

REGION VII BY-LAWS

(July 29, 2015)

ARTICLE I – INTRODUCTION

- A. These By-Laws of Region VII have been prepared in accordance with Article VI, Paragraph D, of the By-Laws of the Florida Water and Pollution Control Operators Association, Inc., which shall hereinafter be referred to as the Parent Organization. The purpose and intent of these By-Laws shall in no way conflict with or supercede the By-Laws of the Parent Organization.
- B. Region VII is organized as a sub-unit of the Parent Organization to serve the geographical area within the State of Florida consisting of Broward, Miami-Dade, and Monroe counties.

ARTICLE II - OBJECTIVES

The objectives of Region VII shall be the same as those stated in Article I of the Parent Organization's By-Laws.

ARTICLE III – MEMBERSHIP

- A. All members of the Parent Organization who reside or work in the geographical area described herein shall be considered members of Region VII. A person living and working outside of Region VII may choose to become a member of Region VII by notifying the State Secretary-Treasurer of his or her intent.
- B. Classes of membership shall be the same as those stated in Article II of the Parent Organization's By-Laws except as provided by Article III, Section D herein.
- C. Rules for admissions, resignation and expulsions shall be the same as those stated in Article II of the Parent Organization's By-Laws.
- D. In addition to the classes of membership set forth by the Parent Organization, Region VII shall create the classification of Region VII Honorary Member. A Region VII Honorary Member shall be a person who has rendered valuable and outstanding service in advancing the objectives of Region VII.
 - 1. During the last quarter of each year, the Region VII Executive Board may create one Region VII Honorary Member position for each two hundred current full members of Region VII in good standing as reported in the Parent Organization's membership roster on October 1st. After the Region VII Executive Board has determined the number of living Region VII Honorary Members and the number of Region VII Honorary Member positions supported by the membership roster, the Region VII Chairperson may declare at the first General Membership meeting of the quarter, the existence of one or more vacancies for Region VII Honorary Member. After the meeting, a notice regarding the existence of one or more vacancies for Region VII

Honorary Membership shall be posted in the regional newsletter along with the date and location of the General Membership meeting where nominations will be taken.

2. If vacancies are declared, nominations for Region VII Honorary Member shall be taken from the membership during the General Membership meeting immediately following the meeting where the vacancies were announced. The nominating member shall present the nominee's qualifications and the valuable and outstanding service provided to Region VII by the nominee. Nominations shall be seconded by any five (5) active members of Region VII in good standing. Following the General Membership meeting, a list of candidates shall be posted in the regional newsletter along with the date and location of the General Membership meeting where elections will be held.
3. An election for the position(s) of Region VII Honorary Member shall be held at the General Membership meeting immediately following the meeting where nominations were taken. The election shall be by unanimous vote of Region VII members in good standing who attend the meeting. The name of the candidate receiving the least number of votes shall be dropped after each ballot until only one name per Region VII Honorary Member position remains. The remaining candidate shall be declared elected by acclamation. No nominations shall be carried over to a future election. The next Region VII Honorary Membership opening shall require resubmittal as described above.
4. A Region VII Honorary Membership shall be revocable per the guidelines stated in Article II.C.2. of the Parent Organization's By-Laws.

ARTICLE IV – EXECUTIVE BOARD

- A. The management of Region VII shall be vested in the Executive Board. The Executive Board shall consist of Elected Officers, Committee Chairs and Trustees.
- B. The Elected Officers of Region VII shall be:
 1. Regional Director
 2. Chairperson
 3. Vice-Chairperson
 4. Secretary
 5. Treasurer
 6. Secretary-Treasurer Elect
- C. To assist in managing Region VII, the Chairperson shall appoint positions to assist the Elected Officers. No section of these By-Laws shall preclude an individual from holding multiple appointed positions.

1. Standing Committee Chairs: Appointees to head standing committees shall be categorized as permanent chairs on the Executive Board. Candidates for these positions shall be reinstated or recruited each year. Persons seated in one of these positions shall be responsible for managing all business within the purview of the committee and shall be granted the right, respect and privilege as a voting member of the Executive Board. These positions shall be filled upon majority agreement of the Elected Officers. Appointment to these chairs shall expire with the seating of the Elected Officers at the beginning of the fiscal year. Standing committees shall consist of the following:
 - a. County Committees. One for each county within Region VII except for the county in which the Regional Chairperson resides. By default, the Regional Chairperson will be the County Chairperson for the county in which he or she resides or, alternatively, works.
 - b. Education Committee. By default, chaired by the Regional Vice-Chairperson.
 - c. Program Committee. By default, chaired by the Regional Chairperson.
 - d. Membership Committee.
 - e. Publicity Committee.
2. Special Committees Chairs: As needed, there shall be appointees to head special committees to bring recommendations and/or findings to the Executive Board or membership. These positions shall be categorized as temporary and Chairpersons for these committees shall be seated only for the time needed to complete an assigned task. Persons seated in one of these positions shall be responsible for managing all business within the purview of the committee and shall be granted the right, respect and privilege as a voting member of the Executive Board. These positions shall be filled upon majority agreement of the Elected Officers. Appointment to these chairs shall expire at the conclusion of the assigned task or with the seating of the Elected Officers at the beginning of the fiscal year whatever comes first. Special committees shall consist of the following:
 - a. Audit Committee. By default, chaired by the Regional Chairperson.
 - b. By-Laws Committee.
 - c. Awards Committee.
 - d. Nomination Committee.
3. Trustees: The Chairperson shall make additional appointments, with the exception of the Latest Past Chairperson, to the Executive Board. These positions shall be filled upon majority agreement of the Elected Officers. These positions shall carry the title of Trustee and the position shall expire with the seating of the Elected Officers at the beginning of the fiscal year. Persons seated in these positions shall be responsible for assisting the Chairperson in his or her appointed capacity and shall be granted the right, respect and privilege as a voting member of the Executive Board. While not limited to the following list, Trustees include:

- a. Latest Past Chairperson.
- b. Newsletter Editor.
- c. Webmaster.
- d. Historian.
- e. Sergeant at Arms.
- f. Special Events Coordinator.

D. As a show of appreciation for their service, Region VII shall pay the annual dues to the Parent Organization for members of the currently seated Executive Board.

ARTICLE V – NOMINATIONS, ELECTIONS AND REMOVAL OF THE EXECUTIVE BOARD OFFICERS

A. Nominations for the Elected Officers of the Executive Board shall be as follows:

1. The Nomination Committee, as a minimum, shall be comprised of the three (3) latest past Chairpersons. The Executive Board may also appoint any other member of Region VII in good standing to the Nomination Committee. The Nomination Committee shall be charged with submitting names for the elected officers of the Executive Board no later than the last General Membership meeting of the third quarter of the calendar year – typically September’s meeting.
2. Nominations will be accepted from the floor at the last General Membership meeting of the third quarter, typically the September meeting, for any office up for re-election. A nominee may be nominated to only one Executive Board office at a time. Three (3) members of Region VII in good standing must second nominations from the floor. All nominees must be present at the meeting to accept the nominations. Following the General Membership meeting, a list of candidates for each office shall be posted in the regional newsletter, and on the regional website, along with the date and location of the General Membership meeting where elections will be held.
3. All nominees for the offices of Regional Director, Chairperson, and Vice-Chairperson must be “active” members of the Parent Organization for the past two years and must reside or work within the geographical area of the Region. They must be certified as a Systems Operator by the Parent Organization or be a Licensed Operator registered in the State of Florida. If it is not possible to provide an “active” member for the position of Secretary, Treasurer or Secretary-Treasurer Elect, an “associate” member can be nominated for each position for one term only. An “associate” member nominated for Treasurer must have been a member for a minimum of two years prior to nomination.

B. Election of the Region VII officers shall be as follows:

1. All ballots shall be cast and counted at the first General Membership meeting of the fourth quarter of the calendar year, typically November’s meeting. A simple

majority shall elect a candidate to office. In the event there are more than two (2) candidates receiving votes for one office, and no candidate receives at least 50% of the votes cast, then the person receiving the least number of votes will be eliminated. Voting will continue in a like fashion until one person receives a majority of votes.

2. Absentee or proxy ballots will not be accepted.
3. The Regional Director, Secretary and a member from the region who is not running for office will collect and count the ballots. The current Chairperson will announce the results of the election. If the Regional Director and/or Secretary are absent or running for office, the Chairperson shall appoint a replacement to be on the ballot counting committee.

C. Removal of an Elected Officer shall be by any of the following:

1. If an elected officer or appointed member of the Executive Board misses three (3) un-excused, consecutive officially called meetings (executive board and/or general membership meetings, excluding special events) then he or she will be considered to have abandoned the office, and upon written notification provided to the offending officer, the office will become vacant.
2. By a majority vote of no confidence (the officer has failed to fulfill the duties of the office) at two (2) consecutive General Membership meetings. At each meeting, three (3) members in good standing must second the motion for a vote of no confidence.
3. By the officer's or appointee's written resignation from office.
4. By the officer's or appointee's death.

D. The filling of an Executive Board position after the annual election shall be as follows:

1. Whenever any office or appointment, other than Regional Director, is declared vacant, the Executive Board shall elect a person to fill the unexpired term of that office.
2. Whenever the Regional Director position becomes vacant, a new Regional Director shall be elected at the next General Membership meeting after the vacancy has been declared.

ARTICLE VI - DUTIES AND TERMS OF EXECUTIVE BOARD OFFICERS

A. The term of all offices shall begin January 1st of the year following the election and continue until December 31st for the period provided herein.

B. The Regional Director shall:

1. Attend all officially called Board of Director's meetings and submit annual and periodic activities reports for Region VII to the Board.
2. Report to the Region VII Executive Board and membership the events of all state business.

3. Guide and assist the Executive Board in carrying out its duties.
4. Be a voting member of Region VII's Executive Board.
5. Excuse other officers or appointees from officially called meetings.
6. Serve a three (3) year term.
7. If re-elected, serve for no more than two (2) full consecutive terms.

C. The Chairperson shall:

1. Determine the meeting business items for the agenda
2. Preside over all meetings of Region VII.
3. Carry out the instructions that were properly voted on at officially called business meetings.
4. Appoint the chairpersons for the standing and special committees and appoint the trustee positions, subject to majority agreement of the Elected Officers.
5. Serve as ex-officio member of all committees.
6. Be a voting member of Region VII's Executive Board.
7. Attend the Board of Directors meeting in the absence of the Regional Director.
8. Excuse other officers or appointees from officially called meetings.
9. Serve a one (1) year term.
10. If re-elected, serve for no more than two (2) full consecutive terms.

D. The Vice-Chairperson shall:

1. Assume the Duties of Chairperson if that position becomes vacant.
2. Preside over all meetings in the absence of the Chairperson.
3. Assist the Chairperson in carrying out his or her duties.
4. Chair the Education Committee and is to be responsible for Region VII's training programs, assuring that Article XI, herein, is followed.
5. Be a voting member of Region VII's Executive Board.
6. Serve a one (1) year term.
7. If re-elected, serve for no more than two (2) full consecutive terms.

E. The Secretary shall:

1. With direction from the Chairperson, prepare and publish meeting agenda.
2. Keep accurate minutes of all regional meetings. Minutes shall be typed and distributed to the regional Executive Board members within two weeks following the meeting.
3. Maintain a membership list of all Region VII members, as provided by the Parent organization's Membership Coordinator.
4. Assist the Newsletter Editor in preparing the regional newsletter no less than 6 times per year.
5. Prepare correspondence or other documents at the direction of the Chairperson.
6. Advise the State Secretary/Treasurer of any newly elected officers immediately following an election.
7. Be a voting member of Region VII's Executive Board.
8. Serve a one (1) year term.
9. If re-elected and an "active" member, serve an unlimited number of terms. If an "associate" member, serve one term only.

F. The Treasurer shall:

1. Keep accurate financial records for Region VII.
2. Provide accounts payable and accounts receivable functions for Region VII as directed by the Executive Board.
3. Maintain Region VII's written and/or electronic check register. For each check written, the following information, as a minimum, shall be recorded: date check was written, to whom the check was written, the amount of the check and a brief description of what the check was written for.
4. Categorize each revenue and expense item according to the categories provided by the Parent organization's Secretary/Treasurer.
5. Reconcile the check register with the bank statement on a monthly basis. Immediately notify the Chairperson of any irregularities.
6. Prepare monthly written reports on the Region VII financial status to include, as a minimum: starting balance, all deposits made, all checks written or disbursements made, and ending balance. Written reports are due at the conclusion of the month and shall be given to the Elected Officers of the Executive Board.
7. Keep accurate records of any petty cash transactions.
8. Keep an inventory of Region VII assets.

9. Provide an annual report to the Parent Organization in January for the previous fiscal year and in a format specified by the Parent Organization.
10. Be a voting member of Region VII's Executive Board.
11. Serve a one (1) year term.
12. If re-elected and an "active" member, serve an unlimited number of terms. If an "associate" member, serve one term only.

G. The Secretary-Treasurer Elect shall:

1. Perform the duties of Secretary at all meetings where the Secretary is absent.
2. Assist the Secretary and the Treasurer in performing his or her duties.
3. Be a voting member of Region VII's Executive Board.
4. Serve a one (1) year term.
5. If re-elected and an "active" member, serve an unlimited number of terms. If an "associate" member, serve one term only.

H. Trustees shall:

1. Serve as Chairpersons or members on standing and/or special committees.
2. Be a voting member of Region VII's Executive Board.
3. Perform other duties as directed by the Chairperson.

I. The Newsletter Editor shall:

1. Prepare written articles of interest to the general membership.
2. Publish *The Pipeline*, the official newsletter of Region VII, not less than six (6) times per year.
3. Be a member of the Publicity Committee.
4. Be a voting member of Region VII's Executive Board.

J. The Historian shall:

1. Maintain Region VII's scrapbook documenting regional activities.
2. Be a voting member of Region VII's Executive Board.
3. Perform other duties as directed by the Chairperson.

K. The Sergeant at Arms shall:

1. Maintain decorum at all meetings.
2. Control the sign-in sheets.
3. Take charge in selling promotional and/or fund-raising items.
4. Be a voting member of Region VII's Executive Board.
5. Perform other duties as directed by the Chairperson.

L. The Webmaster shall:

1. Post Region VII's General Membership meeting and activities schedules on the regional website.
2. Post Region VII's short school and continuing education seminar schedules on the regional website.
3. Prepare and post items of interest to the membership on Region VII's message board.
4. Send an e-mail version of the regional newsletter to interested members of Region VII.
5. Be a member of the Publicity Committee.
6. Be a voting member of Region VII's Executive Board.
7. Post other information on the regional website as directed by the Chairperson.

ARTICLE VII - MEETINGS

A. General Membership Meetings

1. Region VII shall hold a minimum of four (4) General Membership meetings a year, at least quarterly. The Chairperson, an approved motion of the Executive Board or an approved motion at a General Membership meeting may call additional meetings.
2. The General Membership meeting shall be held on a date, time and location announced by the Chairperson no later than the close of business of the preceding membership meeting. Information on future General Membership meetings shall be published in Region VII's newsletter and on its website.
3. At least three (3) of the Elected Officers must be present at the meeting to constitute a quorum so that business may be conducted.
4. The presiding officer for the General Membership meeting shall be the Chairperson. In his or her absence, the Vice-Chairperson shall preside.

5. All Region VII members, in good standing, may attend the meetings, bring issues before the Executive Board, make and second motions, and cast one vote on all matters brought before the membership for vote. Voting by absentee ballot or proxy shall not be allowed.
6. Non-member spouses of Region VII members in good standing, and non-member guests and sponsors, are welcome to attend the General Membership meetings, but they may not make or second motions, or vote on matters brought before the membership for a vote. Non-member guests are invited to become a member of Region VII after attending two meetings in a one-year period.

B. Executive Board Meetings

1. Region VII shall hold a minimum of six (6) Executive Board meetings a year, at least once every other month. The Chairperson shall be responsible for creating an agenda and notifying the Elected Officers, Committee Chairs, and Trustees of the Executive Board meeting no later than one week prior to the meeting. The Chairperson or an approved motion by the Executive Board may call additional meetings.
2. At least three (3) of the Elected Officers must be present at the meeting to constitute a quorum so that business may be conducted.
3. The presiding officer for the Executive Board meeting shall be the Chairperson. In his or her absence, the Vice-Chairperson shall preside.

C. Order of Business at General Membership and Executive Board Meetings

1. Call to order and Opening Ceremonies (Pledge of Allegiance, Chairman's Welcome).
2. Program (when scheduled)
3. Secretary establishes a quorum.
4. Introduction of guests and new members.
5. Presentation of last meeting minutes and approval.
6. Treasurer's report.
7. Regional Director's report.
8. Chairperson's report.
9. Standing Committee reports.
10. Special Committee reports.
11. Old or unfinished business.

12. New business.
 13. Election of Officers (when scheduled).
 14. Election of Regional Honorary Life Member (when scheduled).
 15. Announcement of next meeting.
 16. Adjournment
- D. The conduct of business at all Region VII meetings shall be in accordance with these By-Laws or with the Parent organization's By-Laws.

ARTICLE VIII - COMMITTEES

- A. The Chairperson shall appoint the Chair of each standing committee immediately after assuming office. The Chairperson shall appoint the Chair of each special committee as needed. These positions shall be filled upon majority agreement of the Elected Officers. Each committee chair is responsible for selecting his or her committee's members. The Regional Chairperson shall be an ex-officio member of each committee.
- B. Region VII shall maintain, as a minimum, the following Standing Committees:
1. County Committees: One committee shall be formed, to act as a liaison unit, for each county within Region VII. The appointed chairperson for each county shall ensure that information is disseminated from the Executive Board to the members within their county, collect opinions and issues from the members within their county to bring to the Executive Board for consideration, and provide additional services to the members within their county.
 2. Education Committee: This committee shall work with the Parent Organization's training office to arrange dates, locations, teachers and schedules for Region VII's training programs. It shall be the responsibility of the committee to review student applications for conformity with rules established by the Parent Organization, forward acceptable applications to the Parent Organization's training office, and return non-acceptable applications to the applicant. This committee shall also arrange for continuing education seminars for plant operators that comply with rules set forth by the Parent Organization and the Florida Department of Environmental Protection. The Vice-Chairperson for Region VII shall serve as the committee chair.
 3. Program Committee: This committee shall arrange for a program of interest to the general membership to be presented at general membership meetings. The committee shall also schedule and organize special programs and events. The Chairperson for Region VII shall serve as chairperson for the committee.
 4. Publicity Committee: This committee shall produce and publish notices, newsletters, web documents and any other informational products for Region VII, and shall publicize the Parent organization's training programs and special events. The Newsletter Editor and Webmaster shall serve as members on this committee.

5. Membership Committee: It shall be the duty of this committee to encourage qualified persons who are not members to join the Parent Organization.
- C. Region VII shall organize the following Special Committees as needed:
1. By-Laws Committee: It shall be the duty of this committee to review any or all parts of the By-Laws and the provisions contained therein, upon the receipt of such instructions from the Chairperson. The Committee shall report to the Executive Board any recommended additions, deletions, alterations, or clarifications to the existing By-Laws or rules of the Region.
 2. Audit Committee: It shall be the duty of the Audit Committee to audit the Treasurer's books prior to January. It shall also be the duty of this Committee to audit the Treasurer's books in case of the Treasurer's catastrophic illness, resignation or death, or upon special request by the Chairperson.
 3. Awards Committee: It shall be the duty of this committee to review and retain criteria for all awards and citations given by Region VII, to prepare criteria for awards as may be designated by the Executive Board, and to make recommendations to the Board for the issuance of Region VII awards.
 4. Nomination Committee: (See Article V, Section A.1. for duties).

ARTICLE IX – FISCAL YEAR AND REGIONAL FINANCE

- A. The fiscal year of Region VII shall be the same as the Parent Organization, beginning January 1 and ending December 31 of each year.
- B. The financing of Region VII shall be by dues in accordance with the Parent Organization's By-Laws and by funds obtained from regional training activities or other approved functions.
- C. All funds are to be used for authorized expenses of Region VII as may be approved by motion at a Regional Executive Board or General Membership meeting.
- D. A request for reimbursement of expenses must be made in the fiscal year in which the expense was incurred, or the Regional Executive Board, by majority vote, may deny the request.

ARTICLE X – AMENDMENTS

Amendments to the By-Laws may originate in the Executive Board or through a petition of fifteen (15) or more Active Members. The Newsletter Editor shall, upon instruction of the Executive Board, cause to be printed in the next issue of *The Pipeline*, the complete text of any proposed amendment. In the event of an extensive amendment, the Webmaster may post the complete text of the amendment on Region VII's website. A floor vote shall be taken on any amendment at the next regular business meeting. A two-thirds majority of all votes cast shall be required for passage. Amendments that pass Regional vote shall not become effective until approved by the Parent Organization's Board of Directors.

ARTICLE XI - REGIONAL TRAINING

All training offered by Region VII shall follow the Regional Training Program policy & procedure provided in the FW&PCOA Manual of Policies & Procedures.

A. Payment or Reimbursement of Regional Instructors

1. All Region VII instructors, whether paid or voluntary, and when seeking either payment of instructor fees or reimbursement of training-related expenses, shall follow the Paid Instructor Program policy & procedure provided in the FW&PCOA Manual of Policies & Procedures.
2. All instructors seeking payment of instructor's fees or training-related expenses must submit a completed Instructor Voucher form to the school or course official who is responsible for accepting and reviewing the form. The school or course official must sign the form, verifying his or her review and approval of the payment request, before submitting the form to the regional Treasurer for payment.

B. Instructor Continuing Education Credit

Region VII shall provide continuing education credit for an instructor's operator license issued by the Florida Department of Environmental Protection (FDEP) only when requested to do so by the instructor prior to the training event. Instructors are responsible for monitoring their own past continuing education credits registered with FDEP for the current and the immediately previous license renewal cycles, to avoid duplication of continuing education credit.

C. Tuition

1. Region VII shall expect payment of tuition fees when a prospective student registers for a regional training event, paid by cash, check, money order, credit card or purchase order. In the event the region's bank returns a check due to non-payment, the prospective student submitting the check shall pay the training tuition fee, plus the bank service fee charged Region VII for the returned check, by money order or cash.
2. In the event a prospective student withdraws from the Region VII training offering before the training commences, or Region VII cancels the training, the regional Treasurer shall reimburse the tuition fee paid to the person or the entity originally paying the training tuition fee. Region VII shall not offer credit for future training in lieu of reimbursement.
3. Once the training event commences, the associated tuition fees are non-refundable. The Regional Executive Board, by majority vote, may consider waiver of this rule only when asked to do so in writing dated within 30 days following the training event.

D. Release of Training Results to Employers

Region VII shall provide attendance and examination results to employers who pay for their employees' enrollment in a regional training event, upon receiving a written request to do so from the employer.

ARTICLE XII - HIRED PERSONS

Region VII, from time to time, may hire a corporation or an individual person to provide services to the region and its members.

A. Approval by Regional Executive Board Required

The Region VII Executive Board shall review and approve all proposals, agreements or contracts for service before the service provider renders service to the region.

B. IRS Form W-9 Required

1. Once the Executive Board approves a service provider, the regional Chairperson, or his or her designee, before executing a proposal, agreement or contract for service, shall obtain a copy of Internal Revenue Service Form W-9 from a service provider who is not a corporation registered in the state of Florida.
2. The regional Treasurer, after payment of a service provider who is not a corporation registered in the state of Florida, shall provide the parent organization's Secretary-Treasurer a copy of the payment check, or invoice, and the IRS Form W-9.

ARTICLE XIII - SPECIAL EVENTS REQUIRING RESERVATIONS

Region VII, from time to time, may conduct special events for its members that require advance reservations.

A. Reservations Requiring Advance Payment

1. To assure that a special event has adequate attendance, Region VII may require advance payment from the prospective attendees during registration. The Executive Board will determine whether or not to return the advance payment to those persons who attend the event. The region will state the decision to return advance payments in all event announcements and advertisements.
2. If Region VII cancels the special event requiring advance payment by registrants, the region shall return the payment to those persons who made an advance payment.
3. In the event a registrant, who makes an advance payment to reserve his or her attendance at the event, does not attend the event, the Region will not refund the payment. The Regional Executive Board, by majority vote, may consider waiver of this rule only when asked to do so in writing dated within 30 days following the event.

B. Reservations Not Requiring Advance Payment

1. Region VII may accept reservations for special events without requiring advance payment. The region, however, must receive such reservations, in writing, using a

registration form or RSVP card. By submitting a written reservation, the registrant is committing to Region VII that he or she, and in some cases, his or her guest(s), will attend the event.

2. If a registrant, or any portion of his or her party, who makes an advance written reservation, cannot attend the event, the registrant must notify any regional officer of the cancellation in advance of the event.
3. If a registrant, or any portion of his or her party, who submits a written reservation for an event, does not attend the event, Region VII will remove the registrant's name from all invitation lists for a period of one year.

ARTICLE XIV – CORPORATE SPONSORS

- A. Region VII shall make quality marketing opportunities available to qualified organizations who desire to become a corporate sponsor of the region.
 1. Qualified organizations are companies who provide either a service or product that is used in the water utility industry.
 2. The annual fee for corporate sponsorship, payable to Region VII, is \$240.00.
- B. In consideration for the annual corporate sponsorship fee, Region VII shall provide the corporate sponsor the following marketing opportunities:
 1. Display the corporate sponsor's business card in the regional newsletter for 12 months.
 2. Post the corporate sponsor's contact information, including a link to the sponsor's website, on the regional website for 12 months.
 3. Process a new 12-month membership in the FW&PCOA, or extend an existing membership for a 12-month period.
 4. Allow the corporate sponsor to make a 15 to 30 minute presentation at a regularly scheduled general membership meeting.

ARTICLE XV – REGIONAL CONTACT INFORMATION

- A. The Region VII mailing address is as follows:

FW&PCOA Region VII
PO Box 813520
Hollywood, FL 33081-3520

- B. The email addresses for the Region VII Elected Officers are as follows:

Director	07-director@fwpcoa.org
Chairperson	07-chair@fwpcoa.org
Vice-Chairperson	07-vice-chair@fwpcoa.org

Secretary	07-secretary@fwpcoa.org
Treasurer	07-treas@fwpcoa.org
Secretary-Treasurer Elect	07-st-elect@fwpcoa.org