

Attachments:

- I. Sample Meeting Agenda
- II. Sample Proxy Form
- III. Letterhead Suggestions
- IV. Membership Applications, Renewal and Address Change Forms
- V. Monthly Program Report
- VI. Visiting Member Attendance Record
- VII. SSN Conversion Statement
- VIII. Vital Information Form
- IX. Annual Financial Report and Audit letter
- X. Sample Meeting Schedule
- XI. Program Speaker's Guidelines
- XII. Association Services
 - a. Timeline for Mailing
- XIII. Establishment of Local Dues
- XIV. Dues Collection Authority Application

SAMPLE AGENDA

Date: _____ Time: _____ Place: _____

1. Call to Order - President
2. Invocation - Appointed member: _____
3. Welcome - By host City Official: _____
4. Response - Appointed member: _____
5. Recognition of Guests and Visitors - President
6. Read Minutes of Previous Meeting - Secretary/Treasurer
7. Financial Report - Secretary/Treasurer
8. Approval of Minutes and Financial Report - Voice vote conducted by President
9. Unfinished Business - Items from last meeting

10. Committee Reports - Award, Nominating, Public Education, etc.
11. New Business - Include a report on correspondence from the Central Office or other Association activities - _____

12. Conclude Discussion - President turns meeting over to Program Chairman
13. Introduction of Speaker - Program Chairman
14. Program: _____
15. Thank the Speaker - Program Chairman
16. Make Announcements - President - Training schools available, location or other information about next meeting
17. Adjourn - President

If you have a meal at your meeting, it is usually best to have the business meeting and program before you eat. If it is not the case, be sure that the meal does not disturb the speaker and that members do not leave prior to the program.

PROXY

Know all men by these presents:

I hereby authorize _____ to represent me at the
meeting of the Texas Water Utilities Association Board of Directors to be held on
_____, 20__.

Date

Signature

Name of T.W.U.A. Unit

Typed or Printed Name of Board Member

Texas Water Utilities Association

Southwest Texas Region

Texas Water Utilities Association

Central Rio Grande District

Texas Water Utilities Association

Customer Service Section

Texas Water Utilities Association

Laboratory Analysts' Section

Alamo Chapter

PROPER USE OF THE “MEMBERSHIP APPLICATIONS”, “ADDRESS CHANGE FORM” OR “MEMBERSHIP RENEWAL FORM”

1. Two different membership applications forms are available. One is for Individual Members and the other is for Organizational Members. Please be sure to utilize the proper form. A form should be completed by all new members and the prospective member should submit the completed application form along with payment directly to the T.W.U.A. Central Office.
2. Every renewing member will receive a Membership Renewal Form from the T.W.U.A. Central Office sixty (60) days prior to their membership expiring. The renewing member should make any corrections, if necessary, and return with payment stated on form **directly to the T.W.U.A. Central Office**. To avoid the possibility of being dropped (or purged) from active member status, this should certainly be done in all cases such that the renewal is received in the Central Office not later than thirty (30) days after the expiration date.
3. An Address Change Form should be completed by members if there is a change in the address, employment, or phone numbers on file with the T.W.U.A. Central Office.
4. Caution members to write legibly, to press hard enough to make all copies legible, and to be sure that all information is correct. Correctness of the member's social security number is especially critical.
5. If your unit has any T.W.U.A. Honorary members, be sure to submit an Individual Membership Application on their behalf to the T.W.U.A. Central Office. At the top of the form write the words "T.W.U.A. Honorary". If someone, who is already a member of T.W.U.A., wishes to affiliate themselves with your local unit, have them complete an Individual Membership Application and submit the completed form to the Central Office. At the top of the form write the word "Dual". No dues are required to be submitted to T.W.U.A. in these two cases. This does not refer to your local units honorary members, only T.W.U.A. Honorary members. If you should have any questions, contact the Central Office.
6. Check all forms for legibility, chances are that if you cannot read it, neither can the Staff at the T.W.U.A. Central Office. Once the form is checked, return it to the member and have the member submit it, with payment if applicable, directly to the T.W.U.A. Central Office.
7. If your subsidiary unit has the designation of "Dues Collection Authority" from the T.W.U.A. Central Office you may collect the appropriate forms and dues for the Association. Appropriate dues amounts for new members, are listed on pro-rate dues sheets established by the Central Office. Mail the original to the T.W.U.A. Central Office promptly together with your unit's check (payable to T.W.U.A.) in the appropriate amount. In most cases, the total amount of the check should be equal to the number of forms sent times the amount of the T.W.U.A. (only) dues. For example, 30 individual members with T.W.U.A. dues of \$ 40.00 would equal \$ 1200.00. An exception to this would occur only in cases of a T.W.U.A. Honorary Member or a Dual Member (one who has paid T.W.U.A. dues to the Central Office for the current year). Dues should always be paid by separate check. Please do not combine with payments for service invoices. All completed Membership Applications and appropriate Association dues should be **submitted to T.W.U.A. within ten (10) working days**. The second copy (yellow) is for your subsidiary unit records.

TEXAS WATER UTILITIES ASSOCIATION Individual Membership Application

USE THIS FORM TO:

1.) Join T.W.U.A. "At Large" \$50.00 2.) Join T.W.U.A. and the District/Chapter you desire (Stated below)

PRINT CLEARLY AND FIRMLY RETURN COMPLETE FORM TO T.W.U.A. CENTRAL OFFICE

CHECK ONE: New Member _____ Full-Time Student _____ Retired Member _____

District or Chapter _____ Membership for year _____

Name _____ TCEQ Lic# _____

Home Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

If this is a new address, list old address _____

Employer Name and Address _____

Job Title _____

Amount of dues paid _____ Applicant Signature _____ Date _____

SUBMIT ALL DUES TO THE T.W.U.A. CENTRAL OFFICE

MEMBERSHIP IS VALID FOR ONE YEAR

\$ 5.00 OF YOUR ANNUAL T.W.U.A. DUES IS ALLOCATED FOR A SUBSCRIPTION TO THE TEXAS WATER UTILITIES JOURNAL.

T.W.U.A. ADDRESS: 1106 CLAYTON LANE, SUITE 112 WEST, AUSTIN, TX 78723-1093 • PHONE (888)367-8982 or (512)459-3124

ORIGINAL: T.W.U.A. OFFICE

COPY: MEMBER

TEXAS WATER UTILITIES ASSOCIATION Organizational Membership Application

CATEGORY CHECK ONE: Associate Member _____ Technical Service Member _____

Firm Name _____

Firm Address _____ City _____ State _____ Zip _____

Firm Phone: area code _____ / _____ Product or Service _____

Firm Fax: area code _____ / _____ Firm E-Mail Address _____

Designated Representative _____ TCEQ Lic# _____

Address _____

If this is a new address, list old address _____

Amount of Dues paid _____ Signature _____ Date _____

MEMBERSHIP IS VALID FOR ONE YEAR

RETURN COMPLETE FORM WITH PAYMENT TO:

TEXAS WATER UTILITIES ASSOCIATION

1106 CLAYTON LANE, SUITE 112 WEST

AUSTIN, TEXAS 78723-1093

(888)367-8982 or (512)459-3124

ORIGINAL: T.W.U.A. OFFICE

COPY: MEMBER

TEXAS WATER UTILITIES ASSOCIATION
Individual Membership Application

USE THIS FORM TO:

1.) Join T.W.U.A. "At Large" \$50.00 2.) Join T.W.U.A. and the District/Chapter you desire (Stated below)

PRINT CLEARLY AND FIRMLY RETURN COMPLETE FORM TO T.W.U.A. CENTRAL OFFICE

CHECK ONE: New Member _____ Full-Time Student _____

District or Chapter _____ Membership for year _____

Name _____ TCEQ Lic # _____

Home Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

If this is a new address, list old address _____

Employer Name and Address _____

Job Title _____

Amount of dues paid _____ Applicant Signature _____ Date _____

SUBMIT ALL DUES TO THE T.W.U.A. CENTRAL OFFICE
MEMBERSHIP IS VALID FOR ONE YEAR

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T.W.U.A. ADDRESS: 1106 CLAYTON LANE, SUITE 112 West, AUSTIN, TX 78723-1093 • PHONE (512)459-3124

ORIGINAL: T.W.U.A. OFFICE COPY: MEMBER

TEXAS WATER UTILITIES ASSOCIATION

Membership Renewal Notice

Note: If your address and social security number as shown below are correct, and you are not completing a new T.W.U.A. Membership Application, please provide the following information for the database:

Please return this form with payment to:
TEXAS WATER UTILITIES ASSOCIATION
1106 Clayton Lane, Suite 112 West
Austin, Texas 78723-1093

Employer: _____
Work Telephone: _____
Home Telephone: _____
Fax Number: _____
TCEQ License #: _____
E-Mail Address: _____

Your membership in the Texas Water Utilities Association and in the District or Chapter shown expires on _____. To insure uninterrupted service, please remit membership dues in the amount shown and to the address above not later than _____. Make your check payable to T.W.U.A.

Total Dues Amount:

Amount pays your T.W.U.A. membership dues through:

District/Chapter:

TO:

Note:
\$5.00 per year of your T.W.U.A. membership dues pays for your subscription to the *TEXAS WATER UTILITIES JOURNAL*.

TEXAS WATER UTILITIES ASSOCIATION

Address Change Form

Name _____ TCEQ Lic# _____

OLD ADDRESS INFORMATION:

Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

NEW ADDRESS INFORMATION:

Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

New Employer and Address (If applicable) _____

Signature _____ Date _____

RETURN COMPLETED FORM TO:
TEXAS WATER UTILITIES ASSOCIATION
1106 CLAYTON LANE, SUITE 112 WEST
AUSTIN, TEXAS 78723-1093
(888)367-8982 or (512)459-3124

TEXAS WATER UTILITIES ASSOCIATION
Address Change Form

Name _____ TCEQ Lic # _____

OLD ADDRESS INFORMATION:

Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

NEW ADDRESS INFORMATION:

Address _____ City _____ State _____ Zip _____

Home Phone: area code _____ / _____ Work Phone: area code _____ / _____

Fax Number: area code _____ / _____ E-Mail Address: _____

New Employer and Address (If applicable) _____

Signature _____ Date _____

RETURN COMPLETED FORM TO:
TEXAS WATER UTILITIES ASSOCIATION
1106 CLAYTON LANE, SUITE 112 WEST
AUSTIN, TEXAS 78723-1093
(512)459-3124



TEXAS WATER UTILITIES ASSOCIATION

DISTRICT/CHAPTER MEETING NOTICE INFORMATION SUBMITTAL FORM

T.W.U.A. District/Chapter: _____

Person Submitting Information: _____ Phone: _____

Meeting Date: _____ Meeting Time: _____

Meeting Place: _____ City: _____

Directions: _____

Program Title: _____

Speaker: _____ From: _____

Host/Sponsor: _____

Special Announcements: _____

Meal Information: _____ Cost: _____

Meal Provided By: _____

Changes/Corrections to Officer Listing: _____

Business Agenda/ Additional Information: _____

NOTES: Please submit this form fifteen (15) days prior to the meeting date. Please call the T.W.U.A. Central Office if there will be a delay in providing the meeting information. Effective August 1, 1992, a \$5.00 charge will be added to the monthly invoice if it is necessary for a member of the Central Office staff to contact you to obtain meeting notice information. Please...If there is a change in your regular schedule monthly meeting, it is important that you notify Central Office ASAP. Thank You!

Texas Water Utilities Association • 1106 Clayton Lane, Suite #112 West • Austin, TX 78723-1093
888/367-8982 or 512/459-3124 • FAX 512/459-7124