

SWANA

**FLORIDA SUNSHINE CHAPTER
POLICY & PROCEDURES MANUAL**

Revised 7/23/17

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(1) Policy number, 001-b, Arrangements Committee was abolished on January 30, 2002

(2) Policy number 001-i, Training & Certification Committee was renamed as the Training & Technical Division on January 30, 2002 and moved to policy number 001-j. The term Training & Technical Division was renamed again to Technical Divisions on July 23, 2017.

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CHAPTER POLICY & PROCEDURES MANUAL
PREAMBLE

I. PURPOSE

The purpose of a Chapter Policy & Procedures Manual (PPM) is to establish policy, and where necessary, procedures for implementation of the policy for Chapter issues or concerns not addressed in Association or Chapter Bylaws and to remove as much non-essential detail from the Chapter Bylaws as possible.

II. DEVELOPMENT OF POLICIES

The Bylaws Committee, with the assistance of the Committee responsible for implementing said policy, shall prepare draft policies and procedures. The determination of the need for the development of a policy may originate from a member in good standing, a Chapter Committee or the Board of Directors.

III. REVIEW OF DRAFT POLICY STATEMENTS

All proposed policies shall be submitted to the Board for review. The Board shall provide for approval, non-approval or approval with advice. Chapter policies and procedures approved by the Board are not subject to approval by the membership.

IV. APPROVED POLICIES

The Chapter PPM shall include a Contents Section. The PPM shall contain a Table of Contents section to include the Policy Number; Policy Title; the date of Board approval of the Policy and approval date of revisions, deletions or other changes to a Policy.

V. DISTRIBUTION

It shall be the duty of the Bylaws Committee Chair to provide all Board members and Committee Chairs with copies of the Chapter Policy Manual including revisions as they occur. The Bylaws Chair shall also provide a copy of the Policy Manual to individual Chapter members upon request. The Chapter Policy Manual shall also be available on the Chapter Web Site.

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Policy Number: 001-1

Date: Jul, 23, 2017

Title: **STANDING COMMITTEES**

The Chapter shall utilize active standing committees for conducting the business and affairs of the Chapter. Committees are utilized to assist in the completion of specific tasks and special programs implemented by the Chapter. Committees provide an opportunity for all members to get involved with Chapter activities. Chapter Officers and Directors have a responsibility to encourage Chapter members to serve on a committee of their choice. All committee chairs shall appoint a vice chair to assume responsibilities in their absence, as deemed necessary.

Standing Committees. Standing Committees include: (a) Membership; (b) Conference; (c) Awards; (d) Bylaws; (e) Audit; (f) Nominating; (g) Legislative; (h) Communications; (i) Finance and Budget; (j) Training and Health & Safety, and (k) Technical Divisions. Standing committees are established to focus on ongoing or annual functions of the Chapter. Standing Committees are used on a regular basis to remain intact throughout the life of the Chapter unless abolished by the Chapter or the Association. It is the responsibility of the incoming Chapter President to appoint members in good standing to Chair each of the standing committees. The size of each standing committee is left to the discretion of the President provided such decision is not in conflict with the Chapter Bylaws. The President may appoint additional members to the committees. The Term of office for all Standing Committee members including the Chair shall coincide with the term of the appointing President.

Special Committees. Special Committees are established to specifically address a project, program or event not covered by a standing committee. The President shall appoint a member to Chair the Special Committee and other such members as he/she deems appropriate. The term of a Special Committee shall extend until the project is completed; is relieved by the President or at the completion of the term of the appointing President, whichever comes first.

Attendance. The Chair and/or at least one other informed member of any standing or special committees should make every effort to attend all Board meetings to present the committee report and to respond to questions as appropriate.

Removal of a Committee Member. The President may remove any member of a Standing or Special Committee without cause. The President shall notify the Board and the deposed committee member of his/her removal in writing at his/her earliest possible convenience. The President may inform the Board of the circumstances prompting his/her decision at the first meeting of the Board following such action. The President's decision to remove a committee member shall be final.

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Policy Number: 001-a

Date: Oct. 25, 2000

Title: **MEMBERSHIP COMMITTEE**

The Membership Committee duties include conducting an ongoing membership recruitment program to increase membership in the Chapter. The Committee's purpose is to focus on development of membership drives and campaigns, recruitment of new members, bidding new members welcome to the Chapter and contacting former members. The Membership Committee is responsible for establishing a goal in recruiting new members each year. The Chair of the Membership Committee shall prepare a report on the committee's progress for distribution to the Board prior to each meeting.

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Policy Number: 001-b

Date: Jul, 23, 2017

Title: **CONFERENCE COMMITTEE**

The Conference Committee's duties include locating suitable accommodations for Chapter meetings, seminars, training sessions and other activities. The accommodations must be capable of providing adequate guest rooms, meeting rooms, banquet space, meals and other such needs as identified by the Board. The Committee Chair is responsible for the preparation of a committee report to the President and the Board which outlines the advantages and disadvantages of one or more properties under consideration including:

1. Cost to the Chapter and individual member.
2. "Perks" such as complementary rooms.
3. Free services such as a welcoming party.
4. Free lodging or travel packages.
5. Lower rates in lieu of certain perks.
6. Or any other possibilities that may be negotiable with property management that may be available to the Chapter.

Subcommittees: Subcommittees may be established as necessary to assist with conference planning and execution. These subcommittees may include the following:

1. Programs
2. Exhibits and Sponsorship
3. Golf
4. Young Professionals

Conflicting Events: Exhibitors will not be permitted to hold any functions at the conference which conflict with scheduled activities unless approved by the Chapter.

Chapter Administrator Responsibilities. The Chapter Administrator's responsibilities shall include administrative, accounting, and conference/event management duties as specified in the contract authorized by the Board of Directors and executed by both parties (the chapter and current service provider).

Conference Frequency. The chapter shall hold at least one conference per year as determined by the Board of Directors.

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Policy Number: 001-c-2

Date: Jul, 23, 2017

Title: **AWARDS COMMITTEE**

A Chapter Awards Program is established to recognize individuals and organizations for their contribution to solid waste management and public health/environmental protection. The Awards Program exists at the Chapter and the Association levels and recognizes both members and non-members. Selection of the recipient of an award in each category shall be the responsibility of the Awards Committee. The committee shall ask the membership to provide names of individuals or organizations they deem worthy of recognition through the Chapter Newsletter and/or any other communication medium at least six (6) months prior to presenting the award. The committee shall review all submittals and prepare a list of recommendations for Board review and approval. Chapter Awards shall be presented during a meeting with the Chapter membership. The Association encourages Chapter participation in the awards program at the Association level. The Chapter should consider submitting documentation concerning Chapter level award recipients in the appropriate categories to the Association for consideration. Details for forwarding submittals can be found in the Association Policy Manual, Policy MA-8 as revised from time to time.

Major Awards in order of prominence at the Association level are:

Professional Achievement Award. Up to four Awards shall be considered, but not necessarily awarded each year, to members of the Association. An individual's employer shall also be recognized at the presentation of the Award. Recipients shall have provided valuable services and exemplary contributions to the Association and the field of solid waste management. The length, depth and breadth of continual contributions and services to the Association and the field of solid waste management shall be given consideration in selecting awardees.

The Robert L. Lawrence Distinguished Service Award. This award will be considered on an annual basis for a member or non-member of the Association who by his/her service to the solid waste management field has demonstrated meritorious consideration. The award shall be considered on an annual basis, but not necessarily every year. It represents the highest accolade the solid waste management industry could give to an individual. Determination of this award shall be based on the nominee's service and activity beyond the bounds of normal duties and responsibility to the employer or to the public in general.

Awards in order of prominence at the Chapter level are:

Lifetime Achievement Award. This award represents the highest accolade the Chapter can give to an individual who has demonstrated valuable service and exemplary contributions to the chapter, their employer, and the public in general in the field of solid waste management.

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Distinguished Service Award. Presented annually to members or organizations who have provided continuing distinguished service to the Chapter through service beyond normal responsibilities.

Rising Star Award. Presented annually to members who have provided outstanding and significant contributions to the future growth of the Chapter.

In addition to the duties outlined above, the committee shall provide, or cause to be provided, a Certificate of Appreciation for services rendered to all outgoing Board officers and directors during the Annual Meeting.

See Exhibit 1 for the nominating form for Chapter Level Awards.

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Policy Number: 001-d

Date: Oct. 25, 2000

Title: **BYLAWS COMMITTEE**

Annually, immediately following the Association's Annual Business Meeting and at such other times as appropriate, the Bylaws Committee shall review the Chapter's Bylaws for consistency of purpose with the Association's Bylaws. The committee shall also solicit suggested changes from the Board from time to time. If changes are necessary or requested, the committee shall prepare recommendations for review by the Board of Directors. The Board must approve the recommendations by a majority vote.

The Chair may request approval by the Board that any suggested changes be reviewed by the Association's legal counsel for compliance with federal and state laws, rules or regulations regarding the Chapter's tax-exempt status or other legal considerations and Association policies.

All recommendations for change to the Chapter Bylaws must be submitted to the Chapter membership during any Chapter Business meeting for approval. The committee Chair shall provide a list of all recommended changes verbatim, or in the case of extensive revisions, a detailed summary of said changes to the Editor of the Chapter Newsletter by any method approved by the Board. Recommendations must be received by the membership at least thirty (30) days prior to said meeting.

A copy of the revised Chapter Bylaws shall be provided to the Association and to the Association's legal counsel within thirty (30) following approval by the membership.

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Policy Number: 001-e

Date: Oct. 25, 2000

Title: **AUDIT COMMITTEE**

The members of the Audit Committee shall be appointed by the President and shall include the Treasurer, Secretary, Immediate Past President and the Chapter Administrator. The committee shall audit the financial affairs of the Chapter at least annually at such time as appropriate to comply with all federal and state tax reporting requirements, the Chapter's report to the Association and at such other times as the Board deems necessary.

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Policy Number: 001-f

Date: Jul, 23, 2017

Title: NOMINATING COMMITTEE

The Past President shall serve as Chair of the Nominating Committee (NC) unless he/she is unable, in which case the NC Chair shall be appointed by the President. The NC shall include at least two (2) additional members in good standing. The NC is charged with the responsibility of insuring the election of Chapter Officers and Directors is conducted in a timely manner and all eligible Chapter members are provided the opportunity to participate in the election process.

The Nominations Chair will review submitted nominations and the following criteria will be considered. Each nominee should have at least one of the following credentials before being approved for nomination.

1. The nominee has served on a Committee
2. The nominee has actively assisted the Chapter in programs/events/request for assistance
3. The nominee has previously served on the Board
4. The nominee has provided long-term/ongoing support and/or services to the Chapter

Chapter Directors are elected by the membership to serve a two-year term. Chapter Directors may serve no more than two consecutive terms. Chapter Officers are elected by the membership to serve a one-year term. Chapter Officers may serve no more than two consecutive terms for the same position. Although not required, nominees for Officer positions are encouraged to have served in the preceding Officer positions before seeking nomination for a higher position. For example, President nominees preferably have served as Vice-President, Treasurer, and Secretary with all other examples following this order of ascension. All Officer and Director nominations shall consist of members in good standing that are active in at least one Chapter Committee. The Nominating Committee will constitute the decision-making authority regarding a nominee's applicable Committee activity.

If, at any time during the nomination process, the Chair of the NC or Chapter Administrator is not able to comply with his/her obligations to the Chapter, the President shall immediately assign the unfilled duties to other available qualified Chapter Members. The obligation of the Chapter Administrator is to provide for the distribution of election materials to the membership at the direction of the Chair of the NC.

Eligibility to Hold Office

No more than two (2) members who work for the same organization will be allowed to serve on the Board simultaneously. Should this occur, either through the election process or due to job changes, the last person elected will be asked to relinquish his or her position unless another member of that same

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organization willingly resigns. If this occurs during the election process, the person with the next highest number of votes will fill that position. Otherwise, the President shall appoint his/her replacement.

Officers. The Officers of the Chapter are the President, Vice President, Treasurer, Secretary, and the Past President, are elected or appointed by the membership. The Past President assumes his or her office in being the most recent former President to serve a full term and is willing to serve as Past President.

Directors. All Chapter members, except Honorary or Student Members, are eligible to serve as a Director on the Board of Directors. All candidates must be a member in good standing.

Declaration of Intent. All candidates for office including incumbent members of the Board are responsible to the Chapter and the Board to verify they are members in good standing at the time of his/her election to office and will remain so throughout their term of office. Should a discrepancy in membership standing be noted at any time, the candidate or incumbent member of the Board shall be so notified and directed to provide proof of membership to the Board within ten (10) working days of said notice. Under extreme circumstances, the candidate or incumbent may request the Board consider an extension of an additional ten (10) working days to comply with this requirement. In the case of an incumbent member of the Board, said incumbent member shall abstain from voting on any issue before the Board until the issue of membership is resolved satisfactorily. If proof of membership in good standing is not presented to the Board by the candidate or incumbent Board member within the allotted time, the Board shall take immediate action as outlined in the current Chapter Bylaws and Policies to replace said candidate or incumbent Board member.

Election Schedule. The Nominating Committee shall prepare an election schedule for Board approval at least four months prior to the Annual Business Meeting to include:

1. **Notification of Nomination Form**
2. **Return of Nomination Forms**
3. **Preparation of Slate**
4. **Approval of Slate**
5. **Preparation and Posting of Ballots**
6. **Receipt of Ballots**
7. **Election Results**

Election results shall be announced at the Annual Business Meeting.

Installation of new Chapter Officers and Directors. Whenever possible, all new Chapter Officers and Directors shall be installed into office during the Annual Business Meeting. The remaining members of

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the Board shall be introduced at that time. The new Board shall assume all the duties of office at that time. If, for any reason, the new Board members cannot be installed during the Annual Business Meeting, the new Board shall assume all duties at the beginning of the new fiscal year as determined in the Chapter Bylaws.

Election Dispute

Any eligible voting member may lodge a complaint involving the ballot count. The complaint shall be presented in writing to the President or any member of the Executive Committee within twenty-four (24) hours following the announced outcome of the election. The written complaint shall address the nature of the dispute and be signed and dated by the member. Other members who wish to join in support of the complainant may do so by signing and dating the original complaint. If a dispute is filed, the President, or his/her designee, shall instruct the NC and the Chapter Administrator to conduct a recount at a time and place so designated. Following the recount, the NC will again record the results of the recount. The President, or his/her designee, shall announce the results of the recount to the membership. The recount totals shall stand as the official count.

All ballots cast are confidential. No NC member, the Chapter Administrator or any other individual having knowledge of how individual votes were cast or any other insider information regarding the election may reveal any such information to anyone at any time.

If, at any time during the nomination or election process, the chair of the NC or the Chapter Administrator cannot comply with their obligations to the chapter, the president shall immediately assign the unfilled duties to other available qualified members.

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Policy Number: 001-g

Date: Oct. 25, 2000

Title: **LEGISLATIVE COMMITTEE**

The Legislative Committee shall be responsible for tracking proposed or enacted Federal and State legislation that may be of interest to the membership. The committee shall alert and advise the membership on matters of importance regarding the legislation. The committee shall identify which issues require input or action from the membership, the Chapter or the Association. The committee may also review Chapter and Association position papers and provide input.

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Policy Number: 001-h

Date: Oct. 25, 2000

Title: **COMMUNICATION COMMITTEE**

The Communications Committee shall be responsible for summarizing Chapter business news, committee reports and other similar data and information for dissemination to the Chapter membership. The committee shall be responsible for appointing an Editor of the Chapter newsletter, "Talking Trash," who will be responsible for publishing the newsletter a minimum of three (3) times each fiscal year and other mailings including notices of pending Chapter meetings and election materials. The committee shall be responsible for researching and developing other Chapter communication mediums such as the Chapter Web site, social media, etc. The committee shall actively coordinate with the Board and Chapter committees.

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Policy Number: 001-i

Date: Jul, 23, 2017

Title: **FINANCE AND BUDGET COMMITTEE**

The Board of Directors (BOD) is the governing body of SWANA's Florida Sunshine Chapter (Chapter). They are responsible to the membership for the affairs of the Chapter including policy and budget control. The BOD has delegated to the Finance Committee (FC) a number of responsibilities relative to the management of the Chapter and relative to review and recommendation of actions for the BOD to consider.

The BOD has designated the following areas as the specific responsibility of the Finance Committee (FC).

- Support the Treasurer in interfacing with the Chapter Administrator regarding the current financial status of the Chapter. Review and report to the Board on the financial reports prepared by the Chapter Administrator.
- Safeguard the Chapter and its assets-this broad area of responsibility covers many diverse aspects from insuring that the Chapter has complied with all state, federal and other reporting requirements to seeing that complete financial records are maintained. The primary vehicle the FC uses to accomplish this is by having an audit performed by an Independent Accounting Firm on a biennial basis. The FC shall conduct an internal audit in the off years.
- Support the Treasurer in monitoring and guiding the Chapter's investment portfolio-the Chapter Administrator shall provide to the FC regular reports on the status of the Chapter's investments. FC members are responsible for evaluating the investments in relation to the investment goals and guidance statements of the Chapter, and then deciding whether changes should be made in either the portfolio or the investment guidance document.
- Support the Treasurer in preparing and recommending the Chapter's annual operating budget-The FC shall assist in preparing a detailed operating budget for the upcoming fiscal year based on the financial targets and Chapter strategies set by the BOD. FC shall solicit input from each committee chair in the preparation of the budget. FC members are responsible for reviewing the budget in relation to the Chapter's Strategic Management Plan and then providing direction to the BOD.
- Review and establish financial policies and guidance documents-develop and recommend to the BOD financial policies that will provide the basis on which the Chapter shall fulfill its mission.
- Other duties as the Board may assign to the FC. The BOD may from time to time refer specific financial issues to the FC for their research, deliberation and reporting.

Procedures to be followed by the FC in performing its duties shall be as follows:

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Budget

An annual operating budget covering income and expenses for the Chapter activities for the upcoming year shall be prepared and adopted prior to the first day of the new fiscal year. In order to comply with this requirement, the following schedule shall be adopted.

- Two months before the last scheduled Board meeting of the fiscal year, solicit input from all committee chairs regarding income and expenses for the next fiscal year.
- One month before the last scheduled Board meeting of the fiscal year, distribute a draft budget prepared from the input discussed above.
- Present the final operating budget to the Board at the last scheduled Board meeting of the fiscal year.

Account Management

- **Disbursements.** The Chapter Administrator or an authorized officer of the Chapter upon written request shall make disbursements of funds from Chapter accounts. Such requests shall be recommended by the appropriate committee chair and submitted to the Chapter Administrator for processing.
- **Chapter Administrator.** Shall review the request to determine if it is within the approved budget and category of expense for the committee. If appropriate, the Chapter Administrator will prepare the check, sign it and submit it to the Treasurer or other approved officer of the Chapter for signature. Once dual signatures have been made, the Chapter Administrator will disburse the check as appropriate.
- **Reconciliation.** The Chapter Administrator will reconcile the Chapter accounts once each month after receipt of monthly statements from the financial institutions. Upon completion of the account reconciliation, the Chapter Administrator will submit a report to the Chair of the FC for review by the committee.

Purchasing

All purchasing will be made in accordance with the approved budget for the Chapter or at the direction of a majority vote of the Board. The Chapter Administrator with assistance from the committee chairs will shop for suppliers who provide the best value for the price in each category of purchase.

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Investment

The BOD shall adopt an investment strategy to be executed by the FC. This strategy shall address the restriction of funds availability and risk and return on investment. The FC shall monitor the performance of these investments and report quarterly to the BOD on their performance and achievement of investment goals.

Auditing

- **Internal Audit.** The FC shall conduct an internal audit of the Chapter accounts once every other year, and report the results to the BOD prior to the Chapter filing its annual federal tax forms.

- **Independent Audit.** The FC shall arrange for an Independent Accounting Firm (IAF) to conduct an audit of the Chapter accounts once every other year in order to comply with federal regulations. The FC shall recommend the IAF to the BOD and shall coordinate and review the activities of the selected IAF. The FC shall receive and review the audit report and shall recommend to the BOD approval of the report.

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Policy Number: 001-j

Date: Jul, 23, 2017

Title: **TRAINING AND HEALTH & SAFETY COMMITTEE**

The Training and Health & Safety Committee communicates safety, health and best management practices to the membership at large with the purpose of reducing accidents and injuries, and promoting effective and practical solid waste management methods. The committee serves as a locus of safety, health and wellness information and provides training events for the membership.

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Policy Number: 001-k

Date: Jul, 23, 2017

Title: **TECHNICAL DIVISIONS (TDs)**

The main purpose of the Technical Divisions (TDs) is to provide a forum for chapter members with similar interests to share their knowledge and experience for the mutual benefit of its participants. The Chair of the committee shall present the committee report to the President and the Board at all Board meetings or more often if necessary.

Organization. Chapter TDs shall be established to mimic those of SWANA International. Additional Chapter TDs may be added to address specific topics relevant to the chapter, as determined by the Board. Each TD shall include a Chair, a Vice Chair and as many interested members as possible. Technical Division Chairs shall be appointed by the President. Vice Chairs are appointed by the Chairs.

Responsibilities. TDs are recognized as the Chapter's window into the membership's technical interests. As such, the duties of the TDs shall include:

- a) Provide topics and speakers for conferences and training seminars, and provide moderators for each session.
- b) Provide at least one newsletter article for each edition.
- c) Provide Training Committee with topics of interest or need to the TD.
- d) Hold meetings either in person or via conference call. Each TD shall determine the schedule and frequency of meetings necessary.
- e) Nurture and develop active TD membership.

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Policy Number: 002.1

Date: Jul, 23, 2017

Title: **TRAVEL POLICY**

It is not the intent of the Chapter to have members benefit financially from travel expense reimbursement, nor to incur personal expenses for necessities while traveling on Chapter business.

The Chapter will reimburse Officers, Directors, Committee members or other members for reasonable expenses incurred while on authorized travel on the Chapter's behalf. Expenses will be reimbursed for the first 24 hours prior to the first meeting and 24 hours following the close of the last function where their attendance is required, when these hours are necessary for travel. Additional time may be approved when warranted. All travel should be budgeted in advance. Request forms for travel are included within this Policy. Except in cases of emergency, a Travel Request form shall be submitted for Board approval prior to travel. Following travel, the member shall submit a Travel Expense Request listing all expenses within ten (10) days to the Chapter Administrator. RECEIPTS MUST BE INCLUDED. Spouses or guests are welcome to accompany Chapter members to business functions, however, any expense or liability incurred shall be the sole responsibility of the member. Expenses eligible for reimbursement include:

Transportation Costs

Airfare. Lowest available fare.

Ground Transportation. Round trip auto mileage at the current IRS allowance per mile for the distance traveled via the most direct route. IRS mileage allowance is available on the web at www.irs.gov. Reasonable Taxi fare, shuttle fees and rental car expenses are included. Travel by means or routes other than those stated above will require specific approval of the Board prior to travel.

Lodging. For the duration of business including the nights immediately prior to and following the business meeting when these days are necessary for travel.

Meals and Incidental Expenses. Meals and incidental expenses shall be reimbursed per actual receipts, not to exceed current GSA maximum for meals and incidental expenses for the location visited. Incidental may include reasonable tips not to exceed twenty (20) percent of the taxable total, parking fees, tolls, communications, reproduction, shipping, etc.

See Exhibit 2 for Travel Reimbursement Request Form.

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Policy Number 003-1

Date: Oct. 25, 2000

Title: **REMOVAL, EXPULSION, SUSPENSION**

Removal from Office. The board may remove any officer or director from office without cause at any time. Such action shall only occur during a Regular or Special meeting of the Board in which a quorum exists and provided said meeting was duly scheduled in accordance with Chapter Bylaws. Removal of an officer or director requires a two-thirds (2/3) majority vote of the Board members present and in person. Voting by proxy is expressly prohibited.

Removal of a Board Member by the Membership. Any member of the Board of Directors may be recalled by the members in good standing under provision 6.8 b of the Chapter Bylaws.

Removal from Active Chapter Membership. A member may be removed under one or more of the following conditions.

1. An individual member shall be deleted from the active chapter membership roster for non-payment of dues after ninety (90) days of anniversary expiration date. Said removal requires no action by the Board. Members so deleted from the active membership roster may be reinstated upon payment of said dues including arrears, if any, or
2. Conviction of an offense punishable by imprisonment in a correctional institution. Said action requires a simple majority vote of the Board during a Regular or Special meeting in which a quorum exists, or
3. Conduct manifestly unethical or contrary to the interest or reputation of the Association or Chapter. Said action requires a simple majority vote of the Board during a Regular or Special meeting in which a quorum exists, or
4. Who has been declared of unsound mind by final court order.

Individuals so removed from active chapter membership due to the above are not eligible for a rebate of the unused portion of dues paid unless said former member requests same in writing including a statement that the payment of dues was made from their own personal funds. In the event said membership dues were paid by a parent organization, said organization shall be notified that the individual has been removed from active membership. An offer shall be extended to the organization to either (a) name a qualified replacement from within the organization to fill the un-expired term of membership, or (b) request a rebate of unused membership fees remaining. If a rebate is requested, said rebate shall be made promptly from Chapter funds.

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Policy Number: 004-1

Date: Oct. 25, 2000

Abolished Jul, 23, 2017

Title: **CHAPTER CORPORATE DIRECTORS**, election procedure

Annually the Chair of the corporate directors is responsible for conducting an election for one Chapter corporate or sustaining member who shall serve as a Chapter corporate director for the Florida Sunshine Chapter Board. Their duties include: coordinating vendor showcases during Chapter conferences, organizing activities used to raise funds through Corporate sponsorships in support of the Chapter and any other related duties as may be assigned by the Board. The Chair of the Corporate directors shall present the Committee Report to the Board at regularly scheduled Board meetings.

In order to maintain consistency in voting procedures for all directors of SWANA Florida Sunshine Chapter, including the two Corporate director positions, Corporate members shall annually nominate and elect one Chapter corporate director using a separate confidential ballot system that is similar to the system used to elect other Chapter directors except 1) using the attached form, only Corporate and Sustaining members in good standing are eligible to nominate candidates for the position and vote during the election; 2) nominations and ballots for Corporate director will be received by the Chair; 3) both Corporate directors will be present to tabulate the votes. However, if one Chapter Corporate director is absent, any other Chapter corporate or sustaining member in good standing may be substituted for the absent director; and 4) the Chair of the corporate directors will inform the President of the election results.

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Policy Number: 005

Date: Jul, 23, 2017

Title: **CHAPTER INSURANCE REQUIREMENTS**

In today's society, law suits against individuals and organizations continue to increase. Frivolous as well as serious litigation continue to rise and settlements continue to threaten the wellbeing of the Chapters and its members. To address this problem, the Association has taken prudent steps to acquire a series of insurance policies called "General Liability, Meetings, and Directors & Officers Liability Insurance for SWANA Chapters." The best interest of the Association, its Chapters and membership are best served if there is proper and appropriate insurance coverage for all of the organizational elements. Further, through group buying power, the Association can acquire suitable coverage at less cost.

To address this issue, the Chapter shall comply with the Association's Management and Administrative Practices Policy Position MA-13 and the Chapter Bylaws, Insurance, section 14.1, by obtaining and keeping in full force, the insurance requirements in the amounts so designated by the Association.

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Policy Number: 006

Date: Oct. 25, 2000

Title: **CHAPTER PERKS/DONATIONS**

PERKS. Chapter "Perks" are defined as "any tangible or intangible product or service, including cash or other negotiable instruments, which has an intrinsic value and is awarded or otherwise given to the Chapter." Examples of Perks are: complementary rooms, a welcoming party, travel packages, lower rates in lieu of other considerations, etc. Perks given to the Chapter for specific purposes shall be "restricted perks" and used as the sponsor has requested. Examples of restricted perks are: T-shirts, ball caps and other items including food related to a Chapter Road-E-O, golf outing or other specific activities within the Chapter.

Any member upon receiving a Perk of any kind and from any source on behalf of the Chapter shall promptly notify the President. The perk shall immediately become the property of the Florida Sunshine Chapter. The President shall notify the Board at his/her earliest convenience. The Board, by majority vote, shall determine how unrestricted perks shall be applied. Whenever possible, all perks shall be solely allocated to the membership in the form of door prizes or similar promotions designed to enhance attendance at Chapter meetings.

DONATIONS. Chapter donations are defined as "Cash or other negotiable instruments such as checks, money orders, etc." that is donated or otherwise given to the Chapter. Donations which are given for a specific purpose are restricted and shall be applied as the donor has requested. Unrestricted donations may be utilized as the Board directs.

Any member upon receiving a donation of any kind and from any source on behalf of the Chapter shall, within seven (7) calendar days, forward the donation to the Chapter Treasurer. Under no circumstances shall a member utilize any portion of the donation for any purpose such as the purchase of items that may be given as prizes. To ensure accountability with auditors and inspectors, all expenses incurred must be paid through the Chapter's checking account. To do otherwise places the Chapter's tax-exempt status in jeopardy. The member shall provide the Treasurer with any specific information from the donor regarding the donation. The Chapter Treasurer shall, within five (5) working days, deposit said donation into the Chapter's main checking account and provide the donor with a receipt and a note of appreciation on behalf of the Chapter.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number 007

Date: October 25, 2000

Title: **RETIRED PAST PRESIDENT**

The SWANA Florida Sunshine Chapter Board, in recognition of outstanding individual achievement, approved a motion to exempt any Chapter member who has received the Past President Award from either the Association or the Chapter from meeting registration fees for Chapter meetings, provided said member has retired from service (ceased full-time employment*) in the field of solid waste management.

*"ceased full-time employment" is the term defined by the Association to address the issue of Retired Past Presidents.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 008

Date: Feb 19, 2017

Title: **EXECUTIVE COMMITTEE**

The Executive Committee (EC) of the Florida Sunshine Chapter shall consist of all Chapter officers including the Past President who shall Chair the committee.

Purpose. The purpose of the EC is to act solely on behalf of the Board and the membership.

Duties. It shall be the duty of each member of the EC to respond promptly to each call for meetings and to diligently devote their time and talent as required to resolve issues on behalf of the Chapter. Assignments to individual committee members or the committee itself may originate from the Chair, the EC committee as a whole, or the Chapter Board. The Chair or member calling the meeting shall assign a member to take minutes of each meeting. Such minutes shall be forwarded to the Board within ten (10) working days for receive and file action.

Meetings. Meetings of the EC shall be conducted at the call of the Board, the Chair or by a majority of the members of the EC. The Chair, or any member of the EC, shall provide each member of the Board with notification of any upcoming meeting at least twenty-four hours in advance of the scheduled meeting. Meetings of the EC shall be in-person or by other electronic means. An agenda, if available, or a brief statement containing the reason for the meeting shall be included with the meeting notice.

Quorum: Participation of at least four (4) members of the EC shall be required to constitute a quorum.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 009

Date: Jul, 23, 2017

Title: **PRIVACY POLICY**

The following policy is established to provide direction to association staff and chapter officers in the handling of information provided by members and non-members alike.

This direction is necessitated by the role of the internet in the business landscape. Potentially sensitive information is collected electronically when consumers interact with web sites. There is a risk of inappropriate use or misuse associated with the information collected by the association or chapter. SWANA chapter members and non-members alike who share information with the association and the chapter should have a reasonable expectation that any information collected or maintained will have appropriate safe guards against unauthorized use.

PRIVACY POLICY. Upon enactment of this policy the PRIVACY NOTICE as outlined in the Association's Policy MA-34, POLICIES FOR THE HANDLING OF THE PERSONAL INFORMATION OF MEMBERS AND NON-MEMBERS, including any changes thereto from time to time, shall be maintained as an appendix to this policy. The Privacy Notice will address, but is not limited to the following areas:

- Handling of contact information.
- Maintenance of payment information (i.e. credit cards) from transactions.
- Any information provided to third parties and the process in which it is provided.

Conference Participant Lists: All attendees (including sponsors and vendors) of SWANA Florida Sunshine Chapter conferences/meetings will be provided with a list of participants that includes each attendee's name, company, mailing address and telephone number if requested.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 010

Date: Jul, 23, 2017

Title: **ENVIRONMENTAL REGULATORS**

Employees of federal, state and local environmental agencies are invited to attend SWANA Florida Sunshine Chapter meetings. Members of said environmental agencies should be considered the same as Student Members of the Chapter and subject to the conditions herein. Registration fees for said employees should be waived with the exception of any formal meals provided for attending members by the Chapter. Environmental regulators are welcome to join the membership at these meal functions by payment of the set charges applied to each member for each meal consumed. Finger food and continental breakfasts are considered as formal meals unless a corporate member sponsors the meal.

Exceptions. The waiver of fees does not apply to Florida Chapter training workshops, Chapter joint meetings with other Chapters and meetings sponsored or co-sponsored by the Association based in Silver Spring, Maryland. The Chapter shall have sole discretion in determining which interested Environmental Regulatory Agencies meet the criteria as outlined in this policy.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 011

Date: July 23, 2006

Title: **PRESIDENT'S DISCRETIONARY FUND**

The Chapter President shall have sole discretion to spend up to \$500.00 of Chapter funds for goods or services necessary for the good of the Chapter without express approval of the Executive Committee or the Board. Such authority shall not be authorized for more than one time during any calendar year for the same President without the prior approval of the Executive Committee.

The President shall report any such expenditure to the full Board at his/her earliest convenience but no later than thirty calendar days following the expenditure. Said initial report may be made by electronic means or in writing. A written report to the Board including copies of said expenditure is required at the next scheduled meeting.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 012

Date: Aug 7, 2012

Title: **CHRIS KOHL TRAINING SCHOLARSHIP**

The Board has requested the Committee develop a scholarship program in the memory of Chris Kohl. The Committees recommendations are provided below:

According to Chris' friends and family, his first priority in regard to training was always the front-line worker, truck driver, scale house operator, heavy equipment operator, and spotter. The Committee is recommending the Chris Kohl training scholarship be considered first for these employees. To further clarify, the frontline employees who are seeking training that may not necessarily be covered by their employer.

The Committee is proposing to develop a simple application and questionnaire to select the scholarship recipient. The Committee will recommend a recipient; however, the final selection will be approved by the Board.

Once selected, the Committee recommends the scholarship include the course registration and travel cost to include transportation, meals and lodging if applicable. The scholarship may be applied to any industry specific training approved by the Committee. The Committee is requesting one scholarship per year in the amount of \$1,500.

SWANA
FLORIDA SUNSHINE CHAPTER

Policy Number: 013

Date: Jul, 23, 2017

Title: **CHAPTER SURVEYS & REPORTS**

The Chapter will not sanction surveys and reports conducted by other organizations without the Chapter's consent.

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Exhibit 1

Chapter Awards Nomination Form

(Last revised 7/23/17)

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Exhibit 2

Travel Reimbursement Request Form

(Last revised 7/23/17)