The OWWA Student Chapter Survival Guide

The Basics of Establishing and Managing an OWWA Student Chapter
The OWWA Student Chapter Survival Guide

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1. Introduction

1.1. Welcome to the water industry!

If you are reading this manual, you are likely a student, and you are likely interested in the water industry. As a student, participating in the activities of an Ontario Water Works Association (OWWA) student chapter at your school is one of the best ways for you to expand your water knowledge, network with water industry professionals, and launch your career in this industry. Participating in student chapter activities also allows you to meet other like-minded students – those who share an interest in water!

The purpose of this guide is to outline the process required for starting an OWWA student chapter at your school, as well as to provide guidelines and advice on how best to manage an OWWA student chapter. Throughout the guide, you will see the “Tips” symbol (S.O.S. with question mark), which provides advice based on the experience of existing OWWA student chapters. These bits of “first-hand” information can help you decide what the best approach may be for your student chapter. You will also see the “Toolbox” symbol, which lets you know about some of the resources that are available to you through the OWWA.

1.2. What are the OWWA and AWWA?

The OWWA is a member section of the American Water Works Association (AWWA). You may already be familiar with the OWWA and/or the AWWA. If you’re not, and even if you are, here’s a refresher to get you started.

1.2.1. The American Water Works Association

The AWWA was founded in 1881 by 22 individuals representing water utilities in the United States. Since that time, the AWWA has grown to more than 60,000 members in 43 sections across North America and in 100 countries outside of North America. The AWWA unites the full spectrum of the water community to protect public health and to provide safe and sufficient water to all. Through collective leadership, AWWA advances technology, education, science, management, and government policies. The AWWA has established several core principles to guide the Association and its endeavours:

A. Commitment to Public Health. We are committed to safeguarding public health by adhering to the principle that the public has an absolute right to safe drinking water.

B. Customer Focus. We are committed to being a nimble organization that provides products and services for the water community in a timely fashion to meet the needs of its customers.

C. Honesty and Integrity. We are committed to honesty and integrity in all actions of our staff and members.

D. Commitment to Sustainability. We are dedicated to assuring that water is managed for the greatest good of people and the environment, and that all segments of society have a voice in the process.
E. **Commitment to Excellence.** We are committed to the highest standards of service, products, and operations, through continuous review and improvement.

F. **Diversity.** We are dedicated to becoming more inclusive by increasing the diversity of our staff, membership, and leadership.

G. **Teamwork.** We help each other and our partners to openly share information and solve problems in a spirit of cooperation.

AWWA is the authoritative resource on safe water. For more information about the AWWA, visit [www.awwa.org/](http://www.awwa.org/).

1.2.2. **The Ontario Water Works Association**

The Canadian Section of the American Water Works Association was founded in 1916 and held its first annual conference in Montreal in 1920. For 51 years, until 1970, annual conferences continued under the Canadian Section and did much to promote good waterworks practice in Canada. In 1967, the Quebec Group of waterworks professionals applied for and received Section status. During 1970, reorganization was accomplished, the Canadian Section dissolved and effective January 1, 1971, three new Sections came into existence – Atlantic Canada, Ontario, and Western Canada. On January 1, 1973, the British Columbia Section was inaugurated, completing the plan for five regional sections across Canada. Commencing in 1971, the Ontario Section has held its annual conference in the spring of each year. The Section restructured in 1995 and officially changed the name to Ontario Water Works Association – A Section of AWWA. One of the first activities was to create a strategic plan, which was updated in 2009, and is reviewed every five years.

Today, the OWWA continues to be *Ontario’s Leading Resource on Safe Drinking Water*. Following is a summary of the OWWA’s Strategic Plan for 2009 - 2014.

**Vision Statement.** The OWWA will be the leading resource dedicated to safe, sufficient and sustainable drinking water from source to tap.

**Mission Statement.** The OWWA is a voluntary organization of water professionals, dedicated to protecting public health through the delivery of safe, sufficient, and sustainable drinking water in Ontario. The OWWA provides leadership in water management through education, innovation, continual improvements in customer relations, science and technology, and by participating in the development of government policy.

**Goals.**

1. Membership and resources development.
2. Provide tailored and innovative education programs.
3. Participate in the development of regulatory policy.
4. Promote water stewardship to ensure safe, sufficient, and sustainable drinking water in Ontario.
5. Strengthen our recognition as the leading authority on drinking water.

The AWWA Executive Committee created a national Young Professionals Committee (YPC) to provide avenues for young professionals to participate in the AWWA. Young Professionals are generally considered to be those under 35 years old, and/or with less than 10 years of experience in the water industry. Several sections of the AWWA have adopted the Young Professionals Committee format, including the OWWA. The OWWA’s YPC was formed in 1999, and since then has provided young professionals opportunities to network and increase their profile in Ontario’s water industry through events at the Annual OWWA/OMWA Conference and Trade Show, numerous plant tours, technical seminars, and social events.

OWWA student chapters are managed through the OWWA’s Young Professionals Committee. The YPC is here to help you! In addition to administering OWWA’s funding for student chapters, the YPC provides student chapters with materials, such as this guide, assistance in finding speakers for student chapter events, and an avenue for providing feedback on the needs of students thinking about joining the water industry. The YPC point of contact for student chapters is the Student Chapter “Buddy”.

For more information about the OWWA’s YPC and to learn more about their activities, visit: http://www.owwa.com/hm/inside.php?sid=35&id=79. If you do not already have a YPC Student Chapter Buddy assigned to your student chapter, contact the YPC at students@owwa.ca.
2. The OWWA’s Student Chapter Program

The OWWA Student Chapter Program was created in order to educate students in post-secondary education programs about the water industry as a career path, and to educate them about water in general. The first OWWA student chapter was formed at the University of Toronto in 2005. The structure and day-to-day functioning of OWWA student chapters is flexible and should accommodate each school’s policies and needs. However the intention and guiding principles of all OWWA student chapters should be uniform. For this reason interaction with the YPC is required to ensure that the student chapter’s actions are in line with the OWWA’s interests and principles. We ask that one representative of the executive committee from each student chapter attend YPC meetings to provide an update on their activities, and to keep an open channel of communication between the student chapters and the YPC. The general structure of an OWWA student chapter consists of an executive committee, who run the chapter, a faculty advisor, who provides guidance and assistance to the executive committee, and the general chapter membership, who participate in student chapter activities and vote during executive committee elections. This structure is shown in Figure 1.

Figure 1: General structure of an OWWA student chapter

For more information about the OWWA’s Student Chapter Program, visit:

2.1. Who is eligible?

A student chapter of the OWWA may be formed on the campus of an accredited college or university in Ontario. Members of the Executive Committee must be student members of the AWWA/OWWA. Any part-time or full-time student enrolled at the college or university can be a general student member of the student chapter.

Others (e.g., recent graduates, young professionals, established professionals, etc.) interested in attending student chapter events are welcome to do so at the discretion of the Chapter. However, voting privileges are reserved for students.
AWWA/OWWA student membership costs $28 for one year. Members of the executive committee are required to have AWWA/OWWA memberships, while general student chapter members are encouraged to have a membership. Memberships are renewed annually. For more information about AWWA/OWWA membership, and to sign up online, visit: http://www.awwa.org/Membership/Index.cfm?navItemNumber=1411

2.2. How many students do we need to form a student chapter?

There is no minimum number of students required, however it is recommended to have around four (4) members forming the Executive Committee. The ideal number of Executive Committee members may be different for each school. If your school offers a water-related program, you may find that many students are eager to volunteer for positions on the Executive Committee. On the other hand, you may find it difficult to recruit four students who are willing to volunteer for Executive Committee positions. Choose the number of students based on the relative size of your program and the number of students who are interested in the student chapter.

If finding enough students to form an executive committee is a challenge, another option is to form joint student chapters with other schools in your area or with the Water Environment Association of Ontario (WEAO). If you would like to pursue a joint student chapter, talk to your YPC Student Chapter Buddy.

2.3. Who runs the chapter?

Each chapter must elect officers – usually a president, vice president, secretary, and treasurer. Depending on the size of your student chapter and its activities, you may wish to combine some positions (e.g., secretary/treasurer), split up positions (e.g., co-presidents), or designate other positions. Examples of additional positions include Membership Advancement Officer, Social Programs Director, Communications Officer, and Website Coordinator.

When selecting your Executing Committee for the first time, it might not be possible to hold elections. If you have a small group of students who are interested, hold a discussion where the roles and responsibilities of each member are reviewed.

Don’t forget that being a member of the Executive Committee is a large commitment, which will take up time out of a student’s busy schedule. Discuss your course loads for the year, to ensure that a volunteer will not take on more than they can handle.

Think about continuity: are all of your volunteers students in their last year of studies? If so, you should consider recruiting at least one member who will be around the following year. If this is not possible, ensure that you recruit new students to continue the student chapter the following year, and make sure to pass on all of your materials, experiences, and advice.

Careful consideration should be given to selecting the chapter president. Make sure the candidate is a good leader, is dependable, and works well with others. Following are suggested job descriptions for elected and appointed chapter officers, and may be tailored, as necessary, to reflect the needs of the student chapter.
2.3.1. President
The President shall be the chief elected officer of the student chapter, shall preside at all meetings of the chapter, and shall be an ex-officio member of all committees. The President shall conduct all business meetings, using the parliamentary authority chosen by the chapter. Robert’s Rules of Order serves as the parliamentary authority for the OWWA; ask your YPC Student Chapter Buddy if you are interested in obtaining a copy. The President shall ensure that decisions, orders, and resolutions of the Executive Committee are delegated and carried out, and that all required correspondence and reports are transmitted to the OWWA.

He/she shall:

- Conduct the business of the chapter, in consultation with the faculty advisor;
- Act as liaison with the student chapter and the YPC, and attend YPC meetings;
- Prepare the agenda for all regular meetings and the Annual Meeting;
- Notify the OWWA YPC of all new officers within two weeks of election or appointment;
- Ensure student chapter continuation through succession planning; and
- Ensure that the Student Chapter Accord Report is completed and filed with the YPC.

2.3.2. Vice-President
The vice president shall have authority as, and assume the full duties of, the President in case of his/her absence. If there is a Vice-President, it is encouraged that he/she assumes the presidency in the following year, to provide continuity. This is not a requirement however and is to the discretion of the Chapter.

He/she shall:

- Coordinate the promotion and advertising of the chapter;
- Acquaint himself/herself with all the duties of the President and other officers; and
- Perform duties, as assigned by the President.

2.3.3. Secretary
The Secretary shall keep an up-to-date copy of the chapter by-laws, including all amendments, and shall ensure that current copies of the Chapter’s by-laws are provided to the Officers. The Secretary shall ensure that the President and Vice-President are informed of all matters concerning the Chapter.

He/she shall:

- Prepare and distribute accurate minutes of all meetings;
- Keep the membership roster continuously up to date;
- Maintain chapter files of correspondence and program materials; and
- Coordinate the preparation of all printed materials to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc.
2.3.4.  Treasurer
The Treasurer shall be the fiscal officer for the chapter and is responsible for all funds, as outlined in the Chapter By-laws.

He/she shall:

- Maintain all financial records;
- Assist in the preparation of the annual budget and monitor chapter expenditures; and
- Provide the President with financial information needed from chapter records for the annual report.

2.3.5.  Professional/Faculty Advisor
It is strongly recommended that each student chapter have at least one faculty advisor. The faculty advisor should be a professor or instructor at your school who has an interest in water. It is preferable but not required that the faculty advisor be an active member of the OWWA and have at least five years of water industry experience. A faculty advisor can be instrumental in helping guide the student chapter and to ensure continuity as members of the student chapter graduate and move on. The faculty advisor shall not have a vote in chapter business.

The degree of involvement of the faculty advisor will depend on the chapter’s needs. In the first year of growth, considerable involvement is anticipated. However, in a year with strong student leadership, less will be demanded of the advisor. The advisor will give help when asked.

He/she shall:

- Assist the student chapter, if necessary, with initial start-up – this may include guiding the by-laws process and assisting with initial meetings to ensure appropriate format;
- Provide a central file for official materials;
- Provide a location for chapter members to obtain mail, reports, and information sent from the OWWA;
- Attend as many campus chapter meetings as other responsibilities permit; and
- Identify professionally oriented programs for chapter meetings.

2.4.  Student Chapter Accord Report
All chapters must comply with the annual AWWA Section-directed accord process. What this means is that each year, student chapters will be required to complete and submit to the OWWA a Student Chapter Accord Report. The report covers the fiscal year of the student chapter (May to April), and must contain the following information:

- Basic information about the chapter;
- Chapter membership;
- Chapter activities;
- Expense and Revenue; and
- Any other relevant information.
The Student Chapter Accord Report will be provided to you as an electronic Microsoft Word document. Complete the form electronically and submit it to your YPC Student Chapter Buddy at the end of the student chapter term in April.

Your YPC Student Chapter Buddy can provide you with the electronic Student Chapter Accord Report and examples of reports submitted by other student chapters.

The Student Chapter Accord Report is something to think about throughout the year. Keep good documentation of your activities – number of attendees, photos, expenses, etc. This will make it easier to prepare the report at the end of the student chapter term. Alternatively, it is encouraged that the report be updated after each student chapter activity, to simplify the task of completing the report.

2.5. How do we get up and running?

There are two aspects that you must consider when forming your student chapter: the requirements of your school and the requirements of the OWWA. Once you have fulfilled these requirements, your student chapter must be approved by the OWWA’s YPC to obtain official OWWA student chapter status. Once your student chapter is approved, you will receive a welcome letter from the OWWA’s Board of Directors.

2.5.1. Your school’s requirements

There may be specific requirements within your school for forming a student group or club. These requirements will vary from school to school, and must be fulfilled before, or in conjunction with the OWWA requirements for chapter status. You will want to be recognized as a professional organization, not a social club.

The OWWA can provide up to $500 per year for your student chapter. If your student chapter is large and requires additional funding beyond the $500 from OWWA, you should explore other funding options which are offered by some schools, such as those allocated to school-approved clubs or organizations. If this is the case, explore the requirements that must be met for receiving this funding from your school.

Consider who will make up your general student chapter membership when you are applying for club status at your school. Some schools have a distinction between undergraduate and graduate clubs, which may have different requirements, while other schools require that membership include any interested student. It is preferable to have a mix of undergraduate and graduate students participating in your student chapter, however choose your school’s club designation according to what best suits your student chapter.

2.5.2. The OWWA’s requirements

The main requirements as set out by the OWWA for forming a student chapter are shown in Table 1.
Table 1: OWWA requirements for forming a student chapter

<table>
<thead>
<tr>
<th>Submission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student chapter name</td>
<td>The full name of the student chapter</td>
</tr>
<tr>
<td>Constitution and by-laws</td>
<td>A document outlining the operation of the student chapter. This document shall be based on the template attached to this guide.</td>
</tr>
<tr>
<td>List of members</td>
<td>A list of the Executive Committee members including their names, contact information, student status (e.g. level of studies, program, department, etc), position held in the Executive Committee, and OWWA membership numbers. This list shall also include the name, contact information, and OWWA membership number of the faculty advisor.</td>
</tr>
<tr>
<td>Proposed budget</td>
<td>A list of the proposed events/activities with associated costs up to $500.</td>
</tr>
<tr>
<td>University/college requirements</td>
<td>A copy of the university or college’s regulations for student organizations.</td>
</tr>
</tbody>
</table>

The submissions can be made separately or together in a report format. Following is a description of each of the required submissions.

**Student chapter name.** This is simply the full name of your student chapter. Typically it will be “The OWWA [School Name] Student Chapter”. You must include the name of your school in the student chapter name to differentiate your student chapter from other OWWA student chapters.

**Constitution and by-laws.** The student chapter must adopt by-laws outlining the operation of the chapter using the template provided by the OWWA. The by-laws can be modified to suit your student chapter but must be approved by the OWWA before being adopted.

**List of members.** This is a listing of the members of the Executive Committee. It is important that the OWWA be able to contact the members of the Executive Committee, so up-to-date contact information for each Executive Committee member is required. Additionally, information about the Executive Committee members’ program of study, and OWWA membership information is required.

**Proposed budget.** Each recognized student chapter can be reimbursed up to $500 per year from the OWWA for student chapter expenditures. This funding will be administered through the YPC. A student chapter can seek additional funding from other sources, such as through the clubs administration or engineering societies of their school. The proposed budget will show how the Executive Committee plans to use the funding in the upcoming year.

**University/college requirements.** This is a copy of the university/college’s regulations for student organizations. This is required to demonstrate that the student chapter is meeting all requirements of their institution. It is important to follow all rules and regulations of the school, since the student chapter also represents the school.

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Ask your YPC Student Chapter Buddy for a Microsoft Word template of the Constitution and By-laws that you can edit as appropriate for your student chapter. Examples of any of the submissions outlined above can be provided by your YPC Student Chapter Buddy.
3. Managing a student chapter

Congratulations! You’ve set up your student chapter and now you’re ready to start organizing activities. There are many aspects involved with the management of a student chapter. This section provides some guidance to this effect.

3.1. YPC Student Chapter Buddy

Your YPC Student Chapter Buddy will act as a mentor to your chapter and is here to help you. If you have questions, need help, or would like advice about student chapter activities, this is the first person you should contact. If you need to have a Buddy assigned to your student chapter, contact the YPC at students@owwa.ca. Your YPC Student Chapter Buddy can also provide you with the resources indicated by the “toolbox” icon in this guide. Duties of the YPC Student Chapter Buddy include, but are not limited to:

- Keeping in regular contact with the student chapter and acting as a communications link between the student chapter president and the OWWA;
- Acting as a source of information and resources for the student chapter;
- Keeping the OWWA informed of activities and needs of the student chapter; and
- Providing mentorship and guidance to student chapter initiatives, and helping with the strategic development of the student chapter.

3.2. Setting objectives for your chapter

In preparing objectives, you may choose long- or short-term goals. Consider where you want your chapter to be one or two years from now. Consider building membership in the chapter, or developing special programs, activities, or educational opportunities for your members.

3.2.1. How often do we meet?

Student chapters should meet on a regular basis, preferably monthly. This can vary to suit your student chapter’s needs – if your student chapter is just starting out, you may want to plan for two or three chapter meetings per semester. To receive funding from the OWWA, the student chapter must host at least one activity per semester (two per year). Once your chapter is well-established, it will be easier to develop a more ambitious plan for the school year.

The executive committee members should meet more often, to plan out chapter activities. Each OWWA student chapter must hold at least one official meeting each year, to be designated as the Annual Meeting, for the purpose of electing chapter officers and approving chapter advisors. It is strongly recommended that this meeting be held in the spring with newly-elected officers taking over in May. This allows the chapter to plan activities for the upcoming year during the summer, such that the chapter is “ready to go” at the start of the school year in September. If there are too many students graduating to complete the required slate of officers, an alternative is to elect the chapter president in the spring and the other officers in the fall.

Consider holding your monthly chapter meetings on the same day of the week and in the same location. Make sure to consult with other relevant student chapters at your school (e.g., WEAO, Engineers Without Borders, etc.) to avoid scheduling conflicts, as many of your student members may be interested in attending the events of more than one student group.
3.2.2. Student chapter membership recruitment

In trying to gain new members for your chapter, first determine your target audience. The best prospects for an OWWA student chapter are students studying a discipline related to water, which may include engineering, environmental science, geography, chemistry, microbiology, public health, etc. After you’ve determined your best prospects, develop a plan for reaching them. You may want to focus your recruitment efforts at the start of the school year, to increase awareness of your student chapter. You will likely find that your membership will increase throughout the school year, as students attend your events and spread the word about your student chapter.

Most colleges and universities have some type of club fair at the beginning of the school year where booths are set up for campus clubs and member recruitment takes place. Reserve a booth for the club fair, order marketing materials from OWWA through your YPC Student Chapter Buddy, and have someone there to answer questions. You may want to invite your YPC Student Chapter Buddy to attend the club fair so that they can answer more detailed questions about the OWWA.

Planning in advance is key to a successful year of student chapter events. If you are able to, set the dates for your events, plan out your program for the year (types of events and topics), and secure your speakers before the school year begins. This way you can advertise the entire school year’s events at the clubs fair. If students know about your events in advance, they are more likely to attend as it allows them to plan their schedule around your events.

Other successful recruiting techniques include presentations to classes, brochures, posters, e-mail broadcasts, student newspapers, and advertisement through allied student organizations such as WEAO student chapters, environmental groups, and engineering student groups.

3.2.3. OWWA membership recruitment

OWWA student membership dues are $28 per year. This provides students with membership to both the AWWA and the OWWA, at a significantly reduced rate. Executive Committee members must have an OWWA student membership.

The student chapter should promote OWWA membership to its student members. The benefits of OWWA student membership include:

- Networking opportunities;
- Personal and professional development opportunities;
- Discounts on registration for conferences, training, and other events;
- Printed OWWA quarterly publication – *The Pipeline*;
- Electronic AWWA publications - *Opflow, Journal AWWA, AWWA Streamlines*;
- Access to the AWWA career centre;
- Access to *The Water Library* – abstracts and full text files of thousands of articles from Journal AWWA and 5 years of conference proceedings;
- Discounts at the AWWA bookstore; and
- Getting connected, staying informed and being part of a professional community.
3.3. Membership list

Keep a list of your student chapter membership. You should keep track of the names, email addresses, departments, and chapter membership status of your members. For those members who have membership in OWWA, also keep track of their member number. Consult with your school’s club policy on collecting information about student members; some may require more detailed information, like student numbers. Also be aware of your school’s privacy policies with respect to collecting student information, and make sure to follow them.

3.4. Suggested activities

Following are some ideas for activities that the student chapter can plan for. Consider collaborating with other student chapters and groups at your school, or with other OWWA student chapters in your area. Splitting the cost of events can help with tight budgets. Also consider collaborating with the YPC and other OWWA committees for tours, seminars, and workshops.

3.4.1. Chapter meetings

These are the regular meetings that the student chapter holds on a monthly basis. The chapter meetings can “piggyback” with other activities such as seminars. For example, the chapter meeting may include a speaker for the first hour, followed by the chapter meeting where chapter business is discussed. An agenda should be drawn up for each meeting. It is always polite to welcome new members and recognize guests of distinction.

Begin with introductions and vital information, follow with the program, and wrap up with information about upcoming meetings and events. Obtain the names and e-mail addresses of each person who attends.

The structure of the chapter meetings should suit the student chapter’s needs. Some might prefer to have a water industry professional give a presentation at each meeting; some might prefer to have graduate or undergraduate students present their water-related research; some might prefer to have both at each meeting.

3.4.2. Seminars and workshops

An important part of your chapter programming should be devoted to educating your members via workshops or seminars. Survey your membership to find out what topics are of interest to them, and consult with your faculty advisor for help with developing a schedule of presentations that meets your student members’ needs.

There is a wide range of topics that may be of interest to your student chapter membership. Consider holding a seminar or workshop with two or more presentations on a related topic. Topics may relate to technical aspects of the water treatment industry, careers in the water industry, volunteer opportunities, etc. A few examples are listed below.
You may also want to develop an educational campaign. The AWWA has developed a grassroots and media campaign called “Only Tap Water Delivers” to help utilities and public officials communicate the value of tap water. For more information about this campaign, visit http://www.awwa.org/Government/Content.cfm?ItemNumber=3846&navItemNumber=3847.

3.4.3. Documentary screenings
Showing a water-related documentary is a great way to generate interest in and awareness about some controversial topics and issues faced by the water industry. Consider preparing a series of questions or statements that can be used to lead a discussion following the screening of the documentary. The cost of renting the film is a reimbursable expense, but talk to your YPC Student Chapter Buddy prior to purchasing a film since you may be able to borrow it if the OWWA or another student chapter already owns a copy.

3.4.4. AWWA webcasts
Student chapters of the OWWA can receive free registration for AWWA webcasts (“webinars”). For more information about participating in this program, ask you YPC Student Chapter Buddy.

3.4.5. Tours
Tours of treatment plants, demonstration facilities, equipment manufacturers, and other relevant facilities are an excellent way for students to see first-hand how “things work”. Consider organizing tours in conjunction with other groups, such as the YPC, the WEAO student chapters, or other OWWA student chapters in your area.

One of the main logistical issues with tours is “getting there”. Many students live near campus and may not have access to a vehicle. When organizing a tour, as part of the RSVP, ask attendees to indicate whether they have a vehicle and whether they are willing to carpool. However be aware of liability issues with carpooling. Investigate the protection available through your student union.

3.4.6. Social events
Social events are fun, and they are an excellent way to build chapter unity. Examples of social events include “meet and greet” events, pub nights, bowling nights, coffee/tea socials, etc. Consider combining your social events with other student chapters in your area, to allow your student chapter membership to
expand their network beyond your campus. The YPC and New Professionals Committee of WEAO hold yearly meet and greet social events that are very well attended by a range of water and wastewater industry professionals. Take advantage of these as well and encourage your student chapter membership to attend.

3.4.7. Fundraising activities

Fundraising for water-related charitable organizations may be one of the goals for your chapter. **Water For People**, founded in 1991 by the AWWA, is a non-profit international development organization that helps people in developing countries improve their quality of life by supporting the development of locally sustainable drinking water resources, sanitation facilities, and health and hygiene education programs. Water For People is the preferred charity of the AWWA/OWWA. As a student chapter of the OWWA, it is therefore strongly recommended that your fundraising activities be centered on Water For People. For more information about this organization, visit [http://www.waterforpeople.org/canada](http://www.waterforpeople.org/canada).

Your student chapter may want to set a fundraising goal for the school year. Examples of fundraising activities include barbecues, bake sales, garage sales, coin drives, candygrams, cookoffs, contests, chapter t-shirts, etc. Be creative!

[If you would like to carry out a fundraising event, make sure to contact the YPC and Water For People Canada to obtain speaking points and materials that can be used to raise awareness about the cause.]

### 3.5. Event logistics

#### 3.5.1. Speakers

You will find that many members of the water industry will be happy to come give a presentation for your student chapter. Make a plan for presentation topics that you’d like to hear about for the year, and use your YPC Student Chapter Buddy to help with recommendations of professionals in the OWWA that could give presentations on specific topics for your events. Keep a dossier of speaker information and performance evaluations in your files for reference by future chapter presidents. When you secure a speaker, state specifically who you are and what you are asking of them. The following steps should always be taken when requesting a speaker to give a presentation for your student chapter:

- Give the speaker a brief overview of your chapter.
- Provide them with a choice of a few suggested topics you think the chapter would find interesting.
- Give them an idea of expected attendance and member interest.
- Provide them with a number of speaking dates from which to choose.
- Exchange contact information, including mailing address, phone number, and e-mail.
- Provide directions to the meeting location, as well as information regarding parking.
- Ask for an advanced copy of their biography (3-5 lines) that can be used to introduce them.
- Send out a thank you letter within one week.
3.5.2. Advertising your events

Once you have planned an event, make sure to advertise it. If news about your event doesn’t reach the members and others who may be interested, you will not likely see a large turnout. Start advertising about one week before your event. On all printed or copied materials and on your chapter’s web page, include the OWWA’s logo, with your chapter’s name below it. Chapters should review the OWWA Logo Usage Guide for additional information prior to using the logo.

Following is an overview of some of the ways to advertise your events.

**Classroom outreach.** This is one of the best ways to raise awareness about your events. Choose relevant courses and approach professors in advance to get their permission to speak for about five minutes at the start of class. Tell the students about your student chapter, the benefits of participating, and the details of your event. It’s a good idea to write the information on the blackboard so they can copy down the details; alternatively, you may wish to provide brochures or cards. Consider passing around an email list sign-up sheet to the class that you can collect from the professor later.

**Email broadcasts.** You should obtain an email address from your school if possible. It is ideal to use the format owwa.sc@school.ca, so that your email address will easily be associated with both the student chapter and your school. If you are unable to obtain an email address from your school, contact your YPC Student Chapter Buddy for advice and assistance in obtaining a suitable email address. Use your membership email list as your main communication tool to your student chapter membership for advertising events. You will likely be able to take advantage of a number of other email lists, such as those of other groups on campus (e.g. WEAO student chapter), academic programs (e.g. environmental engineering list), or faculties, by asking the list administrator to forward your advertisement to their list membership.

**Chapter website, Facebook, and other forms of electronic media.** Although websites and other forms of electronic media are excellent ways to communicate your events and activities, they require a significant amount of time to maintain and keep up to date. For this reason, if your student chapter chooses to use electronic media, it is recommended that the Executive Committee include a Communications Officer whose main responsibility will be to take care of such media. If your student chapter would like to start a website or Facebook group, consult with your YPC Student Chapter Buddy on the codes of conduct that should be followed with these types of media. The following disclaimer must be posted on all forms of electronic media: “Disclaimer: This is not an official posting of the American Water Works Association or the Ontario Water Works Association”.

**Posters and flyers.** Posters should follow a template provided by the YPC. This provides uniformity between events, strengthening your student chapter’s identity. Check with your school to find out what rules apply with respect to putting up posters (e.g., you may require approval by the school, and your posters may need to receive an approval stamp before being affixed in school buildings). Make sure to place the posters in high-traffic areas (e.g., beside elevators, in lunchrooms, outside of relevant classrooms, etc.) in relevant buildings. Don’t underestimate the number of posters that will be required: you may want to put up 20-30 posters in one multi-floor building!

Ask your YPC Student Chapter Buddy for advertising resources, including logos, poster templates, and example email formats.

Ask your YPC Student Chapter Buddy to have your student chapter information added to the student chapter page on the OWWA’s website.
Printing costs for posters should be included in your annual budget.

Ask your attendees to RSVP for your events by sending an email to your student chapter email address. Knowing the approximate number of attendees will help you order the right amount of food for your events.

Always keep your YPC Student Chapter Buddy informed about your events. The YPC Student Chapter Buddy can have your event advertised through the YPC and/or OWWA’s mailing lists, to increase awareness about your student chapter and increase attendance to your events.

3.5.3. It’s show time!

There are many details to take care of on the day of your student chapter event. Be prepared, and get all Executive Committee members to help out. Order your food well in advance (at least an hour and a half before the start of the event for pizza); however, it’s a good idea to order on the day of your event, since some people are likely to RSVP at the last minute.

Bring the following items to your events:

- Attendance List
- Mailing List Sign-up Sheet
- Suggestions Sheet
- Student Chapter Information Pamphlet
- YPC Brochures
- OWWA Membership Packages
- Pens/pencils
- Serviettes, cups, plates

It is not recommended to serve bottled water at student chapter events. Consider serving municipal tap water, and ask that students bring reusable water bottles or cups/mugs. Remember, Only Tap Water Delivers!

3.6. Reimbursement

The YPC oversees reimbursement for student chapter expenditures. Expense claims must be submitted to the OWWA through your YPC Student Chapter Buddy, and will not be approved if they are sent directly to the OWWA.

Keep all of the original receipts for your student chapter expenditures. Submit your expense claim by completing an Expense Report Form and attaching to it all original receipts. Once approved, you will receive reimbursement in the form of a cheque sent to the address that you indicate on the Expense Report Form. Consult the “OWWA Student Chapter Expense Reimbursement Guidelines” for a description of acceptable student chapter expenses and for detailed instructions on completing the form.

Ask your YPC Student Chapter Buddy for electronic copies of the OWWA’s Expense Report Form, instructions on completing the form, and any questions you may have about expense reimbursement. Remember, it’s always safer to ask your YPC Student Chapter Buddy about an expense before spending the money, since the expense may not be reimbursed if it does not meet the OWWA’s reimbursement policies.
4. Renewing your student chapter status

At the end of the school year, you will be required to submit your Student Chapter Accord Report to the OWWA, and you should be planning for the following year’s student chapter succession. Ideally, at least one member of the Executive Committee will serve again the following school year to provide continuity (e.g., Vice President to become the President the following year). If possible, hold your elections in the Spring (during the Annual Meeting), to ensure that the student chapter will be ready for the Fall.

Succession planning is crucial to keeping your student chapter active the following year. If you will be graduating soon and are having difficulty finding students that are willing to take over the chapter, talk to your YPC Student Chapter Buddy, who can help you and can work with your Faculty Advisor to recruit new student chapter leaders.

Requirements for renewing the student chapter are the same as for establishing the student chapter (see Table 1). If your constitution and by-laws have not had any amendments and your university/college requirements have not changed, you are not required to resubmit them. In that case, the only requirement for student chapter renewal is to submit the list of members and proposed budget to the YPC.
Appendix A: Constitution and by-laws template

CONSTITUTION AND BY-LAWS OF THE ONTARIO WATER WORKS ASSOCIATION <Name of School> STUDENT CHAPTER

ARTICLE I: NAME AND LOCATION

1. Name. The name of this Chapter shall be the “Ontario Water Works Association <Name of School, include acronym if appropriate> Student Chapter”, hereinafter referred to as the Chapter.

2. Location. The principal place of business and location of Chapter records shall be <City>, Ontario, Canada.

3. Affiliation. The Chapter shall be a student chapter of the Ontario Water Works Association, the Ontario section of the American Water Works Association.

4. Intention. It is the intention of this Chapter to conduct its affairs in conformity and harmony with the by-laws and strategic plan of the Ontario Water Works Association (OWWA), American Water Works Association (AWWA), and the policies and procedures of <Name of School>.

ARTICLE II: OBJECTIVES & PURPOSES

1. Purpose. This Chapter shall be a not-for-profit, professional organization for members of the <Name of School> community who plan to enter the water industry, and for those who have a general interest in water.

2. Objectives. The specific objectives of this Chapter shall be to promote the common professional interests of its members, to provide education about the drinking water industry and water issues in Canada and globally to its members, and to provide its members with networking and socializing opportunities with drinking water researchers, students in a variety of disciplines, and professionals in the water industry.

ARTICLE III: MEMBERSHIP

1. Application. Applications for membership shall be submitted to the secretary to be recorded in the membership list and assigned to a membership category. There shall be no admission fee.

2. General Chapter Membership. Individuals shall be provided General Chapter Membership if they are students registered full- or part-time at an accredited post-secondary education institution in Ontario, are in good standing with their institution, and are interested in the purpose and objectives of the Chapter.

3. Full Chapter Membership. Individuals shall be provided Full Chapter Membership if they meet the requirements for General Chapter Membership, and also are members of the OWWA.

4. Special Chapter Membership. Individuals who are not students but who are associated with <Name of School> as staff, faculty, or alumni, and who are members of the OWWA, shall be provided Special Chapter Membership on request.

5. Voting Privileges. Each General and Full Member of the Chapter, who is present at a membership meeting of the Chapter, shall be entitled to one vote.
6. Minimum Membership Requirement. There shall be a minimum of five (5) Full Chapter Members in order to allow the Chapter to operate.

7. Membership Cancellation. Membership in the Chapter may be withheld or revoked by the Executive Committee for behaviour that is deemed unacceptable and/or inappropriate. The Chapter uses, but is not limited to, the guidelines set out in the <Name of School> Code of Student Conduct.

ARTICLE IV: MEETINGS OF CHAPTER MEMBERSHIP

1. Regular Meetings. Regular meetings of the Chapter shall be held <choose one: monthly, quarterly, etc.> at such dates and times as the Executive Committee shall determine. Notice of regular meetings shall be given to members at least <choose one: 7 days, 15 days, etc.> prior to the meeting, and shall be in writing and sent via campus mail or electronic media, including e-mail, to all chapter members of record.

2. Special Meetings. Special meetings may be called by the Executive Committee, or by petition delivered to the Secretary of 25% of the chapter membership eligible to vote. Notice of special meetings shall be given to members <choose one: seven days, 15 days> prior to the meeting. Notice shall be given as provided in Article IV, Item 1. Notice to the members shall identify the person(s) calling the special meeting and clearly state the date, time, location, and purpose of the special meeting. No other business shall be discussed at the special meeting, other than that stated in the notice.

3. Annual Meeting. The regular chapter meeting in April shall be known as the Annual Meeting, and shall be for the purposes of electing officers, receiving reports of officers and committees, and such other business as shall be determined by the Executive Committee. Notice of the Annual Meeting shall be given as provided in Article IV, Item 1.

4. Quorum. <Insert number> of the members of the Chapter who are eligible to vote will constitute a quorum for the transaction of business at a meeting. *(NOTE: A quorum should be "representative," particularly at the Annual Meeting. We recommend that one-third of chapter members serve as a quorum.)*

ARTICLE V: CHAPTER OFFICERS

1. Officers. The Officers of the Chapter that form the Executive Committee shall be a President, Vice-President, Secretary, and Treasurer. All officers must be current members of the OWWA and in good standing with <Name of School>. All officers shall serve without compensation. Officers shall perform their duties as prescribed by law, by the requirements of <Name of School>, by these by-laws, and by the parliamentary authority adopted by the Chapter. The administration of the Chapter is the responsibility of the Executive Committee.

2. Manner of Election. Any Full Member may stand for election to the Executive Committee as an Officer upon being nominated by one other Full Member. Officers shall be elected by a majority of eligible voting members present at the Annual Meeting. The term of office shall be one (1) year, and will begin at the first meeting of the fall semester and end with the election of a successor, who will enter office the following fall. No member shall hold more than one office at a time, and no member shall be eligible to serve more than <insert number> consecutive terms in the same office. *(NOTE: We recommend no more than two terms in the same office.)* An Officer may maintain his/her position beyond one term only through the reaffirmation of such a position by the eligible voting members during the Annual Special General Meeting;
3. Resignations. Any officer may resign at any time by serving written notice to the Chapter President or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the President or Secretary.

4. Removals. The Chapter members may remove an Officer at any general meeting, provided the Executive Committee is notified at least ten (10) days in advance of the meeting at which a motion to be removed is considered. A petition signed by at least 50% of the Chapter members shall bring forth the consideration of a motion for removal of an Executive Member. An Executive Member shall be removed by a two-thirds (2/3) vote cast upon the motion for removal.

5. Vacancies. If any officer fails to attend three consecutive meetings or five meetings in total, their position will be declared vacant unless they have been granted a leave of absence by the remaining members of the Executive Committee. In case of the resignation of an officer prior to completion of his/her term or any other form of vacancy prior to the completion of a term, an individual may be selected by the Executive Committee to complete the unexpired term.

6. Chapter President. The President of the Chapter shall chair all meetings of the Executive Committee and the Chapter, prepare the agenda for the Annual Meeting, as well as all regular and special meetings, and shall have general knowledge of, and responsibility for, the supervision of the business of the chapter. The President shall also perform such other duties as the Executive Committee may designate and shall serve ex officio on all standing committees. The President shall maintain consistent communication within the Chapter and its affiliate(s) and act as the liaison between the Chapter and the OWWA, <Name of School>, and other student groups such as those of the Water Environment Association of Ontario. The President is responsible for filing the annual report of chapter activities with the OWWA.

7. Vice President. The Vice President (also known as the President-Elect) shall work in coordination with the rest of the members to ensure that the Chapter has an effective recruitment strategy to attract new members, co-ordinate the promotion and advertising of the Chapter, assume the responsibilities of the president in his/her absence, and perform such duties and exercise such powers as the President may delegate to him/her on occasion.

8. Secretary. The Secretary shall keep the original or a copy of these by-laws, including all amendments, and shall ensure that current copies of the Chapter’s by-laws are provided to the Officers. The Secretary shall keep a record of minutes of all regular meetings of the Executive Committee and the chapter membership, and if directed by the Executive Committee, of committee meetings. The Secretary shall be responsible for ensuring all correspondence (letter mail, electronic mail and facsimiles) is read regularly and that the President and Vice-President are informed of all matters concerning the Chapter.

9. Treasurer. The Treasurer shall ensure the fiscal integrity of the Chapter. He/she shall receive, maintain, and distribute adequate records of the Chapter’s funds and present them for audit or inspection, upon request. The Treasurer shall assist in the preparation of the budget, submit it to the OWWA upon approval from the Executive Committee, and monitor chapter expenditures.

ARTICLE VI: EXECUTIVE COMMITTEE

1. Advisors. The Chapter shall be assisted by a Faculty Advisor who will work with the chapter on campus in an advisory capacity. In addition, the OWWA’s Young Professionals Committee will provide a Student Chapter Buddy who will serve as mentor to the chapter and assist with educational programming, networking, and professional development, as well as provide general advice on Chapter activities.
2. General Authority. The Executive Committee shall manage, supervise, and control the business, property, and affairs of the Chapter, and be vested with the authority to determine the policies of the Chapter, consistent with those of the OWWA and the <Name of School>; prosecute its purposes; collect and disburse the funds of the Chapter; adopt rules and regulations for the conduct of its business; supervise the affairs of the Chapter between meetings; and have the power to fix dates, times, and places of its meetings. No action taken by the Executive Committee shall conflict with action taken by the OWWA’s Board of Directors or be in conflict with the rules, regulations, and policies of the <Name of School>. The Executive Committee shall be subject to the order of the Chapter membership acting by a majority of the whole, and may delegate responsibilities, as shall be deemed advisable insofar as such delegation is not inconsistent with, nor repugnant to, these by-laws or the rules, regulations, and policies of the <Name of School>. In all circumstances, the chapter’s members, directors, and officers will be subject to the order of the OWWA, at its sole discretion.

3. Executive Committee Meetings.

   (A) Regular Meetings. The Executive Committee shall meet at least once per month on such dates and at such times and places as the Executive Committee shall decide. Additional regular meetings of the Executive Committee may be held, as required, and scheduled by the Executive Committee. Notice of regular meetings of the Executive Committee shall be given to Officers at least <choose one: seven days, 15 days, etc.> prior to the meeting.

   (B) Special Meetings. Special meetings of the Executive Committee may be called at the discretion of the Chapter President or by a majority of the members of the Executive Committee, to be held at such time, date, and place as shall be designated in the notice of the special meeting, as provided in Article VI, Section 4.(C) of these by-laws.

   (C) Notice. Notice of the date, time, and place of any meeting of the Executive Committee shall be given <choose one: seven days, 15 days, etc.> prior to the meeting; notice to be sent by campus mail or electronic media, including e-mail, to each Officer. In the case of a Special Meeting, the notice shall state the authority of calling the meeting, as well as the date, time, location, and the purpose for which the special meeting has been called. No other business shall be transacted, other than that stated in the notice.

4. Quorum. Unless otherwise required by law, a majority of the duly elected members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

ARTICLE VII: RECOGNITION AS A STUDENT GROUP

1. The Chapter shall apply between <Relevant time frame> of each year to the <Office of Student Affairs> at the <Name of School> to be recognized as a campus group.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert’s Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these by-laws, any special rules of order the Chapter or its Executive Committee may adopt, provincial law, or any rules and regulations promulgated by the <Name of School>.

ARTICLE IX: FINANCES

1. No membership fees shall be collected from any general, full, or special member or Executive Committee member.
2. As a Student Chapter of the Ontario Water Works Association, the OWWA may choose at its own discretion to pay for obligations incurred by the Chapter for Chapter activities. Such obligations shall be submitted in writing to the OWWA for approval by a duly qualified member before such obligations are incurred.

3. Except in circumstances provided for above, the activities of the Chapter will be paid for by members of the Chapter. The Chapter does not have authority to incur obligations, financial or otherwise, for the Ontario Water Works Association, the American Water Works Association, or the <Name of School>.

4. Any funds raised or donations received shall be reserved solely for supporting such events on an event-by-event basis and will be overseen by the Treasurer and approved by the Executive Committee.

ARTICLE X: NO PRIVATE BENEFIT

1. Limitations. The Chapter shall use its assets only to accomplish the objectives and purposes specified in these by-laws, and no part of the net earnings, gains, or assets of the Chapter shall inure to the benefit of, or be distributable to, its officers, other private individuals, or organizations organized and operating for profit, except that the chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these by-laws, and by statute or regulation.

ARTICLE XI: AMENDMENT OF BY-LAWS

1. These by-laws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members eligible to vote, provided that the amendment has been approved by the OWWA and the <Name of School> prior to being submitted in writing to the membership and described at the previous regular meeting. (NOTE: Annual review of the by-laws is highly recommended in order to keep them current with changes made to the OWWA by-laws and to ensure that they continue to reflect the actual operation of the chapter.)

ARTICLE XII: FISCAL YEAR

1. The Chapter’s fiscal year will begin on September 1 and close on August 31.

ARTICLE XIII: RECORDS AND REPORTS

1. Chapter files and records are to be stored on campus and be accessible to chapter officers, insofar as they may be required for officers to perform their duties.

2. An annual report of chapter activities, in the form and nature directed by the OWWA, shall be prepared and filed by the President on behalf of the Executive Committee on or before May 31st of each year.