

The SJEC is a Stockton-based consortium of eight Professional engineering societies including both the Sacramento and the Central California Chapters of APWA. Our Chapter has a historic membership with the SJEC and continues its active participation via a Chapter member, typically from a public agency in the San Joaquin County area, who assists with various activities, and provides liaison with the Council. Throughout the year, the Council conducts a number of activities designed to enhance the engineering profession at local high schools, community colleges and at the University of Pacific (UOP).

In February of each year, the Council hosts and highlights the National Engineers Week Banquet. This banquet is a public forum to recognize individuals who volunteer time and energy to promote the engineering profession. These volunteers exert a positive influence on students at the banquet, who are in the process of making career decisions. In addition, a number of scholarships are presented to outstanding students including a $2,000.00 scholarship funded by the Sacramento Chapter of APWA and presented by the APWA Chapter President. The Council also awards a perpetual trophy and personal plaque to a professional engineer from among eight participating engineering societies in the San Joaquin Valley. The Chapter President is responsible for encouraging the Chapter to nominate a deserving individual for this award. The award designates the recipient as “Engineer of the Year” for the calendar year.

## 3.3 Chapter Services

The operation of the Chapter is the responsibility of the committees in the Chapter Service Umbrella. It consists of the Audit Committee, GOAL Committee, Education Endowment Committee, Historian, Membership, Nominating Committee, Past Presidents Committee, Strategic Planning Committee, Communications Committee, and the Young Professionals Committee.

### 3.3.1 Audit Committee

The treasures reports and financial records are audited annually in accordance with the National APWA requirements. The committee consists of the Chapter Vice-President, Secretary and 2-year Director(s).

### 3.3.2 GOAL Committee: Growth Outreach Access and Leadership

The GOAL Committee was formed in July 2025 to assist the Chapter in collaborating with Public Works professionals from all backgrounds and abilities to foster growth and professional development of the future leaders in the industry.

The goals of the committee are:

Facilitate awareness and knowledge, to achieve an unbiased and equitable approach to development, advancement, and retention of public works professionals.

Growth:

Facilitating workshops and presentations for professional growth.

Outreach:

Foster youth at college, high school, and trade schools.

Attend community events to promote APWA

Access:

1:1 mentorship, Q&A sessions

Facilitate connections between experienced Professionals and Young Professionals.

Leadership:

Initiate opportunities for training the future leaders of Public Works.

Additionally, this Committee will conduct Engagement & Development Brainstorming sessions that include but not limited to:

Peer mentoring

Resume Review

Mock interviews

Connections for Young Professionals, College and High School students

Luncheons focused on Leadership and Growth (technical and leadership)

Series of Training & Professional Development presentations

The GOAL Committee will have a Chair and Co-Chair and hold meetings on a regular basis to ensure proper coordination is achieved.

### 3.3.3 Education Endowment Fund (EEF) Committee

In addition to the Chapter's successful individual scholarship program that has awarded over $500,000 to high school, junior college and university students, the Chapter created the Education Endowment Fund. The stated goal of the EEF is to become the preeminent sponsor of engineering and science education in Northern California.

Beginning in 1994, with an initial investment of approximately $36,000, the Chapter established the EEF. The EEF currently (end FY24/25) has grown to over $1,739,731 and has granted over $500,000 to the four universities in the Chapter area.

The primary sources of contributions to the EEF include the original "Founders", the ongoing "Sustaining Members" program, fundraising efforts such as the annual National Public Works Week Auction (if programmed), and, contributions from the Chapter when feasible and authorized by the Executive Committee. Fundraising in support of the EEF shall be the responsibility of the EEF trustees and their appointed chair (EEF Chair)."

The EEF currently has 12 Corporate and 39 Individual Founders and 11 Corporate and 29 Individual Sustaining Members.

Founders' and Sustaining Members names are displayed prominently at the APWA Support Staff Appreciation Luncheon, and at other fundraising and special events. A list of the Founders and Sustaining Members is also displayed at events where grants are being awarded and in public relations literature.

At the end of each fiscal year, the Chapter Treasurer should provide the Executive Committee an estimated surplus or deficit for the past year relative to the Chapter's budget at the Summer Strategic Planning Meeting (see Section 3.3.7). If there is a surplus, the Executive Committee should consider making a donation to the Education Endowment Fund.

The Policies and Procedures for the Education Endowment Fund are included as Attachment B.

### 3.3.4 Historian

The historian is to provide an update to the Chapter manual on an annual basis.

### 3.3.5 Nominating Committee

The Immediate Past-President chairs the Nominating Committee to determine the executive board for the next year.

### 3.3.6 Past Presidents Committee

The Past President's Committee meets at least once annually to discuss ongoing efforts to support the Chapter. For the past few years, members of the Past President's Committee have become members of the Scholarship Committee and assist in evaluating the scholarship applications.

### 3.3.7 Strategic Planning

Two retreats are held each year – one in the summer to plan for the remainder of the calendar year and one in December for the incoming president to set his/her annual strategic program. The summer planning meeting should be held in June prior to the end of the fiscal year so that the Executive Committee can reconcile the Chapter's budget from the previous year and plan an appropriate budget for the upcoming fiscal year.

### 3.3.8 Communications

The communications committee is responsible for managing the three main platforms of Chapter communications: website, newsletter (constant contact), and social media (LinkedIn). A chair and vice chair of each platform is to be established and maintained. The Website Chair (and Vice Chair) are responsible for posting all events on the chapter website, including setting up registration through Fonteva, pulling all report from Fonteva, and maintaining the Chapter job board. The Newsletter Chair (and Vice Chair) are responsible for assembling Chapter news into weekly email newsletters using the Constant Contact platform. The newsletter includes updates, upcoming events, job opportunities, and information useful to members. The Social Media Chair (and Vice Chair) are responsible for sharing updates, news, job postings, events, and helpful information from various sources throughout the public works industry on LinkedIn. This includes sharing posts from the YP and National LinkedIn pages.

### 3.3.9 Young Professionals Committee

The Chapter maintains a Young Professionals Committee (YP) that offers an opportunity to network with peers and seasoned professionals. The opportunity provides a chance to explore similar technical challenges, and enjoy the company of industry colleagues. The YP organizes meetings available for members to network in informal settings. The liaison also serves to recruit additional members for the local Chapter and informs potential members of the educational tools through APWA for professional development.

Committee terms are two years and will run from July 1 to June 30, with the exception of the Director who will serve from December 1 to November 30. Committee chairs will communicate monthly. All YP members will meet twice a year (Winter and Summer) for planning meetings. To communicate virtually, email chains and MS Teams/Zoom meetings will be utilized as necessary.

## 3.4 Continuing Education and Training Committee

The Continuing Education and Training committee is responsible for coordinating and promoting speakers, seminars, and other information relating to technology and public works applications. Committee members shall disseminate information and programs of interest to a wide range of Chapter members, including but not limited to:

- New and/or improved public works related computer hardware and software;
- Emerging trends in the technical aspects of public works field; and
- Enhancements on managerial and processes of public works field.

The Vice President is responsible for coordination with the Education and Training Committee Chairperson to ensure that speakers and/or seminar topics fit with the overall Chapter strategy for education and training goals.

This committee consists of several subcommittees including:

### 3.4.1 Construction Management

The Construction Management Subcommittee concentrates on the development of best practices for the inspection and contract administration of public infrastructure projects.

### 3.4.2 Transportation

The Transportation Subcommittee concentrates primarily on the development and management of the infrastructure required for all modes of transportation including; the maintenance of streets, highways, bridges, transit systems, airports, waterways, harbors, docks, and other public/private facilities needed for the transportation of people and goods in a safe and expeditious manner.

### 3.4.3 Integrated Water Resources

The Integrated Water Resources Subcommittee concentrates on the development and protection of water resources and the management of water supply and distribution systems, wastewater collection, treatment and disposal systems, drainage and flood control facilities, and other programs involving the multi-purpose use of water for the generation of power, irrigation, recreation, and other uses.

### 3.4.4 Public Works Institute

The Public Works Institute is an educational/training program offered by APWA through individual Chapters concentrating on management and leadership professional development. It consists of four (4) modules each lasting 3 days. It is a learning model for Chapters interested in developing and conducting education to address the supervisory and management needs of current first-line supervisors and above. The Sacramento Chapter holds one or two modules annually.

### 3.4.5 Support Professionals Workshop Committee

The Support Professionals Workshop Committee is responsible for organizing a workshop for support staff within the Chapter boundary to get away from the office, enjoy some motivational topics, and network with other support staff from public works agencies and companies.

This workshop is typically an all-day event and has been held biannually. However, the Chapter recently made a decision to try and schedule this training annually. An evaluation form shall be given out at each seminar to collect information relating to opinions on speakers, location, food and recommendations for the next seminar. The evaluation form also provided an opportunity for any

volunteers to help organize the next seminar. A member of the Executive Committee typically chairs this committee with input from the remaining members of the Executive Committee. The Chair solicits input from their support staff on the development of the program to be presented. Involvement of the support staff helps to ensure that the focus of the seminar will meet the attendees' interests and needs.

Some of the responsibilities of the committee members are:

- Developing an event budget for approval by the Chapter Executive Committee; finding a location for the seminar and coordinating the room, equipment set-up, meals and refreshments within this establishment;
- Soliciting guest speakers that are motivational and will meet the needs of the support staff, as identified in the previous year's evaluation forms;
- Preparing the seminar flyer and mailing it out to all Chapter members' support staff and past participants;
- Soliciting the Chapter President to provide the seminar welcome address; and
- Keeping in monthly contact with the Chapter Executive Committee to apprise them of the progress.

The Committee shall coordinate with the Chapter Treasurer to determine the method for collecting registration payments and obtaining advances for any required deposits or equipment.

### 3.4.6 Operations & Maintenance

The Operations and Maintenance Committee serves to promote excellence, innovation, and collaboration in the delivery of operations and maintenance services throughout the Sacramento region. The committee provides a forum for public agencies and industry partners to share best practices, address common challenges, and highlight advancements in technology, equipment, workforce development, and sustainability. Its goals include fostering communication among member agencies, supporting professional development opportunities for operations and maintenance personnel, and advancing the recognition of maintenance as an essential and professional component of public works. Through these efforts, the committee aims to strengthen the effectiveness, safety, and resilience of the region's public infrastructure and services.

## 3.5 Student Outreach

### 3.5.1 Scholarship Committee

The Chapter Scholarship Committee was formed in 1986. The purpose of the Committee is to oversee the Chapter scholarship program. The Committee consists of a chairperson and three Chapter members. The committee is assisted by member volunteers as needed.

The primary purpose of the Chapter scholarship program is to assist commendable students in achieving their educational goals. A secondary purpose of this committee is to acquaint students with the field of public works engineering and perhaps interest them in pursuing public works as a career after completing their formal education. Lastly, this committee shall assist with re-acquaintance of faculty with public works engineering in the hopes that they will promote our profession to engineering students. These goals shall be accomplished in the following ways:

- Awarding scholarships to students through the Chapter selection process.
- Providing financial support to the Shasta-Cascade Branch's scholarship program.

- Providing financial support to scholarship programs of other engineering organizations (i.e., San Joaquin Engineers Council).

Eligibility requirements consist of either being enrolled in a current Civil Engineering or Construction Management program at one of the four universities located within the Chapter's geographical area (CSU Sacramento, CSU Chico, UC Davis, and UOP) or being enrolled at one of the local Community Colleges (Sierra College, Sacramento City College, Folsom Lake Community College, American River College, or Cosumnes River College) with plans to pursue a degree in Civil Engineering or Construction Management.

Submittal of an application, personal statement, and current college transcript are required. Submittal of these documents electronically via email is encouraged.

The Committee shall screen the applications received and provide recommendations to the Executive Committee regarding students that are to receive a Chapter scholarship. Following ratification by the Executive Committee, the Scholarship Committee invites the selected students and the Engineering Dean or a faculty advisor to a Chapter meeting or other APWA event, at which time the scholarships are awarded. This public award of the scholarship provides the students and faculty with an opportunity to become acquainted with the Chapter and its members and gives the members an equal opportunity to become acquainted with the students and faculty.

## 3.6 Awards and Recognition

The Awards and Recognition Committee is responsible for coordinating and providing information to the membership regarding Chapter and national APWA awards. Chapter awards have been structured to roll up into the national award categories. This committee has the responsibility of forwarding these awards to national APWA. The Awards are described in detail in Chapter 4.

## 3.7 Community Service

Community service is an essential part of the Chapter goals and objectives to establish and maintain a relationship with the surrounding community where our public works professionals live and work.

### 3.7.1 Community Service Committee

The Community Service Committee was formed in January 1997 to assist the Chapter in establishing and participating in community service activities throughout our area.

The goals of the committee are:

- To establish and maintain a vital community link between the members and the communities they serve, and
- To publicize community services provided by members in an effort to inform the communities of the opportunities available in public works occupations.

Because the membership of the APWA is traditionally involved in designing, building, or providing administrative support to various public works projects, the objectives to achieve the above goals may include, but are not limited to, offering volunteer services and activities to improve the built environment, preserve habitats, and enhance the environmental. Previous community service projects have included:

- Building services for Habitat for Humanity, a local program offering free labor and materials for low-income families in need of shelter.

- Cleanup of the local waterways and parks through the American River Parkway Foundation or other volunteer committees.
- Tree planting activities.
- Roadside Adopt-a-Street Clean up.

## 3.8 Legislative and Government Affairs

### 3.8.1 Government Affairs

The long-term goal of APWA is to become the public policy advocate for the improvement of the public infrastructure. The National APWA advocates policies that sustain infrastructure on behalf of all levels of government. APWA public policy objectives are guided by these principles:

- Support for adequate investment in public infrastructure
- Respect for local authority
- Reasonable regulations and protection from unfunded mandates
- Support for streamlining government oversight

The Legislative and Government Affairs Committee will maintain an issues and priorities list that will be reviewed on an as needed basis by the Chapter Executive Committee. Local Chapter members who have an issue they would like the Chapter Executive Committee to consider can discuss the issue with the Committee Chair, or any member of the Executive Committee and it will be considered for listing. Given that public policy advocacy by its very nature involves politics, it should be expected that some issues will be controversial. As a professional group APWA shall deal with these issues thoughtfully, in keeping with the APWA standards of professional conduct.

## 3.9 Membership

The Membership Committee is responsible for promoting and growing APWA Sacramento Chapter membership by actively engaging prospective members and ensuring existing members feel welcomed and informed. Committee goals include increasing membership across all sectors of public works, enhancing member retention through outreach and engagement, and supporting the professional development of our members through meaningful participation in Chapter programs and events.

- Recruitment: Identifying and engaging potential members from public works agencies, private firms, and academic institutions.
- Outreach: The committee coordinates quarterly new member breakfasts to introduce the Chapter's mission, activities, and opportunities for involvement, fostering a sense of community and connection.
- Onboarding: Welcoming new members and helping them integrate into chapter activities and professional networks.

Committee members serve as ambassadors of APWA Chapter, helping to build a strong, diverse, and active membership base that reflects the values and mission of the organization.

## 3.10 Inactive

Committees may be dormant while its concerns are dormant but may obtain a champion as the need arises.

### 3.10.1 Emergency Management

The Emergency Management Committee is responsible for providing information on the coordination of emergency management programs and activities of public works officials, agencies and other organizations within the Sacramento Chapter area. The Committee identifies and reviews plans, policies and procedures related to the management of emergencies and reports on such to the Executive Committee and Chapter members.

### 3.10.2 Facilities and Equipment Services

The Facilities portion of the Facilities and Equipment Services Committee focuses on the management of activities relating to the design and maintenance of public building and grounds, cemetery and recreational grounds, code administration and enforcement, custodial and security services, space utilization and energy conservation. Equipment Services portion of the Committee concentrates on the development of knowledge about fleet management techniques, systems for exchange of performance data and analysis of equipment productivity, maintenance of equipment, parts inventory, garage and service facilities, equipment replacement policies, conservation of fuel, centralized motor pool operations, and development of management information systems.

### 3.10.3 Public Finance

The ability of an agency to undertake public improvement projects most often hinges on its ability to secure financing at a reasonable cost. There are several sources and methods of funding public infrastructure improvements. The terms and conditions of each vary, as do eligibility requirements.

The purpose of the Public Finance Committee is to monitor public financing options, interest rates, and sources of new grant and loan money, and to make current information readily available to the membership. Seminars and workshops are conducted on financing fundamentals every other year and on major new or changed sources of financing as they occur.

### 3.10.4 Solid Waste

The purpose of the Solid Waste Committee is to provide information relating to the public infrastructure of our solid waste management systems. This committee concerns itself with the management of solid waste programs - the development and adoption of safe, sanitary, and efficient methods of storing, collecting, utilizing, or otherwise disposing of solid wastes from urban and rural communities. It accomplishes this objective by providing access to various resources whereby members may become knowledgeable of issues such as pending legislation, regulation, contract administration, health and safety, selection of appropriate technology, budgetary management, etc., regarding collection, processing, transportation, and disposal of solid wastes.

## 3.11 Chapter Programs

The Sacramento Chapter provides beneficial social and educational programs for professional development to our members. Many of the programs offered have become a tradition and are offered every year either monthly or annually. These programs are described below.

### 3.11.1 Monthly Programs

The Vice-President performs the duties as Program Chair for the Chapter's monthly programs. The monthly programs are held concurrently with the Chapter's monthly membership luncheon meetings. The programs typically consist of a guest speaker(s) during the lunch meal. Programs are needed for

the nine meetings during the months of January - June and September - November. The duties of the Program Chair include the following:

- Identify programs of interest to the Chapter membership and consistent with and of interest to the various Chapter educational activities. Programs should be scheduled well in advance, and coordinated for approval with the Executive Committee.
- Coordinate programs where possible through the Chapter's Professional Development Liaison Committees (or other committees as appropriate), with speakers and subject matter coordinated with individual committee chairs.
- Coordinate programs where possible with educational workshops, either by combining a Chapter program on a similar subject matter on the same day of a workshop, or prior to the workshop as an advertisement for the educational event.
- Oversee and coordinate the development of program promotional materials for use on the Chapter web site or in specific mailers.
- Maintain inventory of speaker's gifts and bring them to the monthly meetings for presentation to the program speaker(s).
- Secure sponsors for the meetings.

### 3.11.2 Annual Programs

#### 3.11.2.1 National Public Works Week

**National Public Works Week-** The National Public Works Week (NPWW) Activity Committee shall encourage the efforts of individual members in their own communities, member and non-member agencies, as well as appropriate Chapter level activities to engage in the promotion of NPWW. The mission of the Committee is to help inform citizens about the magnitude and complexity of public works operations to insure public support for adequate employee compensation, equipment replacement costs, preventative maintenance, infrastructure projects and enhancements, and other public works expenditures.

The Chair of the Committee is responsible for reminding all public agencies within the Chapter area of NPWW activities for May and encouraging them to develop and implement their own activities such as: resolutions being adopted by the cities and counties; open houses/tours at public works facilities; poster contests; employee appreciation activities; equipment displays at malls or other places open to the public; and public service announcements in the local media. In years past the Chapter has jointly sponsored an advertisement in the Sacramento Bee with area cities and counties.

After the May NPWW activities are concluded, the Chairperson is responsible for compiling information regarding the entire Chapters' NPWW activities and submitting a final report to APWA.

***National Public Works Week (NPWW) Banquet-*** The Sacramento Chapter celebrates NPWW by hosting a social dinner event for members and guests in May, preferably during National Public Works Week which occurs the third week of May. The purpose of this event is to celebrate and honor public works employees.

The NPWW banquet has taken place in a variety of locations, typically in a centrally located venue with a catered dinner. The location is selected based on providing a cost effective location that is familiar to members while providing flexibility for our event size and auction needs. The dinner program includes: time to socialize, a catered dinner, awards presentation and auction (if programmed).

The auction was implemented as part of the NPWW dinner in an effort to raise money for the Chapter's Education Endowment Fund (EEF).

In addition to the dinner and the EEF Auction (if programmed) and the Manager of the Year Awards (See Awards Section 4.1) are presented. Award recipients are gifted two tickets to attend the dinner.

The NPWW Banquet is coordinated by a committee and in coordination with the Trustees of the EEF. The responsibilities of the NPWW Banquet organizer include:

- Selecting a location to hold the event.
- Selecting a date for the event, usually on a Thursday.
- Planning a program for the evening and the awards.
- Promoting the event on the Chapter website and at Chapter Monthly Lunch meetings.
- Determining the ticket price, based on the estimated costs for the event.
- Designing and distributing the advertising flyer.
- Selecting the menu for the evening.
- Coordinating details of the event.

***Coordination with the EEF Chair***- The EEF Chair is responsible for soliciting auction donations from members, securing general community donations, tracking all contributions, and developing the auction program. If an auction is included, the EEF Chair shall create the auction set up plan, organize necessary staffing, and collaborate with the NPWW Banquet Committee Chair to ensure its successful execution within the overall banquet program.

***Coordination with the Awards Committee Chair***- The NPWW Banquet Chair coordinates the event schedule with the Awards Committee Chair for inclusion of the awards portion of the program and presentation materials. The Award Chair is responsible for producing the boards of award winners as well as a PowerPoint presentation.

***Chapter Executive Committee***- The NPWW Banquet Chair also informs the Executive Board on all information relating to the event.

***NPWW Button Contest-*** During NPWW, the Chapter holds a NPWW Button design contest and solicits submittals from public works employees and/or their relatives. The Chairperson is responsible for advertising the contest on the Chapter web site, collecting the submittals, overseeing the selection of the winning design by the Executive Committee at their April meeting, and then having the buttons made and available for the Chapter members at the May monthly program meetings.

### 3.11.2.2 Support Staff Appreciation Luncheon

The Support Staff Appreciation Luncheon was developed to provide an opportunity for members to thank and acknowledge their support staff for their continued hard work throughout the year.

The event recognizes many of the duties performed by support staff that go unnoticed by the public and sometimes by many associated with both public and private public works. The Support Staff Appreciation Luncheon Committee's purpose is to plan, develop, and produce the annual Support Staff Appreciation Luncheon event. The luncheon is the highlight of the Chapter's activities and is held on the first Friday of December. The event usually runs about two to three hours long.

This function requires planning and preparation throughout the year. The Committee shall begin planning and implementing some of the tasks associated with the event no later than the beginning of February of each year. Responsibilities of the committee members include:

- Reserving hotel ballroom, wait staff, & bar service for final number of attendees
- Determining the event theme, developing a budget, soliciting public and private firm donations & sponsorships
- Developing promotional communications (i.e., fliers, tickets and programs),
- Coordinating registration, menu selections of attendees, and table assignments
- Preparing a program agenda,
- Coordinating ballroom layout AV equipment set-up, and set up of registration tables
- Selecting the menu and decorations, preparing nametags, selecting a grand prize, ordering gifts (i.e. Crumbl cookies & Amazon gift cards) for all support staff, arranging receptacles for donations to Past President's charity of choice, and incorporating the installation of new officers as part of the event program.

In addition, the Chairperson of this committee shall provide a monthly activity report and provide the Executive Committee with up-to-date information.

The following awards are also given out during the Support Staff Appreciation Luncheon:

- Cathy Chan Support Staff Person of the Year (Service to APWA/Agency),
- Stan Wilkening Member of the Year, and
- Service Awards (at discretion of the President).

#### 3.11.2.3 Golf Tournament

An annual spring/summer golf tournament is sponsored by the Sacramento Chapter. Unless otherwise specified by a donor, proceeds from the event are to be distributed between the scholarship program and the Education Endowment Fund as directed by the committee, with a suggested 50/50 split.

#### 3.11.2.4 Social Event

A social event has traditionally been held in the summer for the Chapter and family members. Planning of the event is the responsibility of the Young Professionals Network and has included Rivercats baseball games, tours of Old Sacramento, and miniature golf tournaments in the past.

#### 3.11.2.5 Awards Luncheon

Sacramento public works projects are nominated and awarded at the annual awards luncheon held in the summer/fall.

#### 3.11.2.6 Science Fair Program

The Chapter is a sponsor of the Sacramento Regional Science and Engineering Fair. This event allows the Chapter to award participants based on relevance to public works. Two Chapter members volunteer as judges to select projects for prizes/scholarships.

#### 3.11.2.7 Music Festival

The Chapter hosts an annual music festival inviting bands with connections to Public Works to play for our membership and guests. Proceeds from this event are to be donated to the Education Endowment Fund.

The committee responsible for coordinating the music festival is made up of interested Chapter members and the Chapter Treasurer.

#### 3.11.2.8 ROADEO

The Chapter hosts an annual ROADEO event jointly with the North Central Valley Chapter of the Maintenance Superintendents Association (NCVC-MSA) to encourage and increase membership among heavy equipment operators and provide friendly competition for both organizations' membership and guests. Proceeds from this event are to be donated to the NCVC-MSA Education Program. The Chapter offers up to $2500 towards the National ROADEO at PWX registration, travel, and accommodations to the winning operator.

The committee responsible for coordinating the ROADEO is made up of interested Chapter members from both APWA and NCVC-MSA.

# Chapter 4 Chapter Awards

Recognition of our outstanding community leaders has long been a priority for the officers of the Chapter Executive Committee. The Sacramento Chapter participates in nominations at the National level and has over the years added Chapter Awards to recognize well-deserved individuals. The Awards that have become a tradition with the Sacramento Chapter are presented below.

## 4.1 Awards

The APWA Awards Program was established to recognize outstanding individuals within the Chapter who represent the best in the public works profession. By recognizing professional contributions by these individuals, an atmosphere of mutual respect among other public works professionals is promoted as well as a desire to grow and achieve.

The Awards Program Committee proposes and documents nominations for both Chapter and National APWA awards. The Committee is responsible for identifying and recommending nominations for both Chapter and National awards. Nominees for awards are then forwarded to the Chapter or National APWA by the deadline stated by the National APWA staff. It is the Committee's responsibility to meet all award nomination deadlines and to assist the nominee to complete the required documents for submittal to the Chapter and/or National. The Awards Committee's is also responsible for obtaining award plaques for Chapter winners.

The Awards Program Chair is appointed by the Executive Committee each year. The Awards Program Committee is selected by the Chair and may be different for each award. Unless otherwise noted, the Awards Program Committee is the selection panel.

### 4.1.1 Chapter Awards

The following awards and recognitions are available through the Chapter. Nominations are submitted to the Awards Program Chair for selection unless otherwise indicated in the award description.

- Stan Wilkening Member of the Year Award
- Tom Dosh Award of Merit
- Professional Managers of the Year Award
- Projects of the Year Award
- Support Staff of the Year Award – Chapter & Agency/Firm Service
- Samuel A. Greeley Local Government Service Award

Following is an overview of each Chapter award. Additional information such as nomination forms, criteria, nomination deadline, and all other information are provided by the Awards Chair at least one month prior to the nomination submittal deadline by email or general meeting announcement.

### 4.1.2 Stan Wilkening Member of the Year

**Background**: This award is named in honor of Stan Wilkening who served as Chapter President in 1975. In addition, while serving as Chapter Secretary-Treasurer for six years, Wilkening was also Chapter Historian, Chair of the Joint Corporation with allied Organizations Committee, and wrote the monthly Chapter bulletin. Each of these responsibilities individually is a real contribution to the Chapter. Wilkening performed all of these completely and professionally. In 1984, the Executive Committee renamed the "Chapter Man of the Year Award" to the "Stan Wilkening Member of the Year Award" since the Executive Committee members felt Stan Wilkening exemplified in every way the total purpose and concept of this award.

**Minimum Qualification:** APWA member in good standing

**Number of Awards Given:** 1 per year

**Recognition:** The winner is presented with a plaque at the Annual Support Staff Appreciation Luncheon in December. Announcement made by the previous year's winner or Chapter President.

**Nomination Process:** Nominations are made by Chapter members, previous winners, or the Executive Committee. The award winner is selected by a panel consisting of the Awards Program Chair and previous award winners.

### 4.1.3 Tom Dosh Award of Merit

**Background:** This award is named in honor of Tom Dosh who was the first President of the Sacramento Chapter in 1965. The intent of this award is to recognize the dedicated service of public works or related agency personnel.

**Minimum Qualification:** A nominee does not need to be an APWA member, but must have been employed by a public works or related agency (in an entry-level position through first line supervisor) for a period of not less than 5 years.

**Criteria:** The award is based on initiative, new or innovative ideas, improved procedures or techniques, public relations, job performance, self-improvement (job history, promotions, continuing education, etc.), attendance record and general attitude.

**Number of Awards Given:** 1 per year

**Recognition:** The winner is presented with a plaque and a check for $200.00 at the May monthly meeting. Agencies can recognize their nominees individually with their own governing boards. Announcement made by the winner's supervisor or the Chapter President.

**Nomination Process:** Nominations are made by a public works supervisor. A committee of volunteers appointed by the Executive Committee evaluates the nominations for award.

### 4.1.4 Professional Managers of the Year Award

**Background**: Established in 2006, the Sacramento Chapter seeks to inspire excellence and dedication in the public sector by recognizing the outstanding career service achievements of public works professionals. The focus of the award is the recognition of exceptional local leadership and management in the fields of engineering & technology; facilities and grounds; public fleet; public right of way; emergency management; solid waste; transportation; and water resources.

**Minimum Qualification:** Candidate's primary responsibilities are in the area of public works for the field of nomination. Members of the current APWA Executive Board are not eligible. Candidates should have a minimum of 10 years of qualifying experience in the field nominated. APWA membership is not required for the Chapter Awards Program, but is a requisite if you win and your nomination is advanced to the National Awards Program.

**Criteria:** Significant contributions to the advancement of their profession; leadership and vision; innovation and technology; agency service and optimal fiscal management; customer and other stakeholder service; and community service.

**Number of Awards Given:** 1 winner will be selected from each field; and one nomination will be selected for the Chapter's "Public Works Leader of the Year" Award.

**Recognition:** The Professional is presented with a plaque at the National Public Works Week Dinner and EEF Auction in May. Announcements are made by the Awards Program Chair. The Chapter's

Professional Managers of the Year recipients become the nominees for National's consideration in the National Awards Program the following year.

**Nomination Process:** Any individual or group members of APWA may submit a nomination package. The award winner in each profession is selected by a panel consisting of the Awards Program Chair and two members of the Executive Committee.

### 4.1.5 Project of the Year Awards

**Background:** This award was established to honor public works agencies/owners for outstanding achievement as reflected in the construction of public works projects. "Public Works" may include environment (treatment and recycling facilities, landfill, flood control, pipeline), transportation (roads, bridges, mass transit), parks and trails (pedestrian and bicycle facilities), structures (preservation/rehabilitation, municipal buildings), disaster or emergency construction/repair, and historic restoration/preservation projects developed, owned and maintained by public agencies. Awards are available in these six categories and six construction cost divisions, based on two agency sizes.

**Minimum Qualification:** The project must be located within the boundaries of the Chapter. Projects eligible for award are defined as physical structures or facilities that are developed, owned and maintained by public agencies to house governmental functions and provide water, power, waste disposal, transportation, and similar public services. The project must have been "substantially completed" and available for use in the current year or one year prior. Projects may be nominated when they are constructed in phases. Projects are eligible one year after completion. Projects previously submitted but not selected may be nominated again.

**Criteria:** Selection criteria include construction management techniques, safety performance, community relations, environmental protection, unusual accomplishments, and other pertinent considerations.

**Number of Awards Given:** 1 per year for each award category and division, based on construction cost and agency size.

**Recognition**: The public agency/owner is presented with a plaque at the September monthly meeting. Announcements are made by the Awards Program Chair. Winning projects in the Chapter's Awards Program will be forwarded by the Chapter to National for their consideration in the National Awards Program the following year.

**Nomination Process:** Nominations are accepted from public works project managers, consultant project managers, construction contractors or the Awards Program Chair. The award winner in each category and construction cost division is selected by a panel consisting of the Awards Program Chair and two members of the Executive Committee.

### 4.1.6 Cathy Chan - Support Staff Person of the Year Award - Chapter & Agency/Firm

**Background:** This award is named in honor of Cathy Chan who played a critical role in the success of many American Public Works Association events, including the Project of the Year, Manager of the Year Awards and the APWA Music Festival. In Cathy's honor, this award acknowledges and recognizes the outstanding service and contributions made by staff members who support the Sacramento Chapter/National APWA functions and/or provide exemplary service to their agency/firm, the Sacramento Chapter presents its "Cathy Chan - Support Staff Person of the Year Award".

**Minimum Qualification:** None

**Number of Awards Given:** 2 per year; one for APWA service and one for agency/firm service.

**Recognition:** The winners are presented with a plaque and a check for $200.00 at the Annual Support Staff Appreciation Luncheon in December. Announcements are made by the Chapter President.

**Nomination Process:** Candidates for the award must be nominated by their supervisor with two supporting signatures from active APWA members. The award winner in each category will be made by a panel consisting of the Awards Program Chair, Chapter President, Secretary and Treasurer.

### 4.1.7 Samuel A. Greeley Local Government Service Award

**Background:** The purpose of the Samuel A. Greeley Local Government Service Award is to give formal recognition of an honorary nature to persons who have continuously served a local public agency in an official capacity for 30 or more years.

**Minimum Qualification/Criteria:** Persons who have served a single local public agency in an official capacity continuously for 30 or more years and who have been members in good standing of APWA for more than 15 years. A single local public agency is interpreted to mean any city, town, county or special district, but not a state or the federal government.

**Number of Awards Given:** Varies each year.

**Recognition:** The Chapter President presents the service award plaque(s) during the National Public Works Weeks Dinner to each person meeting the minimum qualifications.

**Nomination Process:** The Chapter is provided a listing each year from National of those members with 15 years of membership in APWA. The Awards Program Chair will send those members the appropriate questionnaire and application to confirm eligibility.

### 4.1.8 National APWA Awards

The National Awards Program recognizes APWA members, the Chapter and the profession. The awards criteria changes every year. Obtain the most up to date criteria by visiting http://www.apwa.net/About/awards.asp.

Awards which recognize the members and the Chapter are listed below. All nominees need to be APWA members in good standing.

- Community Involvement Award,
- Charles Walter Nichols Award for Environmental Excellence,
- Distinguished Service to Public Works Award,
- Donald C. Stone Award for Excellence in Education,
- Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service,
- International Service Award,
- Presidential Award for Chapter Excellence (PACE),
- Professional Manager of the Year Award, and
    - Administrative Management,
    - Engineering and Technology,
    - Facilities and Grounds,
    - Public Fleet,
    - Public Right of Way,
    - Public Works Emergency Management,

  - Solid Waste,
  - Transportation,
  - Water Resources,
- Young Leader Award
- Lifetime Membership

Awards which recognize the profession are provided below. Membership in APWA is not required. The intent of these awards is to focus beyond membership into the profession of public works.

- Abel Wolman Award,
- Citation for Exemplary Service to Public Works,
- Diversity Exemplary Practices Award,
- Excellence in Snow and Ice Control Award,
- Exceptional Performance Award,
- Michael Robinson Award,
- Public Works Project of the Year Award,
- Technical Innovation Award and Management Innovation Award, and
- Top Ten Public Works Leaders of the Year Award

If the Executive Committee chooses to recognize a National Award recipient at a regularly scheduled luncheon, the cost of the luncheon will be compensated by the Chapter.

Following is an overview of the PACE Award, Top Ten Public Works Leader Award, and two other National awards in which Chapter award winners will automatically be advanced for consideration. Should a nominee from the chapter win a National APWA Awards and choose to attend PWX to accept it, the Chapter will reimburse the recipient to cover travel, registration, and accommodation expenses for PWX attendance if funding allows.

### 4.1.9 Presidential Award for Chapter Excellence (PACE)

**Purpose:** Recognizes APWA Chapters for contributions made to positively impact their membership, profession, and community. This award recognizes Chapters which demonstrate this accomplishment in a given year.

**Eligibility:** Every APWA Chapter is eligible for consideration and may nominate itself. A Chapter with more than 500 members (like the Sacramento Chapter) must also nominate at least one individual to receive the Top Ten Public Works Leader of the Year and nominate at least one individual/group for any three other national APWA awards.

**Criteria:** APWA Chapters are eligible to submit a nomination based upon membership, service to Chapter members; advancement of public works; and service to the community.

**Selection:** The PACE Award recipients are selected by a panel comprised of the National APWA current President, President-Elect, and the three most recent Past Presidents.

**Number of Awards Given:** Varies each year

**Recognition:** A plaque and Chapter banner patch is presented to a Chapter representative at the Awards Recognition Ceremony during the APWA International Public Works Congress & Exposition, and the winning Chapters are featured in APWA publications.

**Nomination Process:** Any Chapter may submit a nomination if the eligibility requirements have been met. The Immediate Past-President is the primary author of the submittal for the PACE award. This

submittal is sent to National APWA, which judges all entries for this award based on their published award criteria. The PACE award criteria should be discussed during the preceding year to be sure that Chapter activities pertain to the PACE criteria.

Submittal for the PACE award should not be more than 50 pages in length. The nomination will cover the time period of January 1 through December 31 of the previous year.

### 4.1.10 Top Ten Public Works Leaders of the Year Award

**Purpose:** The Top Ten Public Works Leaders of the Year program seeks to inspire excellence and dedication in public service by recognizing the outstanding career service achievements of individual public works professionals and officials, from both the public and private sectors. The primary focus of the award is on career service to the public works profession rather than on any one single event or project.

**Eligibility:** Candidates must have a minimum of 10 years qualifying experience from either the public or private sector. The candidate must be in active service as of National Public Works Week of the year he/she is considered. APWA membership is not required. Members of the APWA Board of Directors are not eligible during the time he/she serves on the Board. Individuals are only eligible to receive the Top Ten Public Works Leaders of the Year on one occasion.

**Recognition:** The Chapter is presented with a plaque during National Public Works Weeks and recognized during the APWA International Public Works Congress & Exposition. Winners are also featured in APWA publications.

**Nomination Process:** Any governmental entity, group or individual may nominate candidates. Self-nominations are not accepted. APWA membership is not required. Winner of the Chapter's "Public Works Leader of the Year" Award will be advanced for consideration for this award, unless the Executive Committee nominates a different candidate. Should a nominee from the Chapter receive a Top Ten Public Works Leader of the Year award and attend PWX to accept it, the Chapter will reimburse the recipient to cover travel, registration, and accommodation expenses for PWX attendance.

### 4.1.11 Public Works Project of the Year Award

**Purpose**: Established to promote excellence in the management and administration of public works projects by recognizing the alliance between the managing agency, the consultant/architect/engineer, and the contractor to complete a public works project. Awards are given in four divisions (< $5 million, $5-$25 million, $25-$75 million, >$75 million) and five categories (Structures, Transportation, Environment, Historical Restoration/Preservation, Disaster or Emergency Construction/Repair)

**Eligibility:** A project must have been "substantially completed" and available for public and/or agency use within two calendar years prior to nomination. If a project has multiple phases or segments, then "substantially completed" will be construed as that point when the final phase of segment is 90% completed and available for public and/or agency use. A project may only be nominated once for recognition as "Project of the Year" under any category.

**Selection:** Criteria to be used in the selection process include:

- Use of good construction management techniques and completion of project on schedule,
- Safety performance,
- Community relations, safety precautions to protect public lives and property,
- Demonstrated awareness for the need to protect the environment during the project,
- Unusual accomplishments under adverse conditions, and

- Quality control and construction innovations.

**Recognition:** A designated representative of the public agency, contractor, and consultant are presented a plaque at the Awards Recognition Ceremony during the APWA International Public Works Congress & Exposition and winners are featured in APWA publications.

**Nomination Process:** Nomination of projects can be made by the managing public agency or APWA Chapter. Winners of the Chapter's "Professional Manager of the Year" Awards will be advanced for consideration in this award. The Chapter Awards Program Chair and the Executive Board may also nominate any other deserving candidate.

### 4.1.12 Professional Manager of the Year Awards

**Purpose:** The Professional Manager of the Year Awards seek to inspire excellence and dedication in the public sector and to recognize outstanding career service achievement in the areas of Administrative Management; Engineering and Technology; Facilities and Grounds; Public Fleet; Public Right of Way; Public Works Emergency Management; Solid Waste; Transportation; and Water Resources. The primary focus of these awards is recognition of exceptional leadership and management.

**Eligibility:** Any APWA member whose primary responsibilities are in the areas of administrative management; engineering & technology; facilities & grounds; public fleet; public right of way; public works emergency management; solid waste; transportation; and water resources is eligible. Members of the APWA Board of Directors are not eligible during the time they serve on the Board. APWA Committee members in their respective fields are not eligible. A minimum of 10 years of qualifying experience is required. The candidate must manage and/or have made significant contributions to the advancement in the field of their nomination. Candidates may be employed by either the public or private sector. However, their career service must be in the field in which they are nominated.

**Selection:** An award winner from each category will be selected by a panel of judges appointed by the APWA President. Membership of the panel represents the public works field and other agencies with an active interest in the public works profession.

**Criteria:** Criteria to be used in the selection process include:

- Profession: Significant contributions to the advancement of their field of nomination
- Leadership: Outstanding leadership and vision evidenced by employing progressive management techniques in the field of nomination
- Innovation: Employment of new and innovative ideas and technology resulting in the advancement of the effectiveness of the field
- Agency Service: Implementation of effective methods to optimize fiscal management operations
- Customer Service: Maintenance of a high degree of satisfaction among customers and other stakeholders
- Community Service: Promotion of the field in the community, agency or customers served.

**Recognition:** The winners are presented with a plaque at the Awards Recognition Ceremony during the APWA International Public Works Congress & Exposition, and featured in APWA publications. Should a nominee from the Chapter receive a Professional Manager of the Year award and attend PWX to accept it, the Chapter will reimburse the recipient to cover travel, registration, and accommodation expenses for PWX attendance.

**Nomination Process:** Any group, individual, governmental entity or the Chapter and its Branches may nominate candidates. Self nominations are not accepted.

# Attachment A

AMERICAN PUBLIC WORKS ASSOCIATION
Sacramento Chapter Bylaws

**Unofficial Copy**
The Official Copy of the Bylaws of the Sacramento Chapter for the American Public Works Association is on file at the office of the Chapter's Secretary and at APWA

## ARTICLE I – Name and Jurisdiction

**SECTION 1-** The name of the organization shall be the Sacramento Chapter, hereinafter called the Chapter, of the American Public Works Association, and hereinafter called APWA. The territory included within the jurisdiction of this Chapter shall be the following counties, all within the State of California:

| | | | |
|---|---|---|---|
| Alpine | Modoc | Sierra | Yuba |
| Amador | Mono | Siskiyou | |
| Butte | Nevada | Sutter | |
| Calaveras | Placer | Stanislaus | |
| Colusa | Plumas | Tehama | |
| El Dorado | Sacramento | Trinity | |
| Glenn | San Joaquin | Tuolomne | |
| Lassen | Shasta | Yolo | |

## ARTICLE II – Mission and Purpose

**SECTION 2-** The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the "Rules Governing Chapters of the American Public Works Association."

**SECTION 3-** The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership.

**SECTION 4-** The Chapter is not organized for profit and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

## ARTICLE III – Membership

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

described in Article I, Section 1, may elect to be a member of a Chapter other than the Sacramento Chapter but shall be a member of only one Chapter.

**SECTION 2-** Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

## ARTICLE IV – Fiscal and Administrative Years

**SECTION 1-** The fiscal year of the Chapter shall be from July 1 through June 30.
**SECTION 2-** The administrative year of the Chapter shall be from January 1 to December 31.

## ARTICLE V – Executive Committee

**SECTION 1-**The governing body of the Chapter shall be the Executive Committee. The Executive Committee consists of:

- President
- Vice President
- Chapter Delegate
- Secretary
- Treasurer
- Four (4) Directors
- Chairperson of Chapter's Branch; and
- The most recent Past President with active Chapter membership
- Young Professionals Director
- Chapter Delegate

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

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

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

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

## ARTICLE VI – Officers and Directors

**SECTION 1-** The Chapter shall have as its Officers, a President, a Vice President, a Secretary, a Treasurer, and the Immediate Past President. The Chapter shall have Four Chapter Directors.

**SECTION 2-** The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/she shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function

and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

**SECTION 3-** The Vice President, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The President-Elect shall be responsible for arranging the tentative program of activities for the current administrative year, shall coordinate Chapter event scheduling, including associated insurance requirements, with the National organization, shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

**SECTION 4-** The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

**SECTION 5-** The Treasurer shall be elected annually to serve a minimum term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

**SECTION 6-** The Chapter's representative to the APWA Council of Chapters, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve for a minimum three year term and shall represent the Chapter to that body, attending regional and annual meetings of the Council of Chapters, bringing Chapter concerns to their attention, and informing the Chapter of Council of Chapters' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. The President shall notify the APWA the Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31st of each year. A member serving as Chapter Delegate or Alternate Delegate may be reappointed by the Executive Committee.

**SECTION 7-** Four members of the Chapter shall be elected to serve as Chapter Directors and shall be members of the Executive Committee to provide direction to the Chapter. Each Director shall serve a two year term and two directors shall be elected each year so as to provide for continuity of direction. Each Director shall attend all Chapter and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

**SECTION 8-** The most recent Past President holding current membership in the Chapter shall be an ex officio member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past

President to preside at meetings of the Chapter and the Executive Committee in the absence of the President and the Vice President.

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

## ARTICLE VII – Committees

**SECTION 1-** Standing Committees and/or Special Committees will be designated by the President to encompass the subject areas including but not limited to those listed below.

1. Audit
2. Awards
3. Continuing Education and Training
4. Scholarship and Student Outreach
5. Legislative and Government Affairs/Liaison
6. Membership
7. Nominating
8. Programs
9. Communications
10. Public Works Institute (PWI)

**SECTION 2-** The chair of each standing committee shall be appointed annually by the President. Each appointed chair shall select committee members for his or her committee.

**SECTION 3-** Each standing committee shall report to the Executive Committee its activities at least once, eight of the twelve months or more frequently if directed by the President or the Executive Committee.

**SECTION 4-** The President may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Chapter.

**SECTION 5-** No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

**SECTION 6-** Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. While it is expected that the leadership and membership of such committees will be members of the Chapter, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee chair.

## ARTICLE VIII – Audit Committee

**SECTION 1-** The Audit Committee shall be the Vice President, secretary and Chapter Vice-President, Secretary and 2-year Director(s) who shall examine the financial records and books of the Chapter. Chapter members may not serve on the Audit Committee in which he/she had signatory rights to the Chapter's bank or investment accounts for the reporting period being audited.

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

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

of the Chapter for the Association's accounting period. The Audit Committee must adhere to the policies and procedures outlined in the Rules Governing Chapters of the American Public Works Association.

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

## ARTICLE IX – Meetings

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

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

**SECTION 3-** Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of California,

**SECTION 4-** The President shall formally notify each member of the Executive Committee at least one (1) week prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance. The President shall coordinate distribution of agenda materials.

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

## ARTICLE X – Quorum

**SECTION 1-** A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

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

## ARTICLE XI – Dues

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

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

## ARTICLE XII – Branches

**SECTION 1-** Branches of the Sacramento Chapter may be formed in accordance with the procedures set forth in the "Rules Governing Chapters of the American Public Works Association," by groups of members representing a region or specific counties within the territorial limits of the Sacramento Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Sacramento Chapter. The Sacramento Chapter has established a branch Chapter entitled "Shasta Cascade Branch". The branch boundaries include the following California counties:

| | | |
|---|---|---|
| Butte | Modoc | Siskiyou |
| Glenn | Plumas | Tehama |
| Lassen | Shasta | Trinity |

**SECTION 2-** The officers and all members of the branch shall be members of APWA.

**SECTION 3-** The Chairman of the Branch, who shall be elected in accordance with the Branch Bylaws, shall serve as a member of the Executive Committee of the Chapter.

**SECTION 4-** The Executive Committee shall not authorize Branches to engage in activities which are inconsistent with the *Rules Governing Chapters* of the American Public Works Association or the Bylaws of the Chapter.

**SECTION 5-** Any group of 10 or more members of the Chapter may petition the Executive Committee to form a branch within the Chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission of periodic reports, and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

## ARTICLE XIII – Election of Officers

**SECTION 1-** The President shall appoint a Nominating Committee of three (3) members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by October 1. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration.

**SECTION 2-** The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place of the annual meeting. Additional nominations may be made by members from the floor of the meeting.

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

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

## ARTICLE XIV Dissolution of the Chapter

**SECTION 1-** When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned and transferred to APWA to administer according to the bylaws of APWA.

## ARTICLE XV – Parliamentary Authority

**SECTION 1-** The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Chapter so far as they are applicable and when not inconsistent with these Bylaws.

## ARTICLE XVI – Amendments

**SECTION 1-** Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership after approval by the APWA Board of Directors, at a meeting of the Chapter within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners it shall be presented to the membership after approval by the APWA Board of Directors with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

**SECTION 2-** These Bylaws and such amendments as may be made from time to time shall become effective upon approval by the APWA Board of Directors and adoption by the Chapter.

## CERTIFICATION OF BYLAWS

These bylaws were [ ] adopted [ ] amended [**X**] revised by members of the Sacramento Chapter at a duly called meeting on [____(date)_____] with a quorum present as prescribed by the Chapter Bylaws.

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

_____
President

_____
Secretary

# Attachment B

## Policies and Procedures for the Education Endowment Fund

The purposes for which the American Public Work Association, Sacramento Chapter, Education Endowment Fund, (hereinafter referred to as the "Endowment") is formed are to assist in providing funds for charitable, philanthropic, benevolent, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code as now stated, or as it may be hereafter amended, including:

1. To assist persons in attaining education and vocational excellence in Public Works through the expending of funds directly for such purposes or by the furnishing of funds to other organizations organized for charitable and educational purposes, all within the purview of Section 501(c)(3) of the Internal Revenue Code and the Regulations hereunder;
2. To promote the growth and the development of the Endowment and make known its purpose, programs, and plans;
3. To encourage the contribution of funds which may be used by the Endowment to advance its purposes;
4. To be a repository for, to invest, manage, and distribute assets donated to the Endowment;
5. To receive by gift, devise, bequest, or otherwise, any money or property absolutely or in trust, or which either principal or income there from is to benefit donor's interest therein during lifetime, the remainder of which shall revert to the Endowment, provided such receipts comply with the purposes stated above; and
6. To undertake such other activities, as it may, from time to time, deem desirable in furtherance of the purpose of the Endowment.

Funding sources may include contributions by individual members of the Sacramento Chapter of the American Public Works Association, contributions from the Sacramento Chapter itself, and individual gifts and bequests from other persons or organizations.

## Governance

1. The Education Endowment Committee is the governing body of the Education Endowment Fund. The Committee is made up of up to nine Trustees, the majority of who may not be members of the Chapter's Executive Committee.
2. The officers of the Education Endowment Committee appointed by the Chapter's Executive Committee include a Chair, Vice Chair, Secretary and Treasurer.
3. The Chapter's Past Presidents Committee shall act as an advisory committee to the Endowment Committee.

## Officers

The officers of the Endowment Committee shall consist of a Chair, Vice Chair, Secretary, and Treasurer, all of whom shall be members of the Endowment Committee and who shall be elected by a majority vote of the Chapter's Executive Committee. The Past President's Committee shall annually, by March 15th of each year, recommend a slate of officers for the EEF to the Chapter's Executive Committee.

1. **Term-** Officers shall serve a term of two years (July 1 to June 30), or until their successors shall have been duly elected and qualified.
2. **Removal-** Any officer of the Endowment Committee shall be subject to removal at any time by a vote of the majority of the Chapter Executive Committee at any regular or special meeting duly called and held by the Executive Committee.
3. **Duties of Officers**
    1. Chair. The Chair presides at all meetings of the Endowment Committee, and shall perform such other duties as the Endowment Committee or the Chapter Executive Committee may from time to time authorize.
    2. Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the case of the Chair's inability to act.
    3. Secretary. The Secretary shall prepare the minutes of all the meetings of the Committee. The Secretary shall be responsible for all notices to committee members of all regular and special meetings, and shall perform such other duties as may be assigned to the Secretary by the Committee.
    4. Treasurer. The Treasurer shall keep and deposit all funds in the name of the Endowment in such financial institutions as may be designated by the Endowment Committee. The Treasurer shall keep a full and accurate account of the receipts and expenditures (including administrative expenses) of the Endowment and shall make disbursements in accordance with those authorized by both the Chapter Executive Committee and Endowment Committee. The Treasurer shall present an informal financial statement at least quarterly and a formal financial statement at the end of each calendar year. The Treasurer shall be responsible for the maintenance of all books of account and records, and shall perform such other duties as may be assigned by the Endowment Committee including preparation of all forms and other documents required by National APWA and any other governmental agency.
4. **Bond or Undertaking-** All officers authorized to disburse or deposit funds of the Endowment shall be required to post bond or undertaking to protect the Endowment from dishonesty or malfeasance of such officers or Trustees. The national APWA organization provides the bonding for the officers of the EEF.

## Meetings

Meetings of the Endowment Committee may be called by the Chair of the Committee by giving not less than ten (10) days written notice thereof, either by mail or by e-mail. In each instance, a brief statement of the purpose of the meetings shall be expressed therein. Such statement of purpose, however, shall not limit the matters that may come before the meeting.

All meetings require a minimum of five members to constitute a quorum. Voting by proxy shall not be permitted.

The Chair shall call at least one annual meeting of the Endowment Committee in the month of January or February.

## Receipt and Disbursement of Funds

All donations in excess of $150.00 by an individual, company, public agency or similar 501(c) (3) organization must include the following information to allow that entity to claim a tax deduction:

- Individual or Company Name
- Social Security Number or Employer I.D. Number
- Address and Telephone

All funds and properties of the Endowment shall be under the supervision of the Endowment Committee. The Endowment Committee shall establish a policy for determining from time to time the amount of funds that shall be available for distribution for the purposes set forth in these Articles. Transfers cannot be made from the Endowment fund to the Chapter General Fund. Disbursal of any funds shall require the signatures of two of the following three officers:

- Chairperson
- Vice-Chairperson
- Treasurer

## Review

Books and records of the Education Endowment Fund shall be separate and segregated from those of the Chapter. At least annually, the books and records shall be reviewed by the Chapter Audit Committee or a person or committee appointed by the Executive Committee. The person or persons responsible shall report the findings of their review to the Executive Committee.

## Amendment

These Policies and Procedures may be amended, in whole or in part, by the affirmative vote of two-thirds of the Chapter Executive Committee at any regular or special meeting called for that purpose, provided that such notice of the proposed amendment is given in the notice of the meeting.