



# CHAPTER HANDBOOK

*A supplement to the Chicago Metro Chapter Bylaws*

This Handbook was approved by the APWA Chicago Metro Executive Committee on **October 15, 2020**.

In the event of a conflict between the Chapter Bylaws and this Handbook, the Bylaws shall govern.

This Handbook will be available to membership in PDF format on the Chicago Metro Chapter website.

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## INTRODUCTION

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The Chicago Metropolitan Chapter is the oldest and one of the most active Chapters of the *American Public Works Association* (APWA). It formed with the creation of APWA on January 15, 1933, when two predecessor organizations merged – *The American Society of Municipal Engineers* and *The International Association of Public Works Officials*. With the formation of the first Branch in 1967, the Chicago Chapter became the *Chicago Metropolitan Chapter*, or *Chicago Metro*.

The boundaries of the Chicago Metro Chapter encompass the northeastern area of the State of Illinois, covering ten counties: Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will (Article I, Section 1). The Chapter limits are broken up (Article XII) into five Branches: City, Fox Valley, Lake, Southwest and Suburban.

The Chapter is widely known for its active and dedicated leadership. As of 2019, the Chapter has produced six national APWA Presidents and has hosted the International Congress and Exposition (a.k.a. PWX) on multiple occasions. The Chapter has also produced 36 APWA Top Ten Public Works Leaders of the Year, on top of numerous other national awards. We are proud of our accomplishments, and we look forward to the future of our association and our role in its success.

The purpose of this Handbook is to expand upon the Chapter Bylaws, such as outlining the responsibilities of Chapter leadership and describing the roles of committees, to help implement the Chapter's Mission and Purpose (Article II). This Handbook is intended to serve as a reference for all Chicago Metro membership, including our current and future leaders. The Chapter Secretary, with help from the Website Committee, will maintain the Handbook in digital format on the Chapter website for easy access. The Chapter Officers, with help from the Chapter Bylaws Committee, will review the accuracy of this Handbook and prepare revisions following updates to the Chapter Bylaws.

### Chapter Mission Statement

*Advancing quality of life for our communities.*

### Chapter Vision Statement

*Support those who operate, improve and maintain public works and infrastructure through advocacy, education, and member engagement.*

## EXECUTIVE COMMITTEE

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The Chicago Metro Chapter operates on two timetables:

- Administrative Year, from January 1 through December 31 (Article V, Section II).
- Fiscal Year, from July 1 through June 30 (Article IV, Section I).

The Chapter Executive Committee consists of the following voting members (Article V, Section I):

- The Officers of the Chapter (5)
- The Immediate available Chapter Past President (1)
- The President, or their designee, of each Branch (5)
- The Council of Chapters Representative (1)
- The Presidential Appointees (3)

The Chapter elects its Officers via a membership vote at the Annual Meeting (Article IX). Each Officer serves a one-year term that begins at the start of the next Administrative Year following their election or appointment, unless otherwise stated in the Chapter or Branch Bylaws (Article XIII). A simple majority shall constitute a quorum at all Executive Committee meetings (Article X).

Article VI of the Bylaws establishes the Officers of the Chapter, which include:

- [President](#)
- [President-Elect](#)
- [Vice President](#)
- [Treasurer](#)
- [Secretary](#)

The most recent Chapter President, if available, should occupy the [Past President](#) position for the next Administrative Year. The Chapter Membership will vote to approve this advancement at the Annual Meeting.

The [Presidential Appointees](#) must be active members of APWA and the Chapter, and serve a one-year term. The incoming Chapter President shall make these appointments.

The [Council of Chapters Representative](#) typically serves a three-year term. When applicable, the incoming Chapter President will appoint the next representative.

The City, Fox Valley, Lake, Southwest, and Suburban Branch Bylaws authorize the term limit and election policy for their respective [Branch President](#).

The Chapter Bylaws identify the responsibilities for each position mentioned above. This Handbook expands upon these duties and expectations.

## **PRESIDENT**

***Term of Office:*** One Administrative Year

***Duties:***

- Act as the Chair of the Executive Committee.
- Appoint Presidential Appointees (3) to serve on the Executive Committee.
- Appoint the Council of Chapters Representative every three (3) years.
- Appoint Standing Committee Chairs and Liaisons.
- Approve Committee Members based on Chair recommendations.
- Appoint Special Committees as needed.
- Manage the affairs of the Chapter.
- Preside at all meetings and ceremonies of the Chapter.
- Draft and send official letters of response from the Chapter on various issues.
- Prepare a presidential report.
- Interface with APWA National staff.
- Invite APWA National dignitaries to special Chapter events.

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## **PRESIDENT-ELECT**

***Term of Office:*** One Administrative Year

***Duties:***

- Chair the Finance Committee.
- Organize the Chapter Awards Banquet (held in March) with the Awards Committee:
  - ⇒ Determine the location of the event
  - ⇒ Make meal and facility arrangements
  - ⇒ Take reservations
  - ⇒ Distribute announcements for the banquet
  - ⇒ Order plaques and awards
  - ⇒ Coordinate the call for awards
- Plan and execute the Chapter Dinner at the annual PWX.
- Organize and lead the Chapter Leadership Retreat.
- Organize the Top Ten Banquet with the Awards Chair.
- Assist the President on special projects, as necessary.

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## **VICE PRESIDENT**

***Term of Office:*** One Administrative Year

***Duties:***

- Serve as a member of the Finance Committee.
- Work with Committee Chairs to set up meal and banquet arrangements.
  - ⇒ A banquet hall should be reserved 12 to 14 months in advance of an event.
- Organize the Chapter Annual Meeting:
  - ⇒ Develop the agenda with the current Executive Committee. This meeting serves as the official event to elect the next Chapter Officers and to address other Chapter business that requires membership approval. Other topics may require the creation or coordination of guest speakers (arrange for honorarium); media presentations; scholarship awards; “Rodeo” awards, and other Executive Committee directives.
- Maintain the Chapter Website with the Website Committee.
- Work with the President to invite the APWA National dignitaries to special Chapter events.
  - ⇒ Recommendation: send invitations 12 months in advance of an event.

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## **TREASURER**

***Term of Office:*** One Administrative Year

***Duties:***

- Prepare the annual Chapter budget; must be approved prior to the start of the next fiscal year.
  - ⇒ Submit a copy of the annual Chapter budget to National by the required dates.
  - ⇒ Submit mid-year and final financial reports to National by the required dates.
- Collect all Chapter funds and deposits them in the name of the Chapter.
- Make an account of all disbursements of the Chapter.
- Coordinate the transfer of signature cards annually.
- Issue all checks, signed by the Treasurer and by a second Chapter Officer.
- Serve as a member of the Finance Committee.

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## **SECRETARY**

***Term of Office:*** One Administrative Year

***Duties:***

- Record minutes for all Chapter meetings; distribute copies to the Chapter Executive Committee for review and reference.
- Maintain the official Chapter membership roster with the Membership Committee.
- Maintain the permanent records of the Chapter.
- Maintain copies of all contracts.
- Publish email, social media, and public notices for all Chapter meetings and events with the Publicity/Communications Committee.
- Maintain the keys for the Chapter storage facility.
- Maintain the Chapter banner.
- Maintain the Hall of Fame banner.
- Maintain the Chapter Committee Handbook with the Bylaws Committee.

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## **PAST PRESIDENT**

***Term of Office:*** One Administrative Year

***Duties:***

- Attend all Executive Committee meetings to serve as a liaison to past activities.
- Serve as a voting member of the Executive Committee.
- Chair the Nominating Committee.
- Chair the Hall of Fame Committee.

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## **PRESIDENTIAL APPOINTEES (3)**

***Term of Office:*** One Administrative Year

***Duties:***

- Attend all Executive Committee meetings.
- Serve as a voting member of the Executive Committee.
- Undertake activities at the request of the President.

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## **COUNCIL OF CHAPTERS REPRESENTATIVE**

***Term of Office:*** Three Administrative Years

***Duties:***

- Attend all Executive Committee meetings.
- Serve as a voting member of the Executive Committee.
- Perform all duties as required of a Council of Chapters member.
- If the Representative is unavailable, the Alternate or President appointee shall assume the duties of this position.

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## **BRANCH PRESIDENTS (5)**

***Term of Office:*** Defined by their respective Branch Bylaws

***Duties:***

- Attend all Chapter Executive Committee meetings.
- Serve as a voting member of the Chapter Executive Committee.
- Perform all duties as required by their respective Branch Bylaws.

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## STANDING COMMITTEES

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Standing Committees are defined in Article VII of the Chapter Bylaws. The primary function of a Standing Committee is to manage the activities and programs that meet the annual goals and expectations set for the Chapter by the Executive Committee. Each Standing Committee will comprise of at least one Chair, with the option of additional Chairs or Committee members.

### COMMITTEE CHAIRS

Even with capable members, a Committee without strong leadership is at a disadvantage. The incoming Chapter President shall appoint Standing Committee Chairs at the start of each administrative year. Chairs must have the ability to guide their respective Committee towards their defined goals. Below is a list of common duties and responsibilities associated with the Committee Chair position:

- Organize the structure of the Committee.
- Schedule Committee meetings.
- Prepare and approve agendas.
- Preside at meetings.
- Create Committee and individual assignments.
- Review and approve meeting minutes.
- Oversee the activities of the Committee.
- Prepare the Committee's budget.
- Identify insurance needs for each event.
- Prepare financial reports at the conclusion of each event.
- Provide information for use on the Chapter Website before and after an event.
- Provide information for use in the Chapter newsletter before and after an event.

When making appointments, the incoming Chapter President should verify that each candidate is aware of the Committee's expectations and that the candidate can meet the responsibilities and time commitment necessary for the role. If possible, candidates should have previous experience on the Committee as a Chair or member.

To achieve success, Committee Chairs should, at a minimum:

- Prepare and monitor goals throughout the year.
- Begin meetings on time.
- Conduct meetings from an agenda.
- Briefly, and clearly, state the reason for the meeting at the beginning.
- Align Committee goals with Chapter objectives.
- Prepare and distribute adequate meeting minutes.
- Report Committee activities to the Chapter Executive Committee.
- Attend all Executive Committee meetings, unless otherwise directed by the President.

Incoming Chairs should develop a work plan to outline the proposed Committee activities, budget, and objectives for the upcoming year. A template for the [work plan](#) is located at the end of this section for reference. Incoming Chairs should expect to discuss ideas with the Executive Committee at the Chapter Leadership Retreat. Chairs should submit final plans for presentation at the Chapter Executive Committee Meeting in February.

At the end of the year, each Committee should submit a written report summarizing their activities, accomplishments, and lessons learned. Chairs should submit these reports to the Chapter Secretary by October 31, for inclusion in the Chapter's Annual Report and ahead of the Chapter Leadership Retreat in November. A template for the [annual report](#) is located at the end of this section for reference.

## COMMITTEE MEMBERS

The composition of each Committee is specific to its needs. Chairs should appoint volunteers as required herein or as necessary to complete Committee activities and goals (Article VII, Section 2). The membership for some Committees will consist of their respective Branch Chairs (i.e. Branch Scholarship Committee Chairs are also members of the Chapter Scholarship Committee).

When selecting Members, it is important to find individuals who are willing to serve and have a clear understanding of the anticipated work. To provide for continuity and for the development of future leaders, Committees should comprise of a balance of experienced and new members of the Chapter. New members provide a fresh outside perspective, while experienced members provide guidance and history. It may also be beneficial for Chairs to appoint members who are knowledgeable and/or interested in the Committee's area field of work.

## STANDING COMMITTEES AND LIAISONS

The Standing Committees of the Chicago Metro Chapter, as defined in Section 1 of Article VII, include the following:

- [Annual Report](#)
- [Audit](#)
- [Awards](#)
- [Bylaws](#)
- [Chapter Conference and Expo](#)
- [Community Outreach](#)
- [Finance](#)
- [Golf](#)
- [Government Affairs](#)
- [Hall of Fame](#)
- [History](#)
- [International Affairs](#)
- [IPSI / MAPSI Committee](#)
- [Membership](#)
- [Nominating](#)
- [Professional Development](#)
- [Publicity/Communications](#)
- [Scholarship](#)
- [Website](#)
- [Young Professionals](#)

In recent administrative years, the following Special Committees have been appointed to conduct the business of the Chapter (Article VII, Section 4):

- Diversity - Ad hoc
- National Conference and Expo – Ad hoc
- Snow and Ice Expo – Ad hoc
- [Snowplow / Loader Competition](#) - Ad hoc
- Toys-for-Tots – Ad hoc

The Chicago Metro Chapter also assigns liaisons to represent the following groups:

- [Illinois Department of Transportation \(IDOT\)](#)
- [Illinois Public Works Mutual Aid Network \(IPWMAN\)](#)
- [Illinois Terrorism Task Force \(ITTF\)](#)

Committee appointments shall serve a one-year term and maintain active membership with APWA, except as noted in Section 6 of Article VII of the Chapter Bylaws. The incoming Chapter President should determine all appointments by October to confirm attendance for the annual Chapter Leadership Retreat in November.

## **ANNUAL REPORT COMMITTEE**

### ***Purpose:***

- Prepare the Annual Report of the Chapter.

### ***Duties:***

- Work with the Chapter Secretary to organize the layout of the Annual Report.
- Present the annual report to membership and the Annual Meeting in December.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **AUDIT COMMITTEE**

### ***Purpose:***

- Review the financial records of the Chapter annually.
- Meet the requirements established in Article VIII of the Chapter Bylaws.

### ***Duties:***

- Examine canceled checks, accounting of numerical sequence, and endorsements.
- Review the bank statements and reconciliations of the Chapter.
- Examine the documents supporting disbursements.
- Provide an annual audit report for inclusion in the Annual Financial Report of the Chapter, prepared by the Treasurer.
- Review and certify the Annual Financial Report of the Chapter.
- Prepare a written report in January attesting to the financial condition of the Chapter.
  - ⇒ Complete this report prior to the final transfer of the Chapter books to the new Treasurer.
  - ⇒ This report must conform to APWA Standards.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Committee shall meet in July to conduct the annual audit.
- The Committee shall meet in January to conduct a mid-year audit (optional).

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## **AWARDS COMMITTEE**

### ***Purpose:***

- Oversee and administer the Awards Program for the Chicago Metro Chapter.

### ***Duties:***

- Solicit annual award nominations from each Branch by November.
- Select Chapter Award recipients from Branch submittals or from submittals made directly to the Chapter.
- Work with the President-elect to host the annual Chapter Awards Banquet in March and present the Chapter Award recipients with mementos.
- Submit the annual Presidential Awards for Chapter Excellence (PACE) application to APWA National.
- Oversee the submittal of National Award applications by the deadline.
- Assist in coordinating the Top Ten Banquet, if applicable.
- Develop a list of service award recipients and present them with a certificate upon 20, 25, 30, 35, 40, 45, and 50 or more years of membership at the Chapter Awards Banquet.
- Present the Life Membership honors at the Chapter Awards Banquet.
- Update the Awards log with new winners annually.
- Provide information for publication on the Chapter website and newsletter.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch Awards Committee Chairs shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- Organizational meeting in October (optional)
- Awards Selection Meeting by January
- Awards Luncheon in March
- Top Ten Banquet (if selected; work with Vice President)

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## **BYLAWS COMMITTEE**

### ***Purpose:***

- Review the Chapter Bylaws annually, or as directed by APWA National.
- Review amendments proposed in accordance with the Chapter Bylaws.
- Recommend modifications or updates to keep the Chapter Bylaws current.

### ***Duties:***

- Conduct a review of the [Chapter Bylaws](#) during the first quarter of each administrative year.
- Develop appropriate changes and submit proposed amendments to the Chapter Executive Committee for review, comment, and approval.
- After Executive Committee approval, submit amendments to the Chapter membership and the National Board for approval.
- Review and revise the Chapter Handbook concurrently with Chapter Bylaws updates, or sooner if necessary. The Chapter Executive Committee must approve all revisions to the Chapter Handbook.

### ***Structure:***

- Chair(s); appointed by the incoming President
- The incoming Chair shall appoint:
  - ⇒ Member *with* Chapter Committee Experience
  - ⇒ Member *new to the* Chapter Committee Structure
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Committee shall meet during the first quarter of each year, in-person or via conference call, to determine the adequacy of the Bylaws.

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## **CHAPTER CONFERENCE AND EXPO COMMITTEE**

### ***Purpose:***

- Prepare and manage the annual Conference and Exposition (Expo), typically held during National Public Works Week.

### ***Duties:***

- Determine the type and nature of the programs that will make up the Expo.
- Select a venue that offers appropriate capacity and amenities to host the event.
- Prepare the program budget and provide periodic financial status reports to the Chapter Executive Committee.
- Create Expo related mailings, brochures, programs, advertisements, and other written materials.
- Negotiate all Expo contracts and expenditures.
- Coordinate registrations, both prior to and during the event.
- Recruit and train enough volunteers for the Expo.
- Raise funds in the form of donations to the Chapter (cash, material, labor) to offset Expo costs.
- Attend conferences and trade shows, hosted by APWA and other organizations, to promote the Expo.
- Submit and obtain all applications, requests, approvals, permits, certifications, etc. for the Expo in a timely manner.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **COMMUNITY OUTREACH COMMITTEE**

### ***Purpose:***

- Review and promote opportunities that will benefit local communities, charities, and the Public Works profession.

### ***Duties:***

- Consider opportunities to promote activities or collections that will benefit charitable organizations in the community.
- Report the status of planned activities and the results of completed events to the Chapter Executive Committee.
- Provide information for publication on the Chapter website and newsletter.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **FINANCE COMMITTEE**

### ***Purpose:***

- Review the finances of the Chapter and provide investment recommendations.

### ***Duties:***

- Review bank statements annually to confirm accuracy.
- Evaluate potential investment vehicles annually.
- Prepare a status report with recommendations for consideration at the Chapter Leadership Retreat.
- Present updates to the Chapter's [Financial Policy](#) as often as necessary.

### ***Structure:***

- The incoming President-Elect shall serve as Chair
- The incoming Vice President and Treasurer shall serve as Members
- Additional Member(s) if necessary, appointed by the incoming Chair

### ***Meetings:***

- The Chair will schedule Committee meetings, as necessary.

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## **GOLF COMMITTEE**

### ***Purpose:***

- Plan and execute the annual Chapter Golf Outing. This event provides an opportunity for Chapter membership to network and raise funds for the Chapter Scholarship Program.

### ***Duties:***

- Select a venue that offers appropriate capacity and amenities to host the event.
- Identify and present a budget to the Chapter Executive Committee in March.
- Coordinate fundraising activities to generate funds for the Scholarship Program.
- Execute and host the golf outing.
- Provide information for publication on the Chapter website and newsletter.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **GOVERNMENT AFFAIRS COMMITTEE**

### ***Purpose:***

- Monitor legislative issues that may affect Public Works.

### ***Duties:***

- Monitor the State and Federal Legislative agendas and report any topics or issues that could affect Public Works.
- Maintain contact with State Legislators and National Legislative Liaisons to advance the message of Public Works.
- Identify opportunities for action or support from the Chapter.
- Maintain relationships with other local organizations with similar interests in Engineering and Public Works.
- Provide updates/information for publication on the Chapter website and newsletter.
- Coordinate the annual Springfield Legislative “Drive-Down” event.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **HALL OF FAME COMMITTEE**

### ***Purpose:***

- Review applications for, and make recommendations for, admission to the Chapter Hall of Fame.

### ***Duties:***

- Coordinate the annual application process with the Chapter Awards Committee.
- Actively promote the Hall of Fame and encourage Chapter membership to submit applications for potential candidates.
- Review any applications received and submit recommendations to the Chapter Executive Committee.
- Periodically review the admittance criteria; suggest any changes to the Chapter Executive Committee.
- Maintain the Hall of Fame banner with the Chapter Secretary.
- Maintain the written record of Hall of Fame inductees with the Chapter History Committee and assist with its publication on the Chapter website.
- Provide updates/information for publication on the Chapter website and newsletter.

### ***Structure:***

- The Immediate Past President shall serve as Chair
- Four Members; must be Chapter Past Presidents and/or Hall of Fame members

### ***Meetings:***

- The Chair will schedule Committee meetings, as necessary.

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## **HISTORY COMMITTEE**

### ***Purpose:***

- Compile and maintain significant documents, artifacts, photographs, and biographies related to the Chapter. This body of material should reflect the essence of the Chapter and its activity record.

### ***Duties:***

- Periodically update and publish the “History of the Chapter.”
- Make recommendations to the Executive Committee regarding significant historical information for submission to the Chapter and National archives.
- Identify and promote participation in significant historical Public Works events.
- Serve as a key advisor to the Chapter Secretary regarding historically appropriate items for short-term and long-term preservation and retention.
- Provide input, when necessary, as the “institutional memory” of the Chapter.
- Periodically organize member field trips to locations or facilities of interest to Public Works professionals.
- Act as an advocate for local Public Works organizations and individuals to preserve and record their personal and agency histories.
- Advocate for recognition and preservation of historically unique Public Works facilities and structures.
- Periodically provide historical facts, information, materials, and articles for inclusion on the Chapter website or newsletters.
- Report any issues of historical significance to the Chapter Executive Committee.
- Identify special projects related to the Chapter’s history.
- Represent the Chapter as a liaison to the Public Works Historical Society (National).
- Present updates to the Chapter’s [Archiving Policy](#) as often as necessary.

### ***Structure:***

- Chair(s); appointed by the incoming President
  - ⇒ One Chair must be a senior member of the Chapter, who possess a demonstrated institutional knowledge of the Chapter.
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **INTERNATIONAL AFFAIRS COMMITTEE**

### ***Purpose:***

- Advocate for Public Works:
  - Improve the perception of Public Works professionals around the world.
  - Enhance efforts to increase participation in international educational exchange programs and Public Works study tours with APWA's international partners and their communities.
- Promote integrated and comprehensive professional development:
  - Develop a Communication Plan that effectively demonstrates value and opportunities in APWA's international activities to the Chapter.
  - Support knowledge transfer of public works profession through education, professional development, and advocacy.
- Support and strengthen the Chapter:
  - Maintain and improve an international exchange program.
  - Echo APWA International Ambassador Program where Chapter Public Works professionals can share their insight and expertise with visiting international public works professionals.

### ***Duties:***

- Contribute to Chapter activity and education calendar.
- Develop webinars to share best practices back and forth across the globe.
- Conduct a session at the Chapter Expo involving international topics.
- Conduct a meeting or program with international guests as speakers.
- Explore partnering opportunities with international public works related organizations.
- Conduct host activities for international visitors including tours, seminars, or workshops in the Chicagoland area.
- Provide information for publication on Chapter website and newsletter.
- Represent the Chapter as a liaison to the International Affairs Committee (APWA National).

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

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## **IPSI / MAPSI COMMITTEE**

### ***Purpose:***

- Oversee activities associated with the Illinois Public Service Institute (IPSI) and Midwest Advanced Public Service Institute (MAPSI). IPSI provides an opportunity for education and training to Public Works supervisors and managers; MAPSI provides additional training for graduates of IPSI and MPSI (Michigan Public Service Institute). IPSI is co-sponsored by the APWA Chicago Metro and Illinois Chapters; MAPSI is co-sponsored by IPSI and MPSI.

### ***Duties:***

- Report the financial status and activities of the IPSI Steering Committees to the Chapter Executive Committee on a regular basis.
- Review and revise the IPSI curriculum and events schedule on an annual basis.
- Develop, review, and approve annual Institute budgets.
- Approve all IPSI contracts and expenditures. Contracts and purchases over \$10,000 require prior approval by Chapter and National.
- Draft IPSI related articles to be included in press releases and on the website.
- Obtain all required submittals, permits, certifications, required for IPSI on a timely basis.
- Share contract management and administration responsibilities for the Principal Facilitator and Program Manager.
- Present updates with the MAPSI program to the Chapter Executive Committee.
- Manage the IPSI/MAPSI scholarship program.
- Promote IPSI/MAPSI at APWA and other organization functions.
- Attend IPSI/MAPSI and assist with facilitating various events during the week.

### ***Structure:***

- The incoming President of each Chapter annually appoints three or more members to the IPSI Steering Committee. Each of the other IPSI sponsoring organizations (currently the Illinois Municipal League and the Illinois Section of the American Water Works Association) will appoint no more than two members to the IPSI Steering Committee. The IPSI Committee also includes two Institute graduates (selected annually), the principal facilitator, and the program manager. The members of the IPSI Steering Committee elect a Chair. This Chair must originate from one of the sponsoring partners, either the Chicago Metro or Illinois Chapters, based on a two-year rotating basis.

### ***Meetings:***

- The Chair will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **MEMBERSHIP COMMITTEE**

### ***Purpose:***

- Serve as the liaison to the Chapter membership, by recruiting new members to APWA and maintaining relationships with existing members.

### ***Duties:***

- Help maintain the official Chapter membership roster with the Secretary.
- Develop programs and events that encourage the recruitment of new members.
- Develop and maintain the Chapter recruitment brochure.
- Provide information for publication on the Chapter website and newsletter.
- Contact new members and welcome them to APWA.
- Contact expired or dropped members to determine if they are willing to return to APWA.
- Notify group memberships with vacancies to fill rosters.
- Conduct a Chapter membership survey to obtain input regarding past and future Chapter activities and events.
- Coordinate the Chapter nametag sale.
- Organize and staff the Chapter Membership booth at the Expo.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch Membership Committee Chairs shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **NOMINATING COMMITTEE**

### ***Purpose:***

- Recommend a slate of Officers for the Chapter Executive Board, for the Chapter membership vote at the Annual Meeting in December.

### ***Duties:***

- Ascertain from the current Officers their willingness to continue serving the Chapter at the next rank of the Chapter Officer order.
- Review and recommend candidates to fill any Officer vacancies.
- Submit the slate of Officers to the Chapter Executive Committee in October. It is important that the slate of Officers can attend the Chapter Leadership Retreat in November.
- Present the slate of Officers to the Chapter membership for approval at the Annual Meeting in December.

### ***Structure:***

- The immediate Past President shall serve as Chair
- Two previous Past Presidents shall serve as Members; appointed by the incoming Past President

### ***Meetings:***

- The Committee will meet, as often as necessary, in-person or via conference call, to complete that slate of Officers during October.

Return to the [Standing Committees List](#)

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### ***Purpose:***

- Identify, promote, sponsor, and coordinate educational/training opportunities of interest to Chapter membership and the Public Works profession.

### ***Duties:***

- Develop programs and invite speakers for any Chapter-sponsored seminars or workshops.
- Explore partnering opportunities with other local Public Works organizations.
- Assist National with the selection of dates and venues for any National-sponsored seminars or workshops in the Chicagoland area.
- Help publicize or coordinate National, Chapter, or Branch education programs.
- Serve on National education-related committees, when possible.
- Provide information for publication on the Chapter website and newsletter.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch Education Committee Chairs shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **PUBLICITY / COMMUNICATIONS COMMITTEE**

### ***Purpose:***

- Publicize the activities of the Chicago Metro Chapter.

### ***Duties:***

- Write and submit press releases announcing the newly elected Officers, the Awards Banquet, the Expo, the Chapter Scholarship Program, and any other Chapter events.
- Serve as the Chapter liaison for the purposes of publicity at all events.
- Review the Chapter website for current information; provide updates to the Chapter Secretary and Website Committee.
- Arrange for a photographer at every Chapter event.
- Prepare and distribute a quarterly Chapter newsletter.
- Present updates to the Chapter's [Communications Practice](#) as often as necessary.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch PR/Communication Chairs shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **SCHOLARSHIP COMMITTEE**

### ***Purpose:***

- Coordinate all activities related to assisting members with continuing education and programs.
- Distribute scholarships at the Chapter's Annual Meeting in December.

### ***Duties:***

- Develop and prepare the Chapter scholarship awards materials/applications.
- Advertise the Chapter Scholarship Program.
- Review Chapter scholarship applicants and choose recipients.
- Invite recipients to attend the Annual Meeting in December.
- Provide information for publication on the Chapter website and newsletter.
- Organize scholarships for PWX.
- Review applications for the Max Whitman Scholarship.
- Prepare an annual report summarizing all the scholarships disbursed by the Chapter and Branches at the end of each administrative year.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch Scholarship Committee Chairs shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **WEBSITE COMMITTEE**

### ***Purpose:***

- Serve as the lead administrator of the Chicago Metro Chapter website.

### ***Duties:***

- Serve as the main point of contact with National regarding website issues.
- Manage website administrative access. All website administrators should be fully trained and aware of the all website policies and procedures.
- Monitor the consistency of postings to ensure the website is consistent with National standards.
- Present recommendations for resolving website policy issues to the Chapter Executive Committee.
- Present updates to the Chapter's [Website Practices](#) as often as necessary.

### ***Structure:***

- Chair(s) to serve as Website Administrators; appointed by the incoming President.
- The Co-Chair will grant administrative access to members that will maintain Chapter/Branch pages and events, and to post job opportunities. All members must be trained in website operations prior to gaining administrative access.

### ***Meetings:***

- The Co-Chair will provide training annually for new website administrators.

Return to the [Standing Committees List](#)

## **YOUNG PROFESSIONALS COMMITTEE**

### ***Purpose:***

- Identify, promote, sponsor, and coordinate the young professional network within the Chapter.

### ***Duties:***

- Provide events throughout the year to encourage YP involvement.
- Provide educational and networking opportunities specific to YP.
- Promote and incorporate YP and Student Outreach Network efforts.
- Represent the Chapter as a liaison to the Young Professionals Group (National).

### ***Structure:***

- Chair(s); appointed by the incoming President
- Branch YP Liaisons (or Membership Committee Chairs) shall serve as Members
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)



## **SNOWPLOW / LOADER COMPETITION COMMITTEE**

### ***Purpose:***

- Organize and operate the annual Snowplow and Loader Competitions.

### ***Duties:***

- Propose a budget for the program and obtain approval from the Chapter Executive Committee.
- Coordinate parking lot use and electricity with venue management.
- Mail application forms to Chapter membership at least two months prior to the event; the registration deadline should be at least two weeks prior to the event.
- Collect registration applications and fees.
- Mail the information and rules to the registered competitors.
- Staff the events with an adequate number of volunteer judges.
- Arrange for three or four loaders from vendors to use in the competition.
- The loader and snowplow events should occur on two separate days.
- Develop and administer written exams for each event.
- Coordinate Loader course set-up, operation, and takedown.
- Coordinate Snowplow course set-up, operation, and takedown.
- Coordinate Disabled Vehicle set-up, operation, and takedown.
- Manage check-in at the events.
- Manage the testing and scoring for each event.
- Secure volunteers to assist with each event.
- Develop press releases to publicize the program.
- Present awards to the competitors at the close of each event.
- Forward fee income and expense invoices to the Chapter Treasurer.
- Order and present awards to recipients at the Chapter Awards Banquet.
- Provide information for publication on the Chapter website and newsletter.

### ***Structure:***

- Chair(s); appointed by the incoming President
- Additional Member(s) if necessary; appointed by the incoming Chair(s)

### ***Meetings:***

- The Chair(s) will schedule Committee meetings, as necessary.

Return to the [Standing Committees List](#)

## **IL DEPARTMENT OF TRANSPORTATION (IDOT) LIAISON**

### ***Purpose:***

- Identify, discuss, and coordinate IDOT related projects and issues that are of interest to Chapter membership.

### ***Duties:***

- Coordinate biannual meetings with IDOT to discuss projects and issues provided by Chapter membership.
- Explore partnering opportunities with IDOT.
- Help publicize any IDOT projects and/or issues that may affect the Chapter membership.
- Provide IDOT information/updates for publication on the Chapter website and newsletter.

### ***Structure:***

- Liaison; appointed by the incoming President

### ***Meetings:***

- Meet with IDOT as often as necessary

Return to the [Standing Committees List](#)

## **IL PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN) LIAISON**

### ***Purpose:***

- Provide the Chapter with quarterly updates regarding membership, training opportunities, and activations of the Illinois Public Works Mutual Aid Network.

### ***Duties:***

- Provide information/updates on IPWMAN.
- Explore all partnering opportunities.
- Provide reports on Network activations, and outline what worked and did not work.

### ***Structure:***

- Liaison; appointed by the Chapter and IPWMAN President

### ***Meetings:***

- Attend all IPWMAN meetings

Return to the [Standing Committees List](#)

## **IL TERRORISM TASK FORCE (ITTF) LIAISON**

### ***Purpose:***

- Represent the Chicago Metro and Illinois Chapters as a voting member of the Illinois Terrorism Task Force (ITTF), an advisory group to the Governor of Illinois.

### ***Duties:***

- Attend the regular ITTF meetings.
- Attend the regular meetings of the Transportation and Infrastructure Security Committee.
- If acting as the primary delegate, act as a voting member in an official capacity to establish quorum and approve action items on the ITTF meeting agenda.
- Communicate and coordinate with other APWA appointees to ITTF.
- Provide regular reports of ITTF activities to the Chapter Executive Committee.
- Coordinate with the Illinois Public Works Mutual Aid Network (IPWMAN) to communicate the public works perspective to the ITTF.

### ***Structure:***

- APWA (both Illinois and Chicago Metro Chapters) is entitled to three appointees to ITTF, appointed by the Chapter Presidents. One serves as the delegate and the other two as alternates. All three can attend ITTF and ITTF Committee meetings, but APWA is only entitled to one vote. One of the three appointees will act as liaison to the Chapter Executive Committee, and either attends or provides reports to the Chapter Executive Committee.

### ***Meetings:***

- Meetings are in Springfield, Illinois, with DuPage County serving as a video conference site (for most meetings).

Return to the [Standing Committees List](#)

## COMMITTEE WORK PLAN

The purpose of this worksheet is to help Chair(s) develop timelines and goals for their Committee to achieve in the upcoming year. Incoming Chair(s) should submit this form, or similar notes, to the Chapter President no later than February 1. The Executive Committee will evaluate these plans at the Chapter Leadership Retreat in November.

**Upcoming Year:** \_\_\_\_\_

**Committee Name:** \_\_\_\_\_

**Committee Chair(s):**  
\_\_\_\_\_

**Committee Member(s):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Activities:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee Goals (with quantifiable data):**  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ANNUAL COMMITTEE REPORT

The purpose of this worksheet is to help current Chair(s) prepare a year-end report summarizing their Committee's activities and achievements. Chair(s) should plan to submit this report to the current Chapter President no later than October 31, for inclusion in the Secretary's Annual Report of the Chapter.

**Report Year:** \_\_\_\_\_

**Committee Name:** \_\_\_\_\_

**Committee Chair(s):**  
\_\_\_\_\_

**Committee Member(s):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities and Attendance Numbers:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goal Summary Report (with quantifiable data):**  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHAPTER GUIDELINES AND PRACTICES

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Leadership is recommended to adhere to the following guidelines and practices when conducting business of the Chapter. If there is a conflict between this manual and the Chapter Bylaws, the Bylaws shall govern.

- [Archiving Guidelines](#)
- [Complimentary Registration Policy](#)
- [Communications Practices](#)
- [Financial Policy](#)
- [Insurance Policy](#)
- [Schedule Guidelines](#)
- [Visiting Guest\(s\) Guidelines](#)
- [Website Practices](#)

At the time of this publication, the following guidelines were under development:

- APWA Student Memberships for Scholarship Recipients Policy
- Reimbursements for Delegate Expenses Policy
- Reimbursements for Snowplow/Loader Competition Travel to PWX Policy

## ARCHIVING GUIDELINES

The Chapter Secretary and History Committee shall establish and maintain the Archiving Policy of the Chapter.

Return to the [Policies and Standards List](#)



## COMPLIMENTARY REGISTRATION POLICY

The American Public Works Association (APWA) is a 501(c)(3) not-for-profit educational and membership organization whose exempt purpose shall be the advancement of the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services; the dissemination of information and experience upon, and the promotion of improved practices in public works administration; the encouragement of the adherence by public works officials to a high professional standard; and the professional and social improvements of its members; and the promotion of cooperation among all public, quasi-public, and private persons, firms, corporations, bodies, utilities, and agencies which have interests in the field of public works.

In line with our exempt purpose, the APWA has established a Mission to promote professional excellence, understanding of and competency and credibility in public works. This Mission is further served by hosting educational seminars, including technical presentations at general membership meetings, offering of educational scholarships, and recognizing outstanding individuals, groups and organizations representing the best in the public works profession.

To fulfill our Mission, the Chicago Metro Chapter of the American Public Works Association will provide complimentary registration to Chicago Metro Chapter events as follows:

**Awards Recipients** – Individuals receiving Professional and Members awards will receive one (1) complimentary registration for the Awards meeting. One (1) complimentary registration fee will also be offered to any group or project award recipient.

**Top Ten Recipients** – Individuals receiving a Top Ten award will receive ten (10) complimentary registrations to the Top Ten luncheon

**Scholarship Recipients** – High School/College students receiving an educational scholarship will receive one (1) complimentary registration for the Scholarship Awards meeting and one (1) optional complimentary registration for a family member to attend the same meeting. Full time employees receiving an educational scholarship will receive one (1) complimentary registration.

**Event Speakers** – All event speakers will receive a complimentary registration to the event at which they are presenting. Active members of the Chicago Metro Chapter Executive Committee and their family members are not eligible.

**Student Members** – Individuals who hold student membership in APWA may receive one (1) complimentary registration per year to a general membership meeting of their choice or as directed by the executive committee.

**Members in Transition** – APWA members in good standing who are unemployed may receive one (1) complimentary registration per year to a general membership meeting of their choice or as directed by the executive committee.

**Volunteers** – Individuals volunteering to work at a Chapter event (i.e. Expo, Snowplow Rodeo) for a minimum of four (4) hours will receive one (1) complimentary lunch registration.

Return to the [Policies and Standards List](#)

## COMMUNICATIONS PRACTICES

This section outlines the practices and procedures for all Chicago Metro Chapter newsletters, emails, and notices to membership. At a minimum, the Chapter Secretary and Publicity/Communications Committee should review this policy at the beginning of each administrative year. The Chapter Executive Committee must approve any revisions to this policy.

### BRANCH COMMUNICATION CONTACTS

Throughout the year, the Publicity/Communication Committee will ask the Branches to prepare reports and updates for Chapter distribution. By default, the Publicity/Communications Chair(s) will contact their respective Publicity/Communications Branch Chair for this information. However, Branch Presidents can also designate other members from their Branch to be this contact.

### QUARTERLY NEWSLETTER

The Publicity/Communication Committee will prepare a quarterly newsletter for Chapter membership. This newsletter should include reports and updates from the Chapter and each Branch.

The following is a recommended schedule of minimum newsletter content for each quarter. The Publicity/Communication Chair(s) may modify this schedule as they see fit. Article deadlines should set at least three weeks prior to the newsletter date.

#### **MARCH – Introduction**

- Annual Goals and Expectations
- Awards Program

#### **JUNE – EXPO/Roadeo**

- Public Works Week
- Scholarship Awards

#### **SEPTEMBER – Congress**

- Scholarship Awards
- Golf Outings

#### **DECEMBER – Year in Review**

- Annual Meeting News and Results
- Snow and Ice Workshops
- Holiday Luncheons

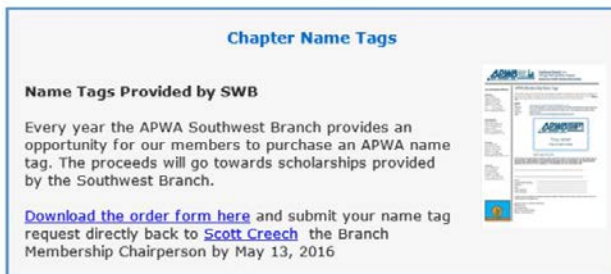
## EMAIL COMMUNICATIONS TO MEMBERSHIP

The Publicity/Communication Committee shall work with the Chapter Secretary to maintain the email services for the Chapter. If a Committee or Branch would like to send an announcement to the Chapter Membership via email, please prepare the following materials for the Publicity/Communications Chair(s) in a timely manner:

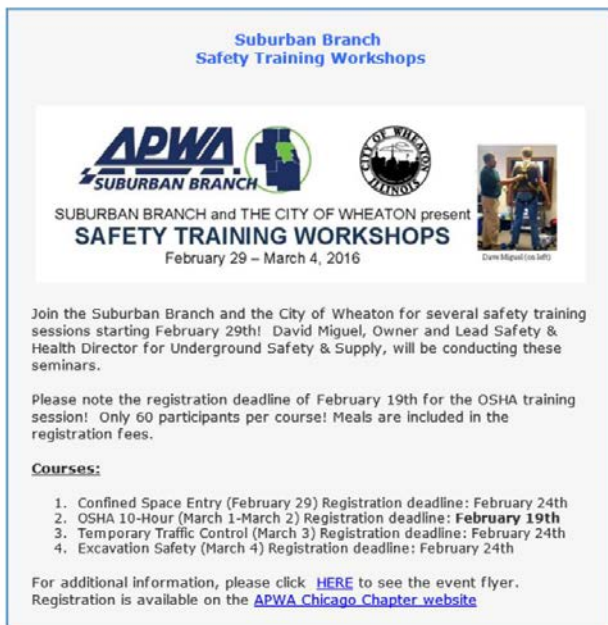
- Type a short, detailed description of the announcement (3-4 sentences in length).
- Provide any links to the Chapter website.
- Attach one or more image files (JPEG, GIF, or TIFF) for the announcement.
- Post flyers and other documents on the Chapter website or Dropbox.

The Publicity/Communication Committee will have the authority to review, modify, or reject the content of the announcement.

The following images represent example content in Chapter email notifications:



Ideal minimal info for email blast.  
Typically when there are many activities in an email



Maximum info for email blast.  
Typically when there are a few activities in an email or a single email

## SOCIAL MEDIA COMMUNICATIONS TO MEMBERSHIP

The Publicity/Communication Committee shall work with the Secretary to maintain the social media services for the Chapter. At the time of this Handbook, the Chicago Metro Chapter has a Facebook, YouTube, Twitter, and LinkedIn group pages. If a Committee or Branch would like to post an announcement on social media, please prepare the following materials for the Publicity/Communications Chair(s) in a timely manner:

- Type a short description of the announcement (1-2 sentences in length).
- Provide any links to the Chapter website.
- Attach one or more image files (JPEG, GIF, or TIFF) for the announcement.

The Publicity/Communication Committee will have the authority to review, modify, or reject the content of the announcement. The Public/Communications Chair(s) also have the right to grant administrative privileges to Chapter members to post, edit, and modify content on the social media pages.

The following image is a good example a social media post on Facebook:



Return to the [Policies and Standards List](#)

## FINANCIAL POLICY

### CHAPTER BUDGETING

1. When developing the budget in the spring of each year, the Chapter should attempt to “break even” at a minimum for most events.
2. Implement differing fee structures for “members” and “non-members.” APWA National recommends this policy, and the Chapter can use this method to help increase membership.
3. The budget shall be developed in accordance with the following schedules:
  - a. Initial request for budget information in January
  - b. Submission of requests to Treasurer by February
  - c. Treasurer submits draft budget to the Executive Committee in March
  - d. Approval by Executive Committee in April
  - e. Approval by membership at the Expo in May

### COMMITTEE ACCOUNTABILITY

Chair(s) shall have budgeting responsibilities and accountability for each Committee event.

Here are the typical Chair responsibilities:

- Develop the event budget for the following year with adequate details.
- Calculate the net profit or loss for the event.
- Inform the incoming Chair of the budget and expectations for the event.
- Present significant changes (like adjustment of fees) to the Executive Committee.
- Provide a financial summary of the event.

### CONTRACT POLICY

- File contracts and purchases over \$5,000, but less than \$10,000, with the APWA National Director of Finance within 30 days.
- Obtain prior approval from the Chapter Executive Committee and APWA National for contracts and purchases over \$10,000.

Return to the [Policies and Standards List](#)

## INSURANCE POLICY

APWA National posts *Insurance* information on the APWA website ([www.apwa.net](http://www.apwa.net)), in the *Members Only* section under *Chapter Leader Resources*.

In general, all events must be listed on the Chicago Metro Chapter website (under the Events tab) to qualify for the APWA National insurance policy. Additional surcharges may apply for unusual events.

Return to the [Policies and Standards List](#)

## SCHEDULE GUIDELINES

The Chapter Schedule includes a multitude of ongoing activities throughout the year. To avoid conflicts, the schedule below highlights dates historically assigned to Chapter and Branches activities. Any entity wishing to schedule an activity beyond those outlined below should consult with the Chapter website and with other Chapter/Branch Leadership. In general, Chapter and Branches should avoid scheduling multiple events on the same date. Any overlap must first be approved by the entity assigned below.

<b>MONTH</b>	<b>WEEK</b>	<b>FUNCTION</b>
<b>January</b>	1	Southwest – Awards
	2	Chapter – Executive Committee Meeting Fox Valley – Awards
	3	Lake – Awards
	4	Suburban – Awards
<b>February</b>	1	Southwest - Luncheon
	2	Chapter – Executive Committee Meeting Fox Valley - Luncheon
	3	Lake – Luncheon City – Holiday Party
	4	Suburban - Luncheon
<b>March</b>	1	Southwest - Scholarships
	2	Lake - Luncheon
	3	Chapter – Awards Suburban – March Madness Social (After Chapter Awards) Chapter – Executive Committee Meeting
	4	Suburban - Luncheon
<b>April</b>	1	City – Luncheon Southwest – Luncheon
	2	Chapter – Executive Committee Meeting Fox – Luncheon
	3	Lake – Luncheon
	4	Suburban - Luncheon
<b>May</b>	1	Southwest – Luncheon
	2	Chapter – Executive Committee Meeting
	3	National Public Works Week Chapter – Expo Suburban – Expo Extra (After Chapter Expo)
	4	OPEN



**APWA CHICAGO METRO CHAPTER HANDBOOK**

<b>MONTH</b>	<b>WEEK</b>	<b>FUNCTION</b>
<b>June</b>	1	City – Luncheon Southwest – Golf Outing
	2	Fox – Scholarship
	3	Fox/Suburban – Social Event Lake – Scholarship
	4	Chapter – Golf Outing Suburban – Scholarship
<b>July</b>	1	OPEN
	2	Chapter – Executive Committee Meeting City – Golf Outing
	3	Lake – Golf Outing
	4	Suburban – Luncheon
<b>August</b>	1	Fox – Golf Outing Southwest/Suburban – Demo Day
	2	City - Luncheon
	3	Suburban – Golf Outing
	4	APWA – PWX Chapter – PWX Dinner
<b>September</b>	1	Southwest – Luncheon Suburban – Snow and Ice
	2	City – Luncheon
	3	Lake - Luncheon
	4	Suburban - Luncheon
<b>October</b>	1	Lake – Deicing Workshops Southwest – Luncheon
	2	City – Luncheon Fox – Luncheon
	3	OPEN
	4	Lake/Suburban – County DOT Update
<b>November</b>	1	Southwest – Welcome to Winter
	2	City – Luncheon Fox - Luncheon
	3	Chapter – Leadership Retreat Lake - Luncheon
	4	Suburban – Holiday Party
<b>December</b>	1	Chapter – Executive Committee Meeting Southwest – Holiday Party
	2	Fox – Holiday Party
	3	Lake – Holiday Party
	4	OPEN

Return to the [Policies and Standards List](#)

## VISITING GUEST(S) GUIDELINES

The purpose of this policy is to provide Chapter Leadership with suggested protocol for inviting/hosting dignitaries at Chapter events.

1. With the date and event confirmed, email or call the person you are inviting to check their availability. If the person is available to attend the event, prepare and send a formal letter of request. This letter should be directed to that individual and APWA National. The same formal letter procedure applies if you deliver the invitation in-person.
2. Once the guest confirms the visit, the Chapter President (of designee) should contact the invitee to discuss traveling specifics (travel plans, hotel, transportation needs, etc.).
  - a. Be ready to recommend a hotel near the event venue.
  - b. Assume that visitors, other than National Officers or staff, will need transportation, lodging, and meals provided by the Chapter.
  - c. APWA National Officers and staff have budgets set for transportation and lodging. However, National may occasionally request additional assistance in planning or assisting with covering the costs.
3. About six weeks prior to the visit, contact the invitee again to confirm travel plans and to discuss the meeting agenda, times, and possible topics for discussion. Make sure to mention any other events beyond the formal meeting, so the guest can bring appropriate wardrobes.
4. About four weeks prior to the visit, the Chapter President should invite the guest to join the Chapter Officers for dinner the night before the meeting.
  - a. Typically, dinner attendees include the Officers, Council Representative, and any Past National Officers that are still active with the Chapter. The President, at his or her discretion, can invite other Chapter leaders to fill any vacant places.
  - b. Arrange to have the dignitary transported to and from their hotel.
5. About two weeks prior to the visit, arrange for a Chapter Officer to pick up the dignitary at the airport, if necessary. Arrange to return the dignitary to the airport once the festivities have concluded.
6. On the day of the event, one or more Chapter Officers should pick up the dignitary at their hotel and deliver them to the venue.
7. At the meeting, assign one or more of the Chapter Officer to make introductions before the meeting, and to make the visitor feel that they are amongst friends.
8. At the conclusion of their presentation, present the guest with an appropriate gift (valued at \$25-50) to commemorate their visit.
9. No later than one week after the event, the Chapter President shall prepare and send a thank you letter to the guest.

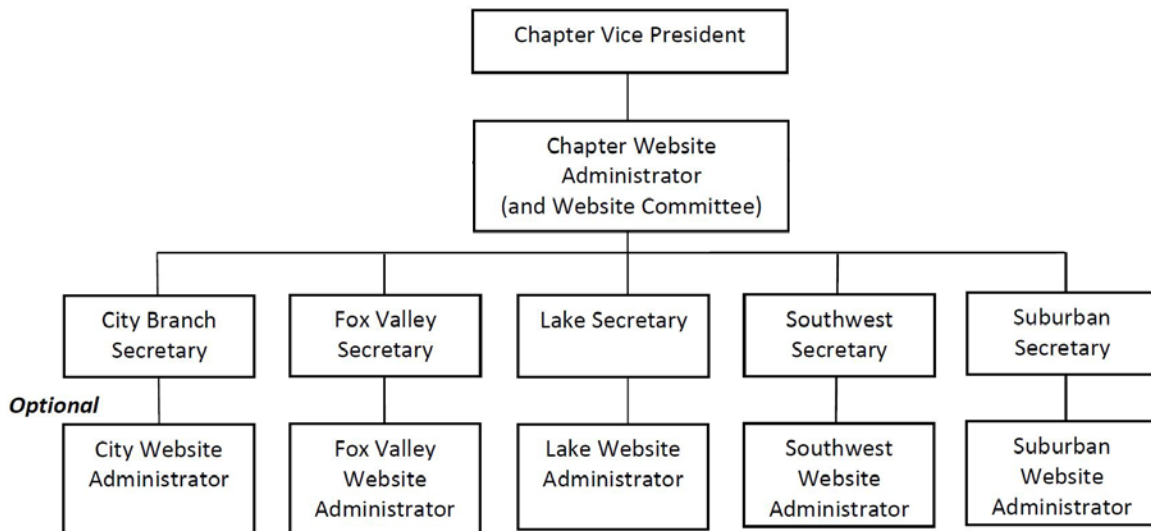
Return to the [Policies and Standards List](#)

## WEBSITE PRACTICES

This policy outlines the practices and procedures for the Chicago Metro website.

### WEBSITE ADMINISTRATIVE STRUCTURE

The incoming Chapter President will appoint a two Chapter Website Administrators (CWA) at the beginning of the Administrative Year to oversee the maintenance of the Chicago Metro website. This individual will serve as the Chair of the Website Committee, and report operations to the Chapter Vice President. The Website Committee can consist of APWA members appointed by the CWA, Branch Secretaries, and Branch Website Administrators (BWA). This policy outlines the roles and responsibilities for each Website Committee member.



#### A. Chapter Website Administrator (CWA)

1. Maintain the content and appearance of the Chapter website.
2. Serve as the main point of contact with National regarding website issues.
3. Manage website administrative access. All website administrators should be fully trained and aware of the all website policies and procedures.
4. Monitor the consistency of postings to ensure the website is consistent with National standards.
5. Present recommendations for resolving website policy issues to the Chapter Executive Committee.
6. Work with the Website Committee to add content on various pages of the website, including those located under the *About Us*, *Awards*, *Branches*, *Education*, *Events*, *Expo*, *News*, and *Resources* sections.

B. *Chapter Vice President*

1. Monitor the content posted on the website.
2. Provide update and modification input, as necessary.

C. *Branch Secretaries / Branch Website Administrators*

1. Post and manage Branch events and registrations.
2. Create and maintain their Branch's home page.
3. Post Branch Scholarship opportunities on the website; post all applications under Scholarships tab.

## WEBSITE CONTENT

This section of the policy outlines the guidelines for the various pages on the web site. The Chapter Vice President has final authority on all content posted on the website.

A. *Chapter Home Page*

Responsibility: Chapter Website Administrator

The purpose of the Chapter Home Page is to allow visitors to access links to Chapter / Branch resources, as well as our APWA partners. The CWA will maintain the home page to provide timely information about upcoming events and news in a professional matter.

B. *About Us – President*

Responsibility: CWA, Chapter President

The purpose of this page is to post the Welcome Letter to Membership from the incoming Chapter President. This letter should state the goals of the Chapter for the upcoming Administrative Year. The CWA shall modify this page, as necessary.

C. *About Us – History*

Responsibility: CWA, History Committee

The purpose of this page is to summarize the History of APWA and the Chicago Metro Chapter. The History Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

D. *About Us – Mission*

Responsibility: CWA, Bylaws Committee

The purpose of this page is to state the Mission Statement of the Chicago Metro Chapter. The Bylaws Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

E. *About Us – Exec Committee*

Responsibility: CWA

The purpose of this page is to present the current list of Chapter Executive Committee Members. This list should include the *Officers of the Chapter*, the *Past President*, the *Presidential Appointees*, the *Council of Chapters Representative*, and the *Branch Presidents*. Each description should include the member's picture, name, place of work, and email address. The CWA should update this content prior to the start of the next Administrative Year, or as necessary.

F. *About Us – Committees*

Responsibility: CWA

The purpose of this page is to present the current list of Chapter Committee Chairs and Liaisons. The description for each Chair should include their picture, name, place of work, and email address. The CWA should update this content prior to the start of the next Administrative Year, or as necessary.

G. *Awards – Awards Program*

Responsibility: CWA, Awards Committee

The purpose of this page is to announce the call for Awards Program applications, describe the available awards, and to present the list of previous award winners. The Awards Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

H. *Awards – Hall of Fame*

Responsibility: CWA, Awards Committee, Hall of Fame Committee

The purpose of this page is to publish the nomination application packet, provide a description of the honor, and to present the list of Hall of Fame members. The Awards and Hall of Fame Committees should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

I. *Awards – PACE*

Responsibility: CWA, Awards Committee, Hall of Fame Committee

The purpose of this page is to highlight the Presidential Award for Chapter Excellence (PACE). The Awards Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

J. *Awards – ROADeOs*

Responsibility: CWA, Snowplow and Loader Competition Committee

The purpose of this page is to highlight the winners of the ROADeO. The Snowplow and Loader Competition Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

K. *Awards – Snow and Ice*

Responsibility: CWA, Awards Committee

The purpose of this page is to announce the call for Snow and Ice Award applications, describe the awards, and to present the list of previous award winners. The Awards Committee should notify the CWA of any updates to the content on this page. The CWA shall modify this page, as necessary.

L. *Branches – City, Fox Valley, Lake, Suburban, Southwest*

Responsibility: CWA, Branch Secretaries, BWA

Branches can use these home pages to present links to Branch resources, display the current Executive Committee member list, announce news and scholarship recipients, and to document upcoming events and programs. Branch Secretaries and BWA's shall be responsible for maintaining their respective home page. Please note that listing events on these pages does not replace postings under the Events tab. The CWA should periodically review each Branch home page meets adequate website standards.

M. *Education – Australia Grant*

Responsibility: CWA, International Affairs Committee

The purpose of this page is to outline the scope of the grant and announce the call for applications. The International Affairs Committee should notify the CWA if there are any updates to the content on this page. The CWA shall modify this page, as necessary.

N. *Education – IPSI*

Responsibility: CWA, IPSI/MAPSI Committee

This “page” serves as a link to the independent IPSI website. The IPSI/MAPSI Committee should notify the CWA if there are any issues accessing this website. The CWA is not responsible for the content on the IPSI website.

O. *Education – Road Scholar Program*

Responsibility: CWA, Professional Development Committee

This “page” serves as a link to the independent Road Scholar Program website. The Professional Development Committee should notify the CWA if there are any issues accessing this website. The CWA is not responsible for the content on the Road Scholar Program website.

P. *Education – Scholarships*

Responsibility: CWA, Branch Secretaries, BWA, Scholarship Committees

The purpose of this section is to: a) publish the application packets for Chapter and Branch Scholarships (including PWX, IPSI, etc.); and b) to announce the recipients of Chapter-wide Scholarships (recognize Branch Scholarship recipients on their respective home page). Chapter and Branch Scholarship Committees should submit the latest applications to the Website Committee for posting, no later than four weeks prior to the deadline. Include the following content when preparing applications: description of the award; eligibility and submittal requirements; residency requirements, if applicable; number of scholarships and values; deadline.

Q. *Events – Upcoming Events*

Responsibility: CWA, Branch Secretaries, BWA, Chapter/Branch Committees

The purpose of this section is to post **ALL** Chapter and Branch events, including Chapter/Branch Executive Committee meetings, Leadership Conferences, Education Programs, Construction Site Visits, etc. Posting Events on the website (in the Events section) is the sole and only way to ensure insurance coverage provided by National. Chapter and Branch leadership should consult with this section prior to scheduling events to confirm that dates are still available. The CWA will set up all Chapter Events; the Branch Secretaries and/or BWA will set up their respective Branch Events. No other administrator shall delete, create, or edit Chapter Events or Branch Events without express permission from the CWA. The CWA will have authority to monitor and edit all Events to ensure that the posts comply with Chapter website policies. All event postings should include the following:

- Reference the Chapter or Branch Name in the event title.
- Enable the correct payment features; “Credit Card” required to process payments through the website.
- Provide the correct venue addresses to enable the mapping feature.
- Post all events as public, regardless of whether they are open to general membership.

R. *Expo – Exhibitor Resources*

Responsibility: CWA, Chapter Conference and Expo Committee

The purpose of this page is to present the exhibitor resource material for the Chapter Expo. The Chapter Conference and Expo Committee should provide this material to the CWA in a timely manner. The CWA shall modify this page, as necessary.

S. *Expo – ROADeo Competition*

Responsibility: CWA, Snowplow/ Loader Roadeo Committee

The purpose of this page is to: a) post the application materials for the Chapter Roadeo Competition; and b) to announce the results of the Roadeo Competition. The Snowplow/ Loader Roadeo Ad Hoc Committee should provide these materials



to the CWA in a timely manner, before and after the event. The CWA shall modify this page, as necessary.

T. *News – Job Listings*  
Responsibility: CWA

The purpose of this page is to post job openings located in the Chicago Metro area. This is a free service. Submit new job opening notices to the CWA for publication. Submittals should include the following information: job description, date of posting and closing, salary (optional) and contact information.

U. *Resources – Join our mailing list!*  
Responsibility: CWA

The purpose of this page is to provide members/non-members with an opportunity to join the APWA Chicago Metro Chapter email list. The CWA shall modify this page, as necessary.

V. *Resources – Bylaws*  
Responsibility: CWA, Bylaws Committee

The purpose of this page is to publish PDF files of the Chapter and Branch Bylaws. The Bylaws Committee shall supply these files to the CWA. The CWA shall modify this page, as necessary.

W. *Resources – Handbook*  
Responsibility: CWA, Bylaws Committee

The purpose of this page is to publish the PDF file of the Chapter Handbook. The Bylaws Committee shall supply this file to the CWA. The CWA shall modify this page, as necessary.

X. *Resources – Helpful Links*  
Responsibility: CWA

The purpose of this page is to provide links to other independent websites (i.e. IPSI, MAPSI, IPWMAN, etc.) and the Chapter's social media accounts. The CWA shall modify this page, as necessary.

Y. *Resources – Website FAQ's (Admins)*  
Responsibility: CWA

The purpose of this page is to: a) state the commonly asked questions concerning the Chapter Website with resolutions; and b) to provide a contact link to submit additional questions. The CWA will review this feedback and modify the page, as necessary.

Return to the [Policies and Standards List](#)



## RULES GOVERNING CHAPTERS OF APWA

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APWA National posts the *Rules Governing Chapters* policy on the APWA website ([www.apwa.net](http://www.apwa.net)), in the *Members Only* section under *Chapter Leader Resources*.

# CHAPTER BYLAWS

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