

## AMTA Combined Policies

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AMTA-001-02	General Business Policy	23 December 2024
AMTA-002-01	Ethics and Business Practice Policy	7 March 2024
AMTA-003-01	Events and Workshops Policy	7 March 2024
AMTA-004-03	Financial Practices Policy	23 December 2024
AMTA-005-05	Membership Policy	26 September 2025
AMTA-006-01	Privacy and Data Security	9 May 2024
AMTA-007-04	Sponsorship Policy	26 September 2025
AMTA-008-02	Nomination Committee Policy	10 April 2025



## General Business Policy

Policy Number	AMTA-001
Document Title	General Business Policy
Revision Date	23 December 2024
Approved/Effective Date	23 December 2024
Notes:	Updated to reflect FL not CA corporation. This supersedes any and all prior policies on this topic.

**AMTA-001-02**

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## 1.1. AMTA POLICIES

### Introduction

AMTA's Executive Committee periodically revises the AMTA Policies and may do so in the future in accordance with the AMTA Bylaws. The AMTA Bylaws take precedence over these Policies.

### History

The Corporation was originally named the National Water Supply Improvement Association (NWSIA) and was formed in 1973 (and incorporated in California 1974) to promote the improvement of national water supplies through desalting, reuse and other water sciences. In 1981, the name was changed to Water Supply Improvement Association (WSIA). In 1986, subsequent to a merger with the International Desalination and Environmental Association, WSIA became the North American affiliate of the International Desalination Association, under its original NWSIA name. In 1993, the name was changed to the American Desalting Association (ADA). Then in 2000, the name was changed to the American Membrane Technology Association (AMTA).

The Corporation is an affiliate of the International Desalination Association in the United States, Canada, Mexico and Central America and is affiliated with the Southeast Desalting Association (SEDA), the South Central Membrane Association (SCMA), the Southwest Membrane Operator Association (SWMOA) and the Northwest Membrane Operator Association (NWMOA). In 2023 NWMOA became a Chapter within AMTA rather than a stand alone affiliate. Also in 2023 AMTA moved its state of domicile to become a Florida not-for-profit corporation and is registered with the IRS as a 501(c)(4) exempt corporation.

## 1.2. Objectives And Purposes

The purpose of the Corporation is to execute the Mission to achieve the Objectives as stated in the Bylaws. The activities involved to achieve this include but are not limited to:

- a. to exchange and spread information concerning the state of the art of membrane technologies, desalination, waste water reclamation, water reuse and other water sciences or membrane technology applications;
- b. to enhance the quality of life through improving water supplies and rendering them safe and reliable, and through minimizing impacts of water development on related resources and the physical environment;
- c. to promote the conjunctive and efficient use of waters; to promote integration of waters from various sources to supply urban or other needs; to promote the enhancement of the environment and the protection of the public health through raising the quality of community water supplies; to advocate methods of operation and procedures conductive to aesthetic, recreational and multiple-uses of community water supplies; to assist in minimizing waste and to increase the efficiency of use of water supplies in meeting the quality requirements of industrial and other users of water;

- d. to advocate the continued research and application of membranes through regulatory and legislative agencies;
- e. to encourage regional solutions to water problems of supply, disposal and management;
- f. to cooperate with and/or to affiliate with other corporations and associations including international, regional and local corporations and associations with similar objectives;
- g. to uphold the public interest in adequate, wholesome, clean and safe community water supplies, and to do whatever is necessary and proper to achieve these objectives; and
- h. to broaden the public's awareness of the opportunities available for improving water supply through advanced technical means.

### 1.3. Supplementary and Specific Policies

In addition to the requirements laid out in this document AMTA has additional policy documents covering specific topic. Currently the supplementary policy documents and the committee primarily responsible for their maintenance are:

Policy	Committee
<i>General Business Policy; AMTA-001</i>	Executive Committee
<i>Ethics and Business Practice Policy; AMTA 002</i>	Finance
<i>Events and Workshops Policy; AMTA 003</i>	Technology Transfer
<i>Financial Practices Policy; AMTA 004</i>	Finance
<i>Membership Policy; AMTA 005</i>	Membership
<i>Privacy and Data Security; AMTA 006</i>	Finance
<i>Sponsorship Policy; AMTA 007</i>	Executive Committee

These policies are supplemental and complimentary to this policy and the overall coordination and management of these Policies is the responsibility of the Executive Committee. In the case of conflict between any AMTA policies then AMTA's Bylaws shall prevail and be used as a resolution guide. Each supplementary policy is maintained and revised as a separate document. All policy documents are appended with -00 to reflect their initial publication with this suffix being incremented each time a new revision is released. For convenience AMTA may publish a digital document which combines current versions of policies into a single document however the latest Board approved revision of any policy document is the current document.

### 1.4. Directors

#### Notice of Special Board Meetings

Notice of the time and place of special meetings of the Board shall be given either by first-class mail or electronically (such as via email), addressed to each Director at the address of that Director appearing on the books of the Corporation or the address given by the Director for the purpose of receiving notice.

Time Requirements. Notices sent by first-class mail shall be deposited into a United States mailbox at least ten (10) days before the time set for the meeting. Notices given electronically (such as via email) shall be send at least forty-eight (48) hours before the time set for the meeting.

**Notice Contents.** The notice shall state the time and place for the meeting and the business to be transacted. No other business shall be considered at such meeting.

### 1.5. Regional Affiliates

#### **Creation and Acceptance**

The Corporation shall accept regional affiliate organizations upon approval by a majority of the Board of Directors. The approval shall be given only if the Board determines by Board action that:

- a. The petitioning organization has objectives that are compatible with those of the Corporation and has a history of constructive activities;
- b. The petitioning organization is a qualified nonprofit public benefit organization and its affiliation will not jeopardize the public benefit nonprofit status of the Corporation; and
- c. The petitioning organization represents a contiguous region that does not conflict with any organization that is currently affiliated with the Corporation.
- d. Upon acceptance by the Board, each qualifying regional affiliate shall designate a representative to serve as an Affiliate Member of the Board of Directors, with all the rights, privileges and obligations of a Director, except that he or she may not serve as an officer of the Corporation pursuant to the Bylaws. The Board may, in its discretion, appoint such representatives to the Board, subject to the Bylaws. In addition, AMTA may at its discretion, appoint an AMTA Director to serve on the regional affiliate's Board as a Director with all the rights, privileges and obligations of a Director except that of serving as an officer of the affiliate organization.

#### **Purpose**

The Corporation may seek to work collaboratively with affiliates to affect efficiencies in operation and/or increases in program impacts of the Corporation and/or of affiliates through affiliation of regional organizations by such methods as:

- a. Consolidation of memberships and fees without jeopardy to the identity of either the Corporation or the regional affiliate, with the Board of Directors of the Corporation determining for the Corporation the appropriate sharing, if any, of dues and subscriptions;
- b. Joint regional meetings from time to time as mutually arranged by the Board and the affiliate;
- c. Representation of affiliates (at their request) in national and international forums or facilitation of joint presentations of common causes and positions;
- d. Exchanging minutes of their meetings and seeking to maintain open and full communications;
- e. Sharing administrative printing and mailing costs; and/or
- f. Collaboration between organizations.

#### **Severance by the Corporation**

The Board of Directors of AMTA may on its own motion or by direction of the membership of AMTA given by majority vote at a meeting of the members disaffiliate any affiliate organization upon three months' notice filed with the Board of Directors, the President, or the Executive Director of the affiliating organization and effective at the end of AMTA's fiscal year.

## Rights

Unless AMTA's Board of Directors declares otherwise by majority vote, members of an affiliate organization shall have none of the rights of "members" of AMTA (as the term "members" is defined by Fla. Stat. § 617.0601 Members, generally).

### 1.6. Chapters

#### Creation and Acceptance

The Corporation, upon approval by a majority of the Board of Directors, may create Chapters within the membership based on geography, topics or interest, or other non-discriminatory and practical segmentation. The approval shall be given only if the Board determines by Board action that:

- a. The Chapter has practical purpose that are compatible with the future plans and strategy of the Corporation;
- b. The Chapter does not require separate accounting, corporate record keeping or other similar corporate overhead;
- c. The Chapter members are entirely members of AMTA

The Board or Executive Committee may, from time to time, impose limits on how many Chapters an AMTA member may identify with or make changes to the criteria for acceptance into a Chapter.

### 1.7. Technology Fact Sheets

AMTA volunteers have authored Technology Fact Sheets that describe aspects of membrane technology. These are updated periodically and new content and fact sheets may be added. All new Fact Sheets or revised versions prior to their publication, including publication on the AMTA website must be peer reviewed and approved. Since the Fact Sheets are viewed as a valuable AMTA resource, requests to reprint or publish in their entirety or any portion will be denied; however, referencing and citing is acceptable as long as proper reference is given to AMTA. All Fact Sheets will be submitted for approval by the Executive Committee who, when they deem it necessary, shall request further approval by the Board of Directors.

Revisions to Fact Sheets shall be reviewed by the Communications Committee and the Executive Committee and will not routinely be submitted for re-approval by the Board of Directors. When necessary the Executive Committee may request the peer review be performed by an ad hoc group of appropriately skilled members.

All AMTA Fact Sheets should be registered as Copyright non-fiction literary works as soon as practicable after approval or approved revision. To achieve this all authors must provide the required demographic data and otherwise agree to AMTA having copyright over this work.

### 1.8. Awards

AMTA presents four awards each year that are exclusive to AMTA and several others that are presented in conjunction with awards jointly presented in partnership with other industry

organizations. The purpose of the awards is to formally recognize people and organizations in the industry that have contributed to the advancement of membrane technology.

## AMTA Awards

An AMTA Awards Committee shall be Chaired by an elected member of the AMTA Board of Directors and shall be responsible for selecting and presenting awards that are exclusive to AMTA. The Committee may consist of AMTA Board Members and members at-large and will follow the criteria established and approved by the AMTA Board, though the Committee may make recommendations to the AMTA Board to update or modify the criteria.

Nominations for AMTA awards will be due by September 30th unless an alternative date is declared by the Chair of the Awards Committee. The Awards Committee will review all submissions and present their recommendations to the AMTA Board for discussion during the last Board meeting of the calendar year. The Board will then vote to accept or reject the Committee's recommendations. In the event that the Awards Committee and the Board do not reach agreement on the recommendations, the Awards Committee will initiate a Board vote via e-mail with a deadline on or before December 31 in the same calendar year. Nomination forms for the AMTA Awards are available on AMTA's website.

AMTA Awards include the following

- *Hall of Fame*
- *Member of the Year*
- *Distinguished Service*
- *Presidential*
- *"David Derr" Patron Award*

## AMTA Fellowship Awards

AMTA Fellowship Awards are reviewed, selected and awarded by a Fellowship Committee that is separate from the AMTA Awards Committee. These awards may include cash prizes and/or scholarships as those funds are made available by the award partner (National Water Research Institute and U.S. Bureau of Reclamation).

Fellowship Awards include the following:

*AMTA Ian C. Watson Fellowship for Membrane Advancement*  
*AMTA/NWRI Fellowship*  
*AMTA/Reclamation Fellowship (USBR)*

## Joint AMTA/AWWA Awards

Joint Awards are those presented by AMTA and the American Water Works Association (AWWA) during the annual Membrane Technology Conference (MTC). An MTC Joint Awards Committee will be formed each year, comprised of three AMTA members and three AWWA members. The Committee will adhere to the award selection criteria established and approved in

the jointly signed AMTA/AWWA Mutual Agreement and Conference Guidelines, though the Joint MTC Awards Committee may make recommendations to the AMTA/AWWA MTC Planning Committee to update or modify the criteria as necessary. Nomination forms for the Joint Awards are available on the AMTA website at [www.amtaorg.com](http://www.amtaorg.com) and on the AWWA website at [www.awwa.org](http://www.awwa.org).

Joint AMTA/AWWA Awards include the following

*Robert O. Vernon "Operator of the Year"*  
*Membrane Facility*  
*Water Quality Person of the Year*  
*Best Advanced Treatment of Water Exhibit*  
*Best Paper Presentation*  
*Best Poster Presentation*  
*Best Student Paper Presentation*  
*Best Student Poster Presentation*



## Ethics and Buisness Practice Policy

Policy Number	AMTA-002
Document Title	Ethics and Business Practices Policy
Revision Date	14 September 2023
Approved/Effective Date	7 March 2024
Notes:	Separated from "combined" policy document. This supersedes any and all prior policies on this topic.

**AMTA-002-01**

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## 1.1. Ethics And Code Of Conduct

### **Supplemental**

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition).

### **Introduction**

There is no reason for a company or an individual to withhold participation in an association for fear of violating the antitrust laws. Courts have universally held that membership in an association and participation in traditional association activities are entirely legal and appropriate and in no manner indicate intent to engage in unlawful trade practices.

Because trade associations are comprised of competitors, however, they do need to be sensitive to the restrictions of the antitrust laws. The antitrust laws are intended to foster and protect competition. As such, the laws prohibit particular anticompetitive activities, and more generally those, which are deemed to unreasonably restrain trade. For these reasons, this Antitrust Policy has been developed in an attempt to provide a general overview of antitrust laws as applied to associations and to assist AMTA in conducting its activities in conformity with those laws.

### **Overview of Antitrust Laws**

The basic statutes, which are applicable to trade associations, include the Sherman Act and the Federal Trade Commission Act. The Sherman Act prohibits "contracts, combinations or conspiracies in restraint of trade or commerce." Taken together, the contract, combination or conspiracy requirement has been found to exist where there is some form of agreement between two or more parties. Such agreements may be explicit, e.g., taking the form of a contract or other oral or written communication, or implicit, e.g., implied by the conduct of the parties and construed to indicate an agreement was formed.

Section 5 of the Federal Trade Commission (FTC) Act prohibits "unfair methods of competition" and "unfair or deceptive acts or practices." The FTC Act's broad enforcement provision empowers the FTC to determine the meaning of "unfair." In addition, activities considered illegal under the Sherman Act also are generally unlawful under Section 5 of the FTC Act. Furthermore, Section 4 of the FTC Act empowers the FTC to take action against "incipient" unfair practices; that is, conduct which does not yet amount to—but is likely to lead to—a violation of the other antitrust statutes.

### **Enforcement and Penalties**

The U.S. Department of Justice, States, and private parties harmed by the anticompetitive conduct of others may bring suit for violations of the Sherman Act. Enforcement of the FTC Act is vested in the FTC. Violations of the Sherman Act may result in criminal and/or civil penalties. In addition, private plaintiffs may recover additional amounts. Therefore, it is important that all AMTA members, directors and officers, and staff take all appropriate measures to minimize the risk of antitrust violations.

### **General Antitrust Guidelines**

While the antitrust laws apply to all business, there are several types of activities that may be particularly relevant to trade associations, such as the following:

#### **Price-Fixing**

Any agreement among competitors to raise, lower or stabilize prices is unlawful, even if the agreed-upon price is reasonable, and even if the agreement is never put into effect. Details like credit terms, discounts, and warranties are elements of price. Competitors may be charged with illegal price fixing if they discuss general pricing ranges or policies because these discussions may have an impact on actual price quotations. At no time shall any discussion or agreement among members take place regarding product prices, price changes, or any other subjects bearing on product pricing.

#### **Agreements to Divide Customers or Territory**

Territorial or market allocation involves an agreement among competitors operating at the same level of the market structure—such as manufacturers, distributors, etc.—to divide the market in such a way as to allow each party to the agreement to serve its share of the market without competition from the others. An agreement among members of an association to divide customers is an antitrust violation. The antitrust laws expressly prohibit any understanding or agreement between competitors or members of an association involving division or allocation of customers or territory. Even an informal agreement whereby one member agrees to stay out of another's territory will constitute a violation.

#### **Group Boycotts**

A collective refusal by otherwise competing companies to deal with some third party, sometimes called a “group boycott,” may raise serious antitrust concerns. It is unlawful for one company to agree with another company that neither one will do business with a particular supplier or customer, or that they will do business only with certain suppliers or customers or only on certain terms and conditions.

#### **Membership Restrictions**

As a general rule, any company that meets the criteria for membership and pays the applicable dues should be admitted, and allowed to remain, as a member.

Considerations such as competitive concerns, commercial disputes, or personal animosity should not be a basis for denying or revoking membership; a trade association is not a social club. Denial of, or expulsion from, membership may constitute a restraint of trade because it could limit the ability of the applicant or nonmember to compete.

## **Product Standards**

Many associations develop standards related to product manufacture, performance, or compatibility. These standards must be prepared through a consensus process that is balanced and allows for participation by all interested parties, and must be based on objective technical, engineering, and safety factors. Whether a member chooses to offer products in conformance with any standard shall be a voluntary decision.

## **Codes of Ethics**

Associations may develop a code of ethics or business practices, and membership in the association may be contingent upon adherence to such rules. However, a code or similar document may not unlawfully regulate legitimate business practices, such as advertising that is not false or misleading, competition with other association members, or offering products or services at reduced prices. Any enforcement process must be fair and non-discriminatory.

## **Industry Statistics**

The compilation and distribution of industry data on various topics may be one of the more valuable services that an association can provide. These programs should be administered by the association to ensure that reports consist of data in composite form, and the information submitted by specific member companies is not revealed. Statistical programs also may not be used as a means of fixing prices, allocating production, or otherwise restraining trade.

## **Association Meetings**

AMTA has a policy of strict compliance with all federal and state antitrust laws. In order to minimize the possibility of antitrust problems, AMTA members should avoid discussing certain subjects when they are together—including all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, task force and working group sessions, other association gatherings, and in informal contacts with other industry members—and should adhere to the following guidelines:

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything which might affect prices such as costs, discounts, terms of sale, or profit margins.

- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
- **DO NOT** try to prevent your supplier from selling to your competitor.
- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, which will injure your competitor.
- **DO** alert AMTA staff and legal counsel to anything improper.
- **DO** send copies to an AMTA staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with AMTA to these guidelines.
- **DO** be conservative. If you feel an activity might be improper, ask for guidance from AMTA staff or legal counsel.

## CONFLICT OF INTEREST

Those who choose to serve as officers, directors and/or committee members, key employees, or independent contractors of AMTA, are held to the highest standards of conduct. These individuals must avoid conflicts of interest or improprieties.

The key elements of this policy are the disclosure of circumstances which may give rise to a conflict of interest and recusal from the decision-making process on the transaction or arrangement involving the possible conflict.

Under no circumstances shall any member of the AMTA Executive Committee, Board of Directors, or Standing Committees, key employees, or independent contractors participate in the evaluation or approval by AMTA of any contractual arrangement of which AMTA may become a party, if such individual, or such individual's family, business, investment, or employer, would benefit financially, either directly or indirectly, from AMTA's becoming a party to such agreement.

Any questions regarding a potential conflict of interest or impropriety should be directed to the AMTA President and AMTA Treasurer. Any concerns regarding this policy shall be reviewed by the Executive Committee, which will then make recommendations to the

Board of Directors regarding any actions to be taken to remedy the situation. The full Board of Directors shall subsequently decide, by a majority vote, what specific action should be taken.

## WHISTLEBLOWER PROTECTION

### **Objective**

The objective of this section is to clarify ethical expectations of AMTA staff members and contractors/subcontractors and prevent retaliatory practices.

AMTA prides itself on its adherence to federal, state, and local laws and/or regulations. As such, even though it is not obligated to do so, AMTA has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director, allow the organization to investigate and, if applicable, correct the situation or condition.

If the Executive Director and/or the Administrative Coordinator is involved, or is believed to be involved, in the matter being reported, employees may, in the alternative, make a report to the AMTA Board of Directors member (normally the President of the association) who is responsible for the management and supervision of these individuals. AMTA will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to Corporation officers or those responsible for accounting and/or financial issues (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to AMTA, the Executive Director, the Administrative Coordinator, or its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is AMTA’s policy that there will be no retaliation taken against the employee.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director and/or the Administrative Coordinator.

## 1.2. Discrimination

AMTA, does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

AMTA is an equal opportunity organization and will not allow discrimination based upon any of the aforementioned reasons, or any other status prohibited by applicable law. For the avoidance of doubt, and particularly within the United States, AMTA will follow the laws applicable to the local jurisdiction of the event, meeting or activity as well as the general principles enshrined in this document. **CONFLICT OF INTEREST**

Those who choose to serve as officers, directors and/or committee members, key employees, or independent contractors of AMTA, are held to the highest standards of conduct. These individuals must avoid conflicts of interest or improprieties.

The key elements of this policy are the disclosure of circumstances which may give rise to a conflict of interest and recusal from the decision-making process on the transaction or arrangement involving the possible conflict.

Under no circumstances shall any member of the AMTA Executive Committee, Board of Directors, or Standing Committees, key employees, or independent contractors participate in the evaluation or approval by AMTA of any contractual arrangement of which AMTA may become a party, if such individual, or such individual's family, business, investment, or employer, would benefit financially, either directly or indirectly, from AMTA's becoming a party to such agreement.

Any questions regarding a potential conflict of interest or impropriety should be directed to the AMTA President and AMTA Treasurer. Any concerns regarding this policy shall be reviewed by the Executive Committee, which will then make recommendations to the Board of Directors regarding any actions to be taken to remedy the situation. The full Board of Directors shall subsequently decide, by a majority vote, what specific action should be taken.

### 1.3. Whistleblower Protection

The objective of this section is to clarify ethical expectations of AMTA staff members and contractors/subcontractors and prevent retaliatory practices.

AMTA prides itself on its adherence to federal, state, and local laws and/or regulations. As such, even though it is not obligated to do so, AMTA has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director, allow the organization to investigate and, if applicable, correct the situation or condition.

If the Executive Director and/or the Administrative Coordinator is involved, or is believed to be involved, in the matter being reported, employees may, in the alternative, make a report to the AMTA Board of Directors member (normally the President of the association) who is responsible for the management and supervision of these individuals. AMTA will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to Corporation officers or those responsible for accounting and/or financial issues (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to AMTA, the Executive Director, the Administrative Coordinator, or its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is AMTA’s policy that there will be no retaliation taken against the employee.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director and/or the Administrative Coordinator.



## Events and Workshops Policy

Policy Number	AMTA-003
Document Title	Ethics and Business Practices Policy
Revision Date	7 March 2024
Approved/Effective Date	7 March 2024
Notes:	Updated to reflect current workshop registration fees. This supersedes any and all prior policies on this topic.

**AMTA-003-01**

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## 1.1. Workshop

### **Supplemental**

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition). Introduction

### **Introduction**

A Chairperson shall be designated for each workshop by the President at the suggestion of the Technology Transfer Committee Chair. The Workshop Chair, in cooperation with the Technology Transfer Committee Chair, shall be responsible for arranging the program, including developing a program theme, selecting speakers and moderators, and obtaining abstracts and biographies for each.

In addition, the Chair shall assist the Technology Transfer Committee Chair by offering potential sites to conduct facility tour(s) and/or hands-on training and assist AMTA staff with coordination between the facility and logistics. The Chair and the Executive Director are responsible for soliciting sponsors for the event in time to include company logos in the marketing email announcements and printed brochure for the event. The Chair, in concert with the Technology Transfer Committee Chair, will set the fee structure and develop a theme/title for the workshop. The Chair will follow the AMTA Program Chair Guidelines and provide progress updates to the Technology Transfer Committee Chair, Executive Director and Administrative Coordinator toward meeting key milestones as outlined below. Every attempt should be made to identify sponsors and speakers six months in advance of the workshop.

### **Workshop Guidelines & Registration**

All attendees, Speakers, and Moderators are expected to register for the workshop and pay a registration fee as outlined in the table below:

<b>Registration Prices &amp; Adjustments<sup>1</sup></b>		<b>Adjustments</b>	
Members	\$350.00	Speakers/Moderators	50%
Non-Members	\$450.00	Division 1	60%
		Division 3B	33%
		Division 4	33%
		Comp	0%
		Early	85%
		Late	115%

Other fee structures may be established.

The registration fee includes CEU/PDH credits and each attendee, upon request, will be provided with a form to be completed and signed off by session Moderators and/or AMTA Board Members.

<sup>1</sup> Approved by Executive Committee 7Mar2024



Completed forms must be submitted on-site to AMTA staff at the conclusion of the Workshop to receive CEU/PDH Certification.

The Guest/Spouse fee may be modified or eliminated upon unanimous agreement of the Technology Transfer Chair and the Executive Director.

Invited Federal or State Regulatory Agency personnel and Professors may attend the session in which they are speaking as well as breakfast, lunch, breaks and/or receptions to encourage interaction with AMTA members and attendees.

After the Workshop, each attendee will receive a link to speaker presentations and other pertinent AMTA information.

Organizations that host plant tour(s) or conduct Hands-On Training shall receive one free registration for the Workshop.

The AMTA Workshop Chair, Technology Transfer Committee Chair and Executive Director will determine if there are non-member Municipal Agencies or End Users located near the Workshop venue that they approve to attend the Workshop at the discounted rate to encourage attendance and AMTA membership. AMTA staff will be notified to send a link with a registration form offering the agreed upon discounted rate.

When a Workshop is planned within the defined territory of an AMTA Affiliate, AMTA will notify the Affiliate. If AMTA and the Affiliate mutually agree to a partnership, the Affiliate will be expected to actively assist in planning the program, facility tours and networking reception and in soliciting exhibitors, sponsors and speakers. The Affiliate's members will receive membership rates to attend. In return, the Affiliate will be included in promotional materials related to the Workshop and will share the net income 50:50 under the terms of an agreement(s) mutually signed, which will outline a sharing of revenue in excess of \$3,000, an amount retained by AMTA to cover administrative and other expenses directly related to the Workshop.

AMTA welcomes sponsorships and multiple options are available and are outlined in AMTA-000 (current revision). Sponsors do not need to be a member. Any changes to the sponsorship fees outlined in AMTA-007 (current revision) must receive the unanimous approval of the Workshop Chair, the Executive Director, the Technology Transfer Committee Chair and the Treasurer.

## 1.2. Workshop Chair Guidelines

Thank you for agreeing to be a Workshop Chair at an upcoming AMTA Technology Transfer Workshop. Workshop Chairs have an important role in the success of each meeting. Early planning will make the job easier and less stressful for all involved. We ask that you take ownership of the workshop. Being the Chair is much more than finding the speakers and turning it over to staff to do all the other work. Familiarize yourself with the schedule and help meet key dates of items listed in the following guidelines. AMTA Technology Transfer workshops serve several purposes including membership growth, networking for members, outreach to communities, education, training, and revenue generation for AMTA. AMTA does not do a call

for presenters for the workshops, and it is your responsibility to develop the program and invite the speakers. If at any point in the planning process you need clarification or assistance, contact the Technology Transfer Chair.

The Technology Transfer Workshops are some of the key offerings by AMTA and are held in three to five locations annually. These regional workshops focus on the interests of that area or have a national appeal in the case of the targeted one day workshops. The Workshop Chair is the person responsible for the success of these workshops and they need to be totally invested in the workshop development and activity. For the two-day workshops there is a technical program, a tour of a nearby facility, a networking event, tabletop exhibits, sponsorship opportunities and several meals included. Occasionally an optional tour of a nearby manufacturing site of an AMTA member has been held the evening before the workshop. Networking is a key feature of these workshops. The attendees can receive CEU credits, and the program should be high quality with topics of relevance and interest to the prospective attendees. Generally, the targeted audience of the workshops are end users however regulators, engineers, suppliers, contractors are regular attendees. The program does not have to be rudimentary basics, but it should not become so technical that the audience loses interest. A mixture of case histories, actual plant information, and some technical information has worked well. It is nice if a regulator can be on the program to comment on regional activity. If the Workshop is being held within an AMTA affiliate's territory, usually the affiliate is asked to be a partner for that event. Someone from the affiliate should be on the Workshop committee and have a significant role in development of the activities and take leadership on inviting attendees.

There are annual sponsors that support the Technology Transfer workshops for a given year, however additional sponsors are needed for each workshop. The best candidates are suppliers to local utilities such as contractors, engineers, chemical suppliers, system supplier, etc. Exhibitors add to the workshops.

Attendance is critical to the success of each workshop. Enlist the assistance of the sponsors, exhibitors, speakers, and moderators in inviting their clients and contacts to the workshop. It is in their interest to speak and meet as many people at the workshop to further their network. Try to personally contact all the local utilities that are using membranes or may use membranes and invite them to attend.

A brochure will be developed by AMTA staff with the assistance of the Workshop Chair to list the program, speakers, tours, etc. AMTA will email program brochures to AMTA's general mailing list. Staff can send the brochure to other identified individuals with the assistance of the Chair. This brochure must be completed four to six months in advance of the workshop.

#### *Useful Guidelines for Program Chair to Follow:*

1. **THEME/NAME:** Each AMTA Workshop needs a theme that reflects the interest in membrane technology for the area and a name that will project what the workshop will

offer. This will help you decide what each session should address and the type of Speakers that should be invited. When AMTA is considering occasional specialty conferences instead of usual workshops, the theme, location and topics presented need to be customized. It is recommended and useful for the Chair to form a small committee of local contacts to help with the program and contacting local utilities and end users.

2. **PROGRAM:** AMTA staff will provide a program template (excel file) for you to use in preparing the initial draft for the workshop. Please submit the draft outline to the AMTA Technology Transfer Workshop Committee Chair and copy the AMTA Executive Director and AMTA Administrative Coordinator for review and preparation for the Workshop. The last session presenters should be carefully selected. Some companies prefer to give their presentation earlier in the program so that there is an opportunity to discuss their presentation with the attendees at the breaks and receptions. They would not like to be the last talks prior to dismissal from the workshop. The Executive Director and AMTA President will be defaulted into the program as the welcome and introductory remarks. The Affiliate President should also be on the program if the workshop is a joint workshop. The Workshop Chair or Technology Transfer Committee Chair will be the closing/wrap up speaker.
3. **SPEAKERS:** The Workshop Chair is the point person for recruiting Speakers and getting bios/abstracts forms from Speakers because a Call for Presenters is not used for the workshops. Please familiarize yourself with the *AMTA Speaker Guidelines* and communicate the requirements and due dates to the Speakers, such as the Bio/Abstract (6.5). Invited Speakers should be knowledgeable about what they are presenting and will be asked to provide high quality non-commercial presentations of interest to the audience.

AMTA requires that each Speaker use the AMTA PowerPoint Presentation template provided. Once a Speaker accepts an invitation to speak, we ask that they fill out a Speaker Bio/Abstract Form including three or four Keywords for their presentation and a short abstract. In addition, please explain that Speakers are expected to register for the workshop and pay the speaker registration fee. Remind speakers that presentations must be non-commercial in nature and they may be removed from the program if they are overtly commercial.

Regulators can be reluctant to speak and it can take more time to find one that will agree to present, but it is nice to include the regulatory community at each Workshop. Utility representatives can also be shy to speak but always go over well with the audience though it may take more time to find someone from a utility willing to prepare and present a talk.

Consultants and manufacturers are usually willing to speak at the workshops and can be asked to fill in the program. Try to secure regulatory and utility speakers, first on topics that fit the theme of the workshop and then ask the consultants and manufacturers. It is recommended not to put a Speaker on the program without a firm confirmation and a bio/abstract submitted. The Chair should have a backup presentation or two in case a Speaker cancels at the last minute. The Workshop Chair will be responsible for collecting and uploading all speaker bios/abstracts to the Sharepoint folder given to them by AMTA Staff.

4. **MODERATORS:** You will need to secure Moderators for the Workshop and be aware of the *Moderator Guidelines*. They have an important role in the success of each Workshop. Moderators should be carefully selected and responsibilities clearly communicated to them. If a workshop is with an affiliate, some of the Moderators should be from the affiliate. They are also expected to pay a registration fee. Once selected for a session, Moderators should contact each Speaker to introduce themselves. Moderators should also be provided the *Moderator Guidelines* once chosen so they are familiar with what is expected of them. Prior to the Workshop, AMTA Staff will send the submitted PPTs, as a PDF file, from the Speakers to the Moderators for review and approval to be sure that the content fits the topic and is non-commercial. In most cases, it is the Workshop Chair's responsibility to obtain the PPTs from the speakers prior to the Workshop if the Speaker(s) do not submit the PPTs by the deadline date. At the Workshop, Moderators are expected to show up early before their session to make sure they know how to operate the computer, pronounce speakers' names, and have everything they need and know the announcements to be made. Moderators introduce the Speakers (bios will be provided) and monitor the time being used. Moderators should ask the Speakers to repeat the questions from the audience prior to answering the question. Moderators may be AMTA Board Members since many will be attending the Board Meeting that usually follows each Workshop. Some of the Board Members that work for utilities, or the US Bureau of Reclamation may volunteer to be a Moderator so their name is listed as participating as justification to attend the Workshop and Board Meeting.
5. **SPONSORS:** Sponsors are critical to have a successful Workshop. AMTA has Annual Sponsors however, additional Sponsorships are needed to help defray the cost of the workshop. The Workshop Chair is expected to secure some sponsors for their workshop. Some can be solicited from companies that have a focus on the Theme and/or are in the Region the workshop will be held. Other companies that may be willing to sponsor the workshop are those of the Speakers or Moderators. After the Speakers have confirmed, please ask if their companies would be willing to be a Sponsor.
6. **EXHIBITORS:** AMTA usually has 5 – 10 Table Top exhibit spaces at each workshop. It is the Workshop Chair's responsibility to help secure these Exhibitors. The brochure and announcements will mention exhibit possibilities, but the Workshop Chair can greatly assist in that effort. It is important to have Exhibitors for several reasons including a) revenue b) networking opportunities for vendors and attendees c) educational opportunities for the attendees and d) an opportunity for the Division Two members to show and talk about what they offer.
7. **FACILITY TOURS:** The Workshop Chair is responsible for securing a Plant/Facility tour in the area if possible. Usually, the tour is in the afternoon on the first day of the workshop. The utility generally gives an Overview Presentation prior to departing. The Workshop Chair needs to get a volunteer from the utility to give that presentation. Ideally, a 30 to 45 minute bus ride is the farthest distance from the hotel we would like to travel. If no facility is available, other types of tours may be held (NSF,

Manufacturers, etc.). It is critical that someone from the utility rides on the bus from the hotel to the plant. In addition, if no facility tours can be arranged, there can be an afternoon session of hands-on interactive presentations.

*Optional Facility Tour* – occasionally one of the AMTA members has a facility in the area where the workshop is being held. Since a tour of a Company's site may be slightly commercial in nature, AMTA has offered an optional tour the evening before the Workshop. The Company offering the tour is asked to become a Tour Sponsor for a fee to provide transportation from the hotel to their site and depending on length of tour provide snacks or a light meal at their site. They are responsible for working with staff on who will be taking the tour and making the arrangements. Examples have been FEDCO, Aqua Chem and Afton Pumps. Usually attendance has been 12 – 20 people. Most facilities require closed toe shoes and no high heels. Facilities under construction may require hard hats and safety vests or other safety protocols. Some facilities will have special requests such as giving names of visitors in advance or sometimes requiring ID. Workshop chair should closely coordinate these special requirements so that the staff can include them on the brochure and coordinate the logistics.

8. **NETWORKING RECEPTION:** Networking Receptions are important events for each Workshop. Since the type of networking activity is somewhat dependent on the amount of sponsorship money that is obtained, the Workshop Brochure may not list a specific venue or activity but rather list it as a Networking Reception at a particular time. It is helpful if a sponsor or sponsors are obtained to offset expenses for this function. It is important to keep costs down and make it fun and interesting for the attendees. Program Chairs take the lead on identifying options for the Committee to review (sporting events, pubs, cruises, campfires, etc.). Staff will follow-up to obtain option details. Once the Networking activity is defined, it can be publicized in eblasts and notices that go out to prospective attendees. Staff will work to secure the venue and manage the logistics. All registrants may attend the Networking event. Generally, some level of food and beverages are provided. AMTA would like to have \$2,000- \$6,000 from the Networking Event sponsors, but sometimes that is not achieved and a less costly event will be planned.
9. **BROCHURE:** A Brochure is prepared by Staff once the program, in the excel template, has been completed with all Speakers, Moderators and other key items finalized. AMTA Staff along with the Technology Transfer Committee Chair and Executive Director will determine if and how many brochures will be printed and mailed or if email distribution alone is sufficient. In addition, AMTA Staff will assist with email notices about the event. It is helpful for the Workshop Chair and Committee to send out emails and copies of email blasts to broaden the outreach to those that may not be in the distribution lists. Personal solicitations to attend are always better than e-blasts.
10. **LOCAL PUBLICITY:** Local word-of-mouth and/or announcements in local water/wastewater newsletters can be very beneficial in promoting each Workshop. It is suggested that the Workshop Chair assign committee members to assist in contacting

regulatory agencies, utilities and prospective attendees several months in advance of the Workshop to encourage greater attendance. These volunteers should be dedicated, hardworking, and not prone to procrastinate. They need to be given some talking points and have the workshop information handy. About four months before the Workshop, they should contact local organization section newsletters to place articles and/or ads, as well as send out lots of one-on-one emails to potential local/regional attendees and to harvest names of other local potential attendees.

11. ***INTRODUCTION/CLOSING REMARKS:*** The Workshop Chair and Executive Director/AMTA President are the first, and the Workshop Chair or Technology Transfer Chair are last to speak at each Workshop. During this time, a review of the program plans are announced, and the Executive Director/AMTA President will provide an update on AMTA and upcoming events. It is also very important to thank Sponsors, Speakers, Moderators, and Exhibitors for their contributions and time as well as, welcome and thank everyone for attending.
12. ***CO-CHAIR:*** It is useful to find a co-chair and create a small committee from the region that your workshop will be held. They can help make contacts and invite local utilities and end users. Have the co-chair involved in the program and planning process. If the workshop is in an affiliate's region, have an affiliate member as the co-chair.
13. ***EVAULATIONS:*** AMTA staff will send out an attendee survey 2 weeks after the event through Survey Monkey. The evaluation is basic with a few questions such as what was done right and what could be improved. The original comments are sent to the Technology Transfer Chair and the Workshop Chair for editing if necessary. Any derogatory or inappropriate comments are removed. The final copy is sent to the Workshop Chair and the Technology Transfer Workshop Committee Chair. A copy of the evaluations is included in the next AMTA Board packet.
14. ***ADDITIONAL ITEMS:***
  - A. The Workshop Chair should remove speakers from the program who do not submit their information in a timely fashion and replace them with another speaker. Have backup speakers lined up in case speakers are nonresponsive on abstracts/bios or presentation requests.
  - B. Only Speakers who complete the Creative Commons License will have their presentations, manuscripts or other document uploaded to the Digital Library
  - C. The Workshop Chair and their committee need to promote the event and talk to utilities, facilities, consultants, vendors and others that may be interested in attending.
  - D. The Workshop Chair must coordinate with Moderators and staff to ensure all PPTs have been received, reviewed, edited, and approved.

- E. Assist with collecting presentations in coordination with staff. Contact staff shortly after the deadline to find out who you need to contact to remind them to submit their presentations.
- F. Ensure moderators are reviewing the presentations. Assist with review of presentations to help determine if they are overly commercialized.
- G. Ask Speakers to adjust presentations that are overly commercial. If they do not adjust them, remove them from the program and replace.
- H. Prior to the session, review with the Moderators how to operate the computer.
- I. Moderators or Speakers need to repeat the questions from the audience prior to answering the question so that the entire group can understand the answer.
- J. Show up early for the Workshop. Do not walk into the Workshop 5 minutes before the start and ask if everything is done for you.
- K. The Workshop Chair should send a thank you email within two weeks after the workshop to the speakers, moderators, exhibitors, and sponsors for their participation.
- L. Keep the Technology Transfer Chair and Executive Director in the loop on the planning process.

## Workshop Planning Schedule For Workshop Chairs

Months prior	Tasks
12	<ol style="list-style-type: none"> <li>1. Select theme of the workshop</li> <li>2. Develop local committee</li> <li>3. Select Facility Tour</li> </ol>
10	<ol style="list-style-type: none"> <li>1. Solicit speakers</li> <li>2. Solicit additional sponsors</li> <li>3. Solicit additional exhibitors</li> <li>4. Confirm Facility Tour</li> <li>5. Select Networking Event</li> </ol>
8	<ol style="list-style-type: none"> <li>1. Email speakers to submit bios/abstracts along with Speaker Guidelines</li> </ol>
7	<ol style="list-style-type: none"> <li>1. Email reminders to speakers to submit their bios/abstracts</li> <li>2. Replace any unresponsive speakers.</li> </ol>
6.5 months before the workshop	Have all speaker bios/abstracts submitted and uploaded to Sharepoint
6	Prepare brochure with staff.
4	With local committee, invite local utilities and end users
3.5	Presentation template goes to speakers along with Speaker Guidelines
2.5	Speaker presentation materials due and uploaded to Sharepoint
2	Email speakers for late presentation materials
1 month before workshop	Ensure moderators have reviewed presentations
At workshop	<ol style="list-style-type: none"> <li>1. Ensure all speakers and moderators show up for their sessions</li> <li>2. Work with staff to ensure things run smoothly</li> </ol>

Months prior	Tasks
	3. Review evaluations at the end of the workshop
1-2 weeks after workshop	Email/call all speakers, moderators, exhibitors, and sponsors to thank them for their participation in the workshop.

### 1.3. Workshop Moderator Guidelines

Moderators play a critical role in the success of AMTA technical conferences and Workshops. The following guidelines have been prepared to ensure that you have a full understanding of the related duties and responsibilities both before and during the event, and we encourage you to contact us with any questions.

If you are moderating for an AMTA Technology Transfer Workshop – thank you – and you will receive a moderator packet at the workshop with speaker bios, announcements, and other important information included.

We appreciate your time and expertise in volunteering for this effort, and we thank you for supporting AMTA.

## **BEFORE THE EVENT:**

### *Introductions and Presentation Review:*

- a. Moderators must register for the event, and we encourage you to take advantage of early registration discounts. Moderators receive a registration discount.
- b. Contact each Speaker prior to the event
  - i. Introduce yourself and review the *Speaker Guidelines* so they are aware of their obligations.
  - ii. Ask the proper pronunciation of their name and how they wish to be introduced and make notes as appropriate. This effort can be extremely important to the Speaker and will also help the audience approach them later if needed.
  - iii. Remind the Speaker to remain available for additional questions following the Q&A session. The Q&A session may be reduced or eliminated if the presentation runs long. In that event, the Moderator will advise the audience to meet the Speaker after the session
- c. Review each presentation slide
  - i. Confirm that the Speaker has used the required AMTA PowerPoint template.
  - ii. Content should be non-commercial in nature. AMTA requires that Speakers avoid making the presentation specific or exclusive to their own products and

services. Their company name and logo should only be included on the first and last slide. Failure to be non-commercial in nature can result in removal from the program.

- iii. Confirm there is no duplication in the slides of the session Speakers and suggest related edits as appropriate.
- iv. Slides should include no more than 12 lines of text each (with less being preferable).
- v. Font size should be  $\geq 24$  for optimal audience viewing
- vi. The rule of thumb is to allot one slide per minute, so presentations should consist of 20-25 slides depending on text/photo content.

- d. If you are advised of a Speaker change prior to the event, contact the new Speaker and follow the instructions as outlined above.
- e. In the unlikely event that a Speaker cancels, have a back-up presentation available and be prepared to present. Tech Transfer and Workshop Chairs can assist you with alternative presentations or provide one that may already be available for use.

## **DURING THE SESSION:**

### *Preparation and Equipment:*

- a. Arrive at the presentation room at least 15 minutes prior to the start of your session.
- b. Understand how to use the audio-visual equipment, pointers, and microphones and make sure everything is in working order.
- c. Understand how to open presentation files and transition to the next one. Consult AMTA staff if needed.
- d. If your Moderator package included Speaker name cards, place them at the front of the table, in the order that each will be presenting. If a head table isn't being used, this does not apply.
- e. Be sure to have a watch, stopwatch app, or clock ready to keep Speakers on time. The goal is to begin each session at the time published in the program.
- f. If there are technical difficulties before or during a presentation, the Moderator should not leave the room. Ask the Workshop Chair for assistance or to summon help or ask the same of AMTA staff.

### *Session Responsibilities:*

- g. Your actions as Moderator will set an example to the audience and to other Speakers. Therefore, we ask that you:
  - i. Show an active interest in the presentation throughout the session and look at the screen as slides are presented.
  - ii. Do not use your cell phone or chat with other Speakers at the table.
- h. Introduce yourself, read the prepared announcements, remind attendees to mute cell phones, and review the itinerary and schedule of events.
- i. Announce the presentations in your session in the order each will be presented (in case there is a conflict with the pre-printed program).
- j. Introduce the first Speaker and their biography. If the prepared biography is lengthy, read only those portions of the Speakers qualifications that are relevant to the session.
- k. Your Moderator package may include three colored sheets designed to give session Speakers an at-a-glance indication of allotted time. When each Speaker begins a presentation, place the Green sheet prominently on the table. When there are 5 minutes remaining, cover it with the Yellow sheet. When the session time expires, use the Red sheet to advise the Speaker to end the presentation.
- l. If a presentation runs long, give the Speaker a verbal or written warning and then stop them if necessary.
- m. If a presentation finishes early, proceed to the Q&A. Be sure to delay the next presentation until the scheduled time as some audience members plan their attendance based on the program schedule.
- n. After each Speaker completes their Q&A and has left the podium, load the next presentation and have it ready for the following Speaker.

### *Q&A*

- o. Have one or two relevant questions prepared in advance to prompt the audience.
- p. To ensure that everyone in the audience can hear each question, the Moderator or the Speaker should repeat the question into the microphone before the Speaker responds.
- q. If a question appears to be intended as an attack or provocation, advise the Speaker not to answer it and move on to the next question.

- r. At the end of the Q&A period, thank the Speaker and proceed to the next presentation.

## **CLOSING THE SESSION**

*At the end of the final Q&A, you will close the session:*

- a. Thank all Speakers.
- b. Remind the audience that Speakers are available for additional questions.
- c. Thank the audience for their attention.
- d. Remind the audience who they may approach to have their Continuing Education (CEU) cards signed.

If you have any questions regarding these guidelines, please contact the Tech Transfer Chair, Workshop Chair or AMTA staff.

#### 1.4. Workshop Speaker Guidelines

Speakers play a critical role in the success of AMTA technical events. Attendees have made an investment in time and monies to expand their knowledge of membrane technologies and your presence and presentation material will support that effort.

The following guidelines have been prepared to ensure that you have a full understanding of the related duties and responsibilities both before and during the event, and we encourage you to contact us with any questions. We appreciate your time and expertise in volunteering for this effort, and we thank you for supporting AMTA.

#### **BEFORE THE EVENT:**

1. Provide a speaker bio/abstract to the Workshop Chair and AMTA staff by the deadline communicated to you **6.5 months before workshop**.
2. Provide your PowerPoint Presentation to the Workshop Chair and AMTA Staff by the deadline communicated to you **2.5 months before the workshop**. Failure to submit your presentation in a timely fashion will result in being removed from the program. Communicate concerns directly to the Workshop Chair.
3. Speakers **must** register for the event. Speakers receive a 50% discount.
4. Prepare your PowerPoint Presentation
  - a. Use the **required** AMTA PowerPoint template.
  - b. Content must be non-commercial in nature. AMTA asks that you avoid making the presentation specific or exclusive to your own products and services and only include your company name and logo on the first and last slide. If the Moderator deems the presentation to be too commercial and the Technology Transfer Workshop Committee agrees, it will be edited by the speaker to the mutual satisfaction of the Workshop Chair, Moderator, and the Speaker. If an agreement cannot be reached to eliminate or edit commercialized slides, the presentation will be removed from the program.
  - c. Consider the aptitude and experience of the audience to determine the ideal focus and level of technicality for your presentation. Are you speaking primarily to students, system designers, operators, or engineers?
  - d. Slides should include no more than 12 lines of text each (less is preferred).
  - e. Font size should be  $\geq 24$  for optimal audience viewing

- f. The rule of thumb is to allot one slide per minute, so presentations should consist of 20-25 slides depending on text/photo content. Find the right balance in the total number of slides to avoid having to skip material because of time constraints.
  - g. Increase the contrast between the text and background for better readability.
  - h. Simplify figures and tables and highlight focal points.
  - i. Use photographs and/or pictures to highlight key points or assets.
  - j. Use contrasting colors on charts to clearly delineate lines and bars and ensure the corresponding legend mirrors those colors.
  - k. Use subscripts appropriately. e.g.: H<sub>2</sub>O should be H<sub>2</sub>O
  - l. Use superscripts correctly. e.g.: Ca<sup>2+</sup> should be Ca<sup>2+</sup> or Ca<sup>++</sup>
- m. Introduce the complete terminology for each acronym before subsequently referencing it in the presentation. Example: Membrane Bioreactor can subsequently be referred to as MBR.
  - n. Spell check the entire presentation to avoid audience members being distracted by misspelled words.
  - o. Number each slide so that you can easily reference and return to them as needed during the Q&A session.
  - p. Submit your final presentation by the published deadline in .ppt format. A .pdf version of your presentation will be included in a package distributed to attendees after the workshop.

5. Practice

- a. If presenting is relatively new to you, we highly recommend that you:
  - i. Practice in front of a mirror to appraise your body language and facial expressions.
  - ii. Perfect your timing and slide transition.
- b. Be familiar enough with your presentation so that you know what comes next and can effectively transition the audience forward.

6. Workshop Chair and Moderator should be contacted well in advance of the event to assist with any concerns or needs related to audio/video equipment.

## DURING THE SESSION:

1. Preparation and Equipment:
  - a. Arrive at the presentation room at least 15 minutes prior to the start of your session.
  - b. Understand how to use the audio-visual equipment, pointers, and microphones and make sure everything is in working order. The microphone should be adjusted to a position just below chin level.
  - c. Speakers are not permitted to use their own laptops to present their material.
2. Presenting:
  - a. Understand that while this is certainly a technical presentation, we hope that speakers enjoy the experience of sharing ideas, experience, and data with an interested audience. The audience wants you to succeed, and they are attending your presentation to learn something from you.
  - b. In general, you will have 1 minute for introduction, 24 minutes for presentation and 5 minutes for Q&A.
  - c. Use expressive language and avoid speaking in a monotone manner.
  - d. Avoid speaking too quickly which can signal a nervous speaker.
  - e. Give the audience adequate time to read each slide before advancing to the next one.
  - f. If there are technical difficulties before or during a presentation, the Moderator will ask the Workshop Chair for assistance or to summon help or ask the same of AMTA staff.
3. Q&A
  - a. Work with your Moderator to have one or two relevant questions prepared in advance to prompt the audience.
  - b. To ensure that everyone in the audience can hear each question, the speaker or the moderator should repeat the question into the microphone before the speaker responds.
  - c. If a question appears to be intended as an attack or provocation, politely defer it, and move on to the next question.
  - d. Don't hesitate to suggest that additional questions can be continued after the session.



## CLOSING THE SESSION

The Moderator will close the session after the final speaker has presented. At that time, you are free to leave the head table if one is used. Be prepared for attendees who may approach you with additional questions or comments.

If you have any questions regarding these guidelines, please contact the Technology Transfer Chair, Workshop Chair, or AMTA staff.



## 1.5. Creative Commons

Only speakers/authors who complete the Creative Commons License are eligible to have their work uploaded to AMTA's Digital Library.

## AMTA CREATIVE COMMONS LICENSE AND RELEASE FORM PRESENTATION AND MATERIALS

This document grants AMTA the right to record your presentation, and a license to use your presentation materials.

You retain copyright ownership of your presentation materials.

It is the policy of the American Membrane Technology Association (AMTA) to obtain rights to any work ("Work") to be presented or made available at a program sponsored in whole or in part by AMTA ("AMTA Program"). As a condition to presenting or otherwise circulating the Work at an AMTA Program, all authors who have contributed to the Work (collectively "Authors") must sign this form.

### REPRESENTATIONS AND WARRANTIES

The "Work" is as identified below. In consideration of the Authors' speaking and/or presentation of the Work at the AMTA Program, the Authors hereby agree as follows:

1. The Authors represent and warrant that they have identified below all the authors who contributed to the Work. "Authors" include all those who will publicly speak or present the Work at the AMTA Program, whether or not they also contributed to the creation of the Work.
2. The Authors further represent and warrant that the Work constitutes the original work of the Authors, and does not violate any copyright, other intellectual property right, personal, proprietary, statutory, privacy or any other right of any person or entity.
3. The Authors further represent and warrant that: [SELECT AND COMPLETE ONE APPLICABLEBOX]  
they are the sole authors and owners of the Work and of all copyrights and other rights pertaining to the Work, and are fully authorized and able to grant AMTA the rights hereunder; or  
they are the sole authors of the Work and all the Authors contributed to the Work within the scope of performing their official duties as employees of U.S. state or federal government ("U.S. Government"), and therefore the Work is not eligible for copyright protection in the U.S., however nothing restricts AMTA from exercising the rights granted to it hereunder; or  
they are the sole authors of the Work, and all Authors contributed to the Work within the scope of performing their official duties as employees of the British or British Commonwealth Government, and accordingly the Work is subject to Crown Copyright, however AMTA has the right to publish, distribute, adapt, modify, display, and perform the Work in any format or media.
4. The Authors further represent and warrant that there are no, encumbrances, prohibitions, restrictions, or limitations on the rights hereby granted to AMTA, and that any third-party material (e.g., charts, graphs, photographs, artwork, or excerpts from publications or statements) incorporated in the Work is done so with full attribution to and written authorization from the applicable third-party author.
5. If the Work was created by Authors in the course of employment with the Authors' respective employers, then the Authors further represent and warrant that they are fully authorized by their employers to grant and assign the rights and releases herein granted. If an Author does not have such express authorization from his/her employer, then such employer must sign this form as "Author".

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Unless to the extent prohibited by applicable law, the Authors agree to indemnify and hold harmless AMTA from any damage, liability, or expense that AMTA or its affiliates may incur because of a breach of any of the representations or warranties above.

### AUTHOR SIGNATURES

This form may be signed by Authors in counterparts, each of which will be combined with the other and constitute one complete document. By his/her signature below, each Author certifies that he/she is over the age of 18, is fully authorized to sign this grant and release form and agrees to be bound by its terms.

#### AFFILIATIONS AND ADDRESSES FOR ALL AUTHORS

<b>Primary Author</b> Name: _____ Email: _____ Phone: _____ Company: _____ Signature: _____ Date: _____	<b>Co-author #1</b> Name: _____ Email: _____ Phone: _____ Company: _____ Signature: _____ Date: _____
<b>Co-author #2</b> Name: _____ Email: _____ Phone: _____ Company: _____ Signature: _____ Date: _____	<b>Co-author #3</b> Name: _____ Email: _____ Phone: _____ Company: _____ Signature: _____ Date: _____

#### **Primary Author/Speaker Bio:**

#### **INFORMATION REGARDING THE WORK**

##### **Presentation Title:**

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##### **Presentation Abstract:**

**Three Key Words (please provide three keywords/phrases (2-3 words long) that best represent the content of your material)**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Workshop Date: \_\_\_\_\_

Workshop Name and

Location: \_\_\_\_\_



## Financial Practice Policy

Policy Number	AMTA-004
Document Title	Financial Practice Policy
Revision Date	23 December 2024
Approved/Effective Date	23 December 2024
Notes:	Updated to confirm Board travel reimbursement applies to ground transport and added details for acceptable payment methods.

**AMTA-004-03**

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## **1 Supplemental**

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition).

## **2 Records And Reports**

### **2.1 Maintenance of Corporate Records**

The Corporation shall keep:

- (a) Adequate and correct books and records of account; and
- (b) Minutes of its Board of Directors, Committees of the Board and all Standing Committees.

All such records shall be kept at the Corporation's principal executive office, , at its principal business office or the designated office of the Secretary.

#### **Maintenance and Inspection of Articles and Bylaws**

The Corporation shall keep at its principal offices the original or a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by the members at all reasonable times during normal business hours.

### **2.2 Inspection by Directors**

Every Director shall have the right at any reasonable time to inspect any/or all books, records and documents and physical properties of the Corporation and each of its subsidiary corporations. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents at the Director's own expense.

### **2.3 Annual Report**

- (a) Following the Annual Audit, an Annual Report shall be prepared by the Treasurer, assisted by the Chair of the Audit Committee, and the report shall be sent to the Board of Directors, including to the President and the Executive Director. This report shall contain the following information in reasonable detail:
  - (i) The assets and liabilities, including all financial accounts and trust funds, of the Corporation as of the end of the fiscal year.
  - (ii) The principal changes in assets and liabilities, including all financial accounts and trust funds, during the fiscal year.
  - (iii) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

- (iv) The expenses or disbursements of the Corporation, for both unrestricted and restricted purposes, during the fiscal year.
- (v) Any other information as required by AMTA's Bylaws and/or Policies.
- (vi) Any transaction(s) during the previous fiscal year involving more than fifty thousand dollars (\$50,000) or which was one or a number of transactions with the same person involving in the aggregate more than fifty thousand dollars (\$50,000) in which the Corporation, its parent or its subsidiary was a party, and in which either of the following had a direct or indirect financial interest:
  - Any Director or officer of the Corporation, its parent or subsidiary (a mere common Directorship shall not be considered such an interest); or
  - Any holder of more than ten percent (10%) of the voting power of the Corporation, its parent or its subsidiary;
- (vii) Any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or Director of the Corporation and in accordance with the Bylaws.

(b) The report required by this Section shall be accompanied by any report thereon of independent certified public accountants.

## 2.4 Document Retention And Destruction

The objective of this section is to clarify retention and destruction procedures for records and materials of AMTA. This policy is designed to ensure AMTA's compliance with federal and state laws and regulations, and to prevent the accidental destruction of records in order to avoid fines or penalties and the spoliation of evidence in potential litigation.

AMTA shall maintain books and records in accordance with best practices, to comply with regulatory requirements and to protect the assets of AMTA. Records retained can be in the form of original documents, microfiche or digital. As a minimum, the following record retention schedule shall be used:

Record	Retention Period	Classification
Accounts receivable reports	7 years	Accounting

Record	Retention Period	Classification
Accounts payable reports	7 years	Accounting
Auditors' reports/work papers	Permanent	Accounting
Bank deposit slips	7 years	Accounting
Bank statements, reconciliations	7 years	Accounting
Budgets	7 years	Accounting
Cancelled checks	7 years	Accounting
Cash disbursements journal	Permanent	Accounting
Cash receipts journal	Permanent	Accounting
Depreciation records	Permanent	Accounting
Employee expense reports	7 years	Accounting
Volunteer expense reports	7 years	Accounting
Independent contractor expense reports	7 years	Accounting
Employee payroll records (W-2, W-4, annual earnings records, etc.)	7 years	Accounting
Financial statements (annual)	7 years	Accounting
Membership applications and renewals and dues remittances	7 years	Membership and Registration
Membership qualifications documentation	3 months following Approval	Membership and Registration
Registration applications and remittances	7 years	Membership and Registration
Election ballots	7 years	Membership and Registration
Claims and litigation files	7 years	Miscellaneous Legal
Copyright, patent and trademark registrations	Permanent	Miscellaneous Legal

Record	Retention Period	Classification
Applications	1 year	Personnel
Employee earnings/payroll records	7 years	Personnel
Employee files	Permanent	Personnel
Employee pension records, including service, eligibility, personal information, pensions paid	Permanent	Personnel
Employment contracts	7 years	Personnel
Garnishments	7 years	Personnel
Government reports	7 years	Personnel
Pension, profit-sharing plans	Permanent	Personnel
Time cards/sheets	7 years	Personnel
Income tax returns and cancelled checks (federal, state and local)	Permanent	Tax
Payroll tax returns	Permanent	Tax
Sales and use tax returns	Permanent	Tax
Supporting correspondence and notes re patents, copyrights, licenses, agreements, bills of sale, permits, liabilities, etc.	Permanent	General
Email communications	6 months	Electronic
Financial statements (interim/internal)	7 years	Accounting
General journal or ledger	Permanent	Accounting
Inventory lists	Permanent	Accounting
Invoices	7 years	Accounting
Payroll journal	7 years	Accounting
Petty cash vouchers	7 years	Accounting

Record	Retention Period	Classification
Annual Report (State of Florida)	Permanent	Corporate Records
Bylaws	Permanent	Corporate Records
IRS Determination Letter	Permanent	Corporate Records
Application for Tax-Exempt Status	Permanent	Corporate Records
Contracts	7 years	Corporate Records
Minutes (board of director meeting)	Permanent	Corporate Records
Minutes (executive board and committees with board authority)	Permanent	Corporate Records
Qualifications to do business	Permanent	Corporate Records
Accident reports	7 years	Insurance
Insurance claims	7 years	Insurance
Insurance policies	Permanent	Insurance

### 3 *Investment*

#### 3.1 Purpose

The purpose of this Investment Policy (referred to as “POLICY” herein) is to establish the philosophy, guidelines, and investment objectives for managing the cash, cash equivalents, and/or investments (“FUNDS”) of AMTA.

#### 3.2 Responsibility

The Board of Directors has ultimate responsibility for managing the FUNDS under this POLICY.

In accordance with the Bylaws, the Board shall elect a Treasurer as one of the officers of AMTA and shall delegate portions of its responsibility regarding this investment policy to the duly elected Treasurer who shall administer and direct the FUNDS in accordance with the Bylaws, the Policies and this POLICY.

The Treasurer may retain, with the prior approval of the Board of Directors, the services of an investment manager to assist the Treasurer, Executive Committee, or the Board of Directors on matters related to investment FUNDS.

The Treasurer may also coordinate support from the AMTA Executive Director and/or the AMTA Administrative Coordinator as it relates to this POLICY including, but not limited to, communications, review and recommendations and the purchase of assets related to this.

### 3.3 Amendments and Review

This POLICY and its goals, objectives and guidelines will be reviewed periodically by those identified herein as having responsibility and may recommend revisions to the Board if deemed prudent.

### 3.4 Objectives and Investment Guidelines

The FUNDS are to be allocated and/or invested with the same care, skill and diligence that a prudent investor would exercise in investing institutional endowment funds. The primary objectives of the management of FUNDS under this POLICY are to:

- provide sufficient liquidity of FUNDS necessary to satisfy AMTA cash flow requirements;
- manage risk levels in a manner that protects the value of the principal;
- maximize protection of the principal under FDIC guidelines, where possible;
- increase the value of invested FUNDS to keep pace with inflation, net of investment fees;
- accommodate reasonable concentration in any one issue, issuer, industry, or geographic area as long as the concentration does not interfere with the objectives of this POLICY; and
- avoid high level risk, high volatility, and/or low quality rated investments.

### 3.5 Time Horizon

The FUNDS investment objectives and strategic asset allocation are based on a short-term time horizon for certificates of deposit (CDs) this is defined as minimum of six months and a maximum of three (3) years. For municipal bonds, this is defined as a maximum of five (5) years.

### 3.6 Risk Tolerance

Because of its short-term time horizon, the FUNDS can tolerate minimal fluctuations in market value and rates of return in order to achieve the POLICY objectives.

### 3.7 Prohibited Investments

The FUNDS shall not be invested in any stock(s), and/or bond(s), and/or other financial investments of any individual companies or organizations, private placement, restricted stock or other illiquid issues, commodities, futures, arbitrage and other uncovered options, and shall not engage in short sales, margin transactions or other similar specialized investment activities.

### 3.8 Standard Asset Allocation and Diversification

The FUNDS shall be managed to provide short-term growth of principal and income without undue exposure to risk.

The FUNDS may be invested in fixed income, municipal bonds, certificates of deposit, money market accounts, and cash equivalents based upon an acceptable asset mix that is conducive to participation in rising markets, while permitting protection in falling markets. The FUNDS may not be invested in any Member company/agency accounts, stocks, or bonds.

The target allocations shall be reviewed at least annually by the Treasurer in coordination with the investment manager(s), the Executive Director, and/or the Board of Directors to reflect a prudent response to current market conditions and/or to make decisions related to any maturing FUNDS.

### 3.9 Investment Manager Tenure

The Board reserves the right to terminate relationships with participating Investment Managers at any time and reserves the right to remove control of any assets, in part or in whole, from any manager.

### 3.10 Audit Committee

In accordance with AMTA Bylaws, the Audit Committee shall be charged with evaluating and recommending to the Board of Directors an auditor to be engaged by the Board to perform an annual audit of the AMTA's financial statements. The Audit Committee's mission is to review the books and records of AMTA including checking balances in the account with the statements of the Treasurer. The Audit Committee shall also review the results of the auditor's work and solicit comments on management's financial practices. The Audit Committee shall meet with the auditor and staff to review its report and meet with the auditor independently of staff at the Audit Committee Chair's discretion.

This audit and report are to be completed within six (6) months after the Corporation's books are closed at the end of each fiscal year. Audit procedures are to be conducted every year. The AMTA Board of Directors has directed that an audit be performed for the financial wellbeing and in conjunction with the annual tax filings.

The Audit Committee shall be given the IRS Form 990 and audit documents two weeks prior to the deadline for tax submittal and at least one week before the Audit Committee's annual meeting with the contracted audit firm. This timing is to provide the Audit Committee with sufficient time for their review of the documents and appropriate signatures on the annual tax return(s) in order to meet filing deadlines. If this time frame cannot be met, the contracted accounting firm will be notified to file an extension for the tax return.

## **4 Reimbursement**

### **4.1 Board Travel Reimbursement**

This AMTA Board Travel Reimbursement Policy entitles qualified Board Members to seek reimbursement for the cost of a round-trip travel and up to two nights' accommodation at the host hotel (at the discounted group rate) for the specific purpose of attending an AMTA Board Meeting. Reimbursement of expenses is contingent upon the requestor's attendance of the entire Board Meeting. Qualified Members seeking reimbursement must provide receipts documenting expenses to the AMTA Executive Director.

For the avoidance of doubt round-trip travel expenses means the following:

- Economy class advanced-purchase tickets<sup>12</sup>. Each qualified Member has an annual reimbursement limit of \$2,500, subject to the availability of funds remaining in the program. The annual limit is based on the calendar year, January 1 through December 31.
- Ground transport should be in the standard/regular class of service.
- Fuel for personal vehicle transportation is a permissible expenses when the distance to the Board meeting is less than 150 miles. Under no circumstances can the personal vehicle claim exceed IRS mileage rates.

The maximum annual budget to cover the expenses under this program is \$20,000.

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<sup>1</sup> As a not-for-profit organization it is important that AMTA minimize travel costs. Advance purchase tickets are typically 10-21 days prior to travel depending on the airline; please ensure you comply with the requirements of the airline. Rail and bus advance purchase can sometimes be same-day purchase prior to boarding; again please check with the company. Rail and bus travel should not be first class.

<sup>2</sup> <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Reimbursement under this policy will be based on a first-come, first-served basis until the annual program budget limit has been distributed. At that time, AMTA reserves the right to deny any additional claims for the calendar year. It is the responsibility of eligible Board members to determine in advance if monies are available to satisfy their reimbursement claims.

#### 4.2 Staff/Contractor Expense Approval & Reimbursement

This Policy applies to all staff and contractors incurring expenses on behalf of AMTA and defines consistent practices that balance the association's need for cost effectiveness and the need for service and support.

Appropriate documentation must be submitted for reimbursement within 10 days, including identification of all expenses individually with detailed receipts. Receipts are required for expenses over \$5 (except for tips where a receipt is not provided and reimbursed mileage). Credit card charge slips alone do not represent adequate supporting documentation.

All expenses, reimbursable as well as those charged directly to AMTA (via credit card or otherwise) must be included on a monthly expense report submitted for review and approval. AMTA may use an independent third-party expense management platform to manage expense reimbursement, record the approval process and reconcile amounts due for reimbursement or payment to third parties (such as AMTA's bank or credit card providers). Expense reports will typically be timed to coincide with the either any AMTA credit card statement or the calendar month. For staff with AMTA credit cards a combined expense report will be submitted showing the total expenses for the period as well as sub-totals for those charged directly to AMTA's credit card and those paid for by Staff/Contractor which requires reimbursement.

- **Event Expenses:** Expenses related to planned events are defacto approved when the event's budget is approved and it is authorized by the Board and/or the Tech Transfer Committee. Most expenses in this category are minor costs which must comply with the general travel expense requirements of this policy. Major expenses such as hotel room block agreements, F&B costs or bus transportation (for events, tours etc) are typically covered by contracts which are reviewed and executed by an Officer of the AMTA.
- **Recurring Expenses:** Subscriptions, long-term rentals and service agreements which are paid via an AMTA credit card are subject to the same reporting and approval requirements as all other expenses.

- **Meals:** Total meal and incidental charges per day should be reasonable. For the avoidance of doubt the GSA per diem rates<sup>3</sup> are considered reasonable -. Travelers are eligible for breakfast if they leave before 8:00 am; lunch if they leave before 12:00 pm; and dinner if they leave before 5:00 pm.
- **Tips:** Reasonable tips will be reimbursed up to the maximum below:
  - Restaurant - 20% of total cost (must be documented on bill or credit card receipt)
  - Bell person - \$1/bag
  - Taxis and rideshare – up to 20 % of total cost
  - Maid - \$1-\$2/per night
  - Doorman - \$1-\$2 for helpful service
  - Room service - Up to 20% unless a specific amount is required by the hotel
- **Air travel** should be at coach class. Travelers are expected to book the lowest logical airfare. A higher class of air travel will not be reimbursed pre-approved.
  - Membership in an airline flight club is not reimbursable.
  - Cost of flight insurance is not reimbursable.
  - Cost of upgrade certificates is not reimbursable.
  - Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e. the Association will not reimburse for the personal legs of a trip). If a portion of the airfare is for personal travel, the employee should provide a computation of what the airfare would have been without the personal portion of the airfare.
- **Airport parking** will only be reimbursed when long-term parking is used.
- **Personal vehicle mileage** will be reimbursed at the standard federal rates in effect as published each year by the IRS. Employees should have a driver's license, the minimum insurance required under state law and current proof of insurance in their possession while operating a vehicle on company business. Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for liability any damage to their vehicle.
- **Auto rental:** Rental cars will only be permitted when mileage becomes prohibitive for shuttles, taxi, ride-share or other public transportation, or when a vehicle is needed and approved to support an event. When utilizing a rental car, a midsize

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<sup>3</sup> <https://www.gsa.gov/travel/plan-book/per-diem-rates>

or smaller car is reimbursable. Approval of a larger vehicle is required in advance and only if necessary for business purposes.

- If a larger vehicle is desired but not needed, then the difference is the responsibility of the traveler.
- Traffic or parking violations while using a rental car or a personal vehicle for business purposes are not reimbursable.
- If an employee is involved in an accident in a rental car, all forms required by the rental agency should be completed.
- Driver must have a valid driver's license and proof of insurance.
- Driver should accept the "Loss Damage Waiver" so that any damage to the rental car is covered with no deductible.

  

- **Hotels:** Staff and contractors should stay in an event-host hotel if one is available or a complimentary hotel if traveling for non-event reasons. When there isn't an event-host hotel, the traveler should choose a hotel that does not exceed GSA per diem rates - [Per Diem Rates Look-Up | GSA](#)). Prior approval is needed to stay in a hotel that is over GSA per diem rates for the location and date of travel.
- **Airline miles and hotel reward points:** Airline miles and hotel award points earned during AMTA travel are accumulated for the benefit and use of the traveller..

A comprehensive expense management software platform shall be utilized to streamline expense reporting, approvals, and reimbursements. The platform must incorporate a robust approval process with customizable multi-level workflows to ensure that expenses are reviewed and approved by the right individuals. A detailed audit trail, capturing every action taken on an expense report—from submission to approval, and any modifications must be included to ensure transparency and accountability.

The expense management approval workflow as a minimum must incorporate the following approvals:

- Executive Director approved by the Treasurer
- Admin Staff approved by the Executive Director

## 5 Authorization

In the course of business, the Executive Director has the following approval limits:

### 5.1 Planned and budgeted expenses

The Executive Director is authorized to approve and execute payments of any amount that are explicitly itemized and approved in the approved annual budget (latest revision).

### 5.2 Unplanned expenses

The Executive Director is authorized to approve and execute payments of any unforeseen and unplanned amounts up to a maximum of \$5,000.

Amounts of \$5,000-10,000 require that the Executive Director must first obtain the approval of the Treasurer. If the Treasurer is not available then any member of the Executive Committee may substitute.

Amounts over \$10,000 require that the Executive Director first obtain the approval of the Executive Committee.

## **6 Revenue**

AMTA's revenue comes from Advertising, Event Registration, Membership Dues, and Sponsorship.

### **6.1 Advertising**

AMTA offers advertising on its website and in a periodical newsletter. Advertising may be one time or on a repetitive, recurring basis. Payment terms are clearly defined with each advertiser are generally non-refundable and due upon invoicing. Further details of available Advertising options are available in AMTA-007 Sponsorship policy, latest edition.

### **6.2 Event Registration**

AMTA accepts, and prefers, online credit card payments for events. Checks drawn on a US bank and provided for advanced registration will be accepted. Generally checks are not accepted for walk-up registrations. Walk-in registrations should be completed via credit card utilizing an online payment URL.

Registrations for an in-person event may be cancelled for a refund with some conditions; see Section 7.6 Refunds for more details. .

Registrations for on-line events are non-refundable.

### **6.3 Membership Dues**

AMTA will accept credit card payment or checks drawn on a US bank. New membership benefits do not begin until payment has been received.

Renewal memberships are generally invoiced 2-4 weeks prior to expiration on a net-30 basis. For administrative purposes AMTA may operate an In-Grace period during which elapsed memberships still receive benefits; this is purely for AMTA's benefit, is not guaranteed and if provided it is provided universally.

Members are not obligated to renew therefore at some point, convenient to AMTA, the association may choose to cancel unpaid renewal invoices.

### **6.4 Sponsorship**

AMTA offers advertising on its website and in a periodical newsletter. Advertising may be one time or on a repetitive, recurring basis. Payment terms are clearly defined with each advertiser are generally non-refundable and due upon invoicing. Sponsorship options may vary annually and are generally outlined in AMTA-007 Sponsorship policy.

## 7 *Payment Processing*

In the course of business AMTA may collect payments in the form of checks, via credit card/eCheck, or when pre-approved for corporate members (Division 1 or 2) via ACH (Automated Clearing House). **Cash payments are not accepted by AMTA.**

Information gathered by AMTA in the process of accepting payments will be compliant with AMTA's Privacy and Data Security Policy (AMTA-006-current revision).

### 7.1 *Check payment*

AMTA will accept checks drawn on a US bank and presented for payment in person or when mailed to the current mail address for AMTA. Checks will normally be immediately deposited with AMTA's bank, normally via a mobile check deposit feature. Although it may be immediately posted to the profile/account of the payor in AMTA's records the amount is not considered paid until the funds have cleared and are available in AMTA's account. Insufficient funds or similar check payment issues shall result in AMTA charging a fee commensurate with current market prices for such fees.

### 7.2 *Credit card and eCheck*

AMTA may utilize a third party processing service, such as Authorize.net, to accept credit card payments and to facilitate the acceptance of eChecks. When using such a service AMTA does NOT retain any credit card or banking information and is only provided with auditable transaction data confirming the payment has been processed.

### 7.3 *Automated Clearing House (ACH)*

With the approval of the Executive Director or Treasurer an organization member (Division 1 or Division 2) may be authorized, in advance to pay via ACH. In such case records of the approval must be kept in AMTA's profile records for the organization and the organization's profile must be clearly flagged as "ACH Approved".

### 7.4 *Authorization to access the third party payment processing service*

Access to the third-party payment processing service is required to perform various administrative functions and with varying degrees of permission. The recommendations of the payment processing provider are followed when setting permissions which may be restricted by the number of options and types of user offered. The user type and level of permissions must best match the users administrative needs and err on the side of protecting AMTA.

Since August 2023 each user has had a unique login profile with the credit card processor so that actions are traceable, attributable and auditable. For the avoidance of doubt a shared master login is NOT to be used. Two-factor authentication (2FA) should be in place for each individual profile.

- Executive Director shall be the Account Owner which by default has full permissions. The Executive Director shall be responsible for the primary care of anti-fraud and related settings for the payment processing profile (following the recommendations of the provider).
- Accounting/bookkeeping shall have Account Administrator privileges to be able to audit transactions, download transactions into Quickbooks, resolve issues and reverse transactions if necessary
- Database/IT shall have Account Administrator privileges for a restricted set of functions to allow API interaction between AMTA's database/website and the payment processor.
- Admin Staff shall have Transaction Manager profile allowing them to review, process and reverse transactions as necessary

**Account Administrator Profile**

Carrie Anne Kelly

Login ID: [AMTAcarrie01]  
User Role: Account Administrator  
Title: CPA  
User Status: Active | Active Since: 08/30/2023 | Creation Date: 08/30/2023

Phone: 85050909818  
Mobile: 8505090918  
Email: carrieanenjenkins@gmail.com

**Profile and Security Settings**

[Edit Profile Information](#)

**User Permissions**

**PERMISSIONS KEY**

- ✓ User has permission
- ✗ User does not have permission

**Transaction Processing Permissions**

- ✓ **Create charge transactions**  
Charge a credit card or bank account
- ✓ **Create refund transactions**  
Refund a credit card or bank account
- ✓ **Update unsettled transactions**  
Void transactions, submit previously authorized transactions for capture, approve or decline FDS transactions
- ✓ **Manage CIM profiles**  
Add, edit and delete CIM profiles

**Settings Permissions**

- ✓ **Edit transaction format settings**  
Edit batch file upload, cut-off time, Simple Checkout, time zone, Virtual Terminal, payment form, receipt page, Verified Merchant Site, payment method, and email receipt settings
- ✓ **Update transaction security settings**  
Update transaction key and password, password-required mode, test mode, processor configuration, MD5 hash, and WebLink settings and enable/disable file upload capabilities
- ✓ **Edit basic fraud settings**  
Edit Basic Card Code Verification (CCV) and Basic Address Verification Service (AVS) settings
- ✓ **Edit AFDS settings**  
Edit AFDS filter settings, Enhanced Card Code Verification (CCV), Enhanced Address Verification Service (AVS) and Internet Protocol (IP) tools
- ✓ **Manage mobile devices**  
Allow user to manage mobile devices within Merchant Interface.
- ✓ **Accounting Services Settings**  
View and update the StartSyncDate for Accounting Services
- ✓ **Accounting Services Dashboard**  
Access to Accounting Services dashboard
- ✓ **QuickBooks Download**  
Access to the classic QuickBooks download

**Account Level Permissions**

- ✓ **Update business information**  
Edit credit card and bank account billing information and business contact information
- ✓ **View account finances**  
View account statements, fee definitions, and risk profile
- ✓ **View/download eCheck.Net NOC reports**  
View and download eCheck.Net NOC reports

**User Management Permissions**

- ✓ **Manage account users**  
Add, edit, and delete users and permissions and unlock users

**Account Administrator Profile**

Jason Sanders

Login ID: [GoLiveAMTA2023]  
User Role: Account Administrator  
Title: Database Guru  
User Status: Active | Active Since: 09/26/2023 | Creation Date: 09/25/2023

Phone: 3522382777  
Mobile: 3522382777  
Email: jason@go-live-solutions.com

**Profile and Security Settings**

[Edit Profile Information](#)

**User Permissions**

**PERMISSIONS KEY**

- ✓ User has permission
- ✗ User does not have permission

**Transaction Processing Permissions**

- ✓ **Create charge transactions**  
Charge a credit card or bank account
- ✓ **Create refund transactions**  
Refund a credit card or bank account
- ✗ **Update unsettled transactions**  
Void transactions, submit previously authorized transactions for capture, approve or decline FDS transactions
- ✓ **Manage CIM profiles**  
Add, edit and delete CIM profiles

**Settings Permissions**

- ✓ **Edit transaction format settings**  
Edit batch file upload, cut-off time, Simple Checkout, time zone, Virtual Terminal, payment form, receipt page, Verified Merchant Site, payment method, and email receipt settings
- ✓ **Update transaction security settings**  
Update transaction key and password, password-required mode, test mode, processor configuration, MD5 hash, and WebLink settings and enable/disable file upload capabilities
- ✓ **Edit basic fraud settings**  
Edit Basic Card Code Verification (CCV) and Basic Address Verification Service (AVS) settings
- ✓ **Edit AFDS settings**  
Edit AFDS filter settings, Enhanced Card Code Verification (CCV), Enhanced Address Verification Service (AVS) and Internet Protocol (IP) tools
- ✗ **Manage mobile devices**  
Allow user to manage mobile devices within Merchant Interface.
- ✗ **Accounting Services Settings**  
View and update the StartSyncDate for Accounting Services
- ✓ **Accounting Services Dashboard**  
Access to Accounting Services dashboard
- ✗ **QuickBooks Download**  
Access to the classic QuickBooks download

**Account Level Permissions**

- ✗ **Update business information**  
Edit credit card and bank account billing information and business contact information
- ✗ **View account finances**  
View account statements, fee definitions, and risk profile
- ✗ **View/download eCheck.Net NOC reports**  
View and download eCheck.Net NOC reports

**User Management Permissions**

- ✗ **Manage account users**  
Add, edit, and delete users and permissions and unlock users

Transaction Manager Profile Help

Nicole Zimmerman  
 Login ID: [AMTAnicole1]  
 User Role: Transaction Manager  
 Title: Events Coordinator  
 User Status: Active Active Since: [REDACTED] Creation Date: 09/06/2024

Profile and Security Settings Edit Profile Information

User Permissions Edit Permissions

**PERMISSIONS KEY**

- User has permission
- User does not have permission

**Transaction Processing Permissions**

- Create charge transactions**  
Charge a credit card or bank account
- Create refund transactions**  
Refund a credit card or bank account
- Update unsettled transactions**  
Void transactions, submit previously authorized transactions for capture, approve or decline FDS transactions
- Manage CIM profiles**  
Add, edit and delete CIM profiles

**Settings Permissions**

- Accounting Services Dashboard**  
Access to Accounting Services dashboard
- QuickBooks Download**  
Access to the classic QuickBooks download

**Account Level Permissions**

- View account finances**  
View account statements, fee definitions, and risk profile
- View/download eCheck.Net NOC reports**  
View and download eCheck.Net NOC reports

## 7.5 Authorization to access banking, merchant and credit card accounts

Online access to banking, merchant services and credit card accounts is required to perform various administrative functions including account reconciliation and to provide transparency and visibility. During 2024 AMTA consolidated banking, merchant services and credit cards under one umbrella with Chase.

Access to the online access to these Chase services follows the recommendations and access structure provided by Chase with the following key features:

- Each user must have a unique login profile set up with two factor authentication
- Each profile must use a unique two factor method (e.g. not a shared email address)
- The Owner/Authorized User shall be the Executive Director.
- The Executive Director shall create sub-user accounts to provide read-only access and third-party software access for the accountant.
- The Executive Director shall create sub-user accounts to provide read-only access for other admin staff as deemed necessary
- The Executive Director shall create sub-user accounts to provide read-only access and the ability to access for the President and Treasurer.
- The Executive Director shall NOT request additional credit cards be issued without the express written permission of the Treasurer.
- The user and sub-user account permissions are subject to Audit review

## 7.6 Refunds

From time to time there may be a need to refund a payment that has been made to AMTA by a member or non-member<sup>4, 5, 6</sup>. The following policy and procedures define the conditions required for refunds and related charges/fees. Refunds will be made via the same method as the payment was made.

Whenever possible refunds to credit card payments shall be made via the payment processor as a refund related to the original purchase transaction. If, due to timing or payment processor policy, a separate transaction must be made then the notes/memo should explicitly reference the original payment.

Late fees or similar surcharges are non-refundable.

Downloads are non-refundable [if a link did not work AMTA will find another way to get the relevant file to the purchaser]

Late cancellations for in-person events have a cancellation fee to cover committed costs (such as F&B minimums)<sup>7</sup> and administrative processing.

### 7.6.1 Cancelling in-person event registration

Cancellations prior to two weeks before any in-person event are subject to a \$25 administrative processing fee. Closer to the event there may be additional fees to cover other unavoidable costs such as F&B charges from the event venue,

- There is a cancellation fee equal to 25% of the one-day registration paid, or \$75 whichever is greater.
- There is a cancellation fee equal to 25% of two-day registrations paid or \$125 whichever is greater.

The period during which additional cancellation fees apply is venue, and venue-contract, specific but typically these fees arise within two weeks prior to the event.

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<sup>4</sup> Memberships are non-refundable

<sup>5</sup> Late event registrations are non-refundable

<sup>6</sup> No-show for in-person events is non-refundable

<sup>7</sup> Late cancellation is generally after the date by which AMTA has to commit head-count to the hosting establishment





## Membership Policy

Policy Number	AMTA-005
Document Title	Membership Policy
Revision Date	26 September 2025
Approved/Effective Date	26 September 2025
Notes:	Updated to reflect webinar benefits. This supersedes any and all prior policies on this topic.

**AMTA-005-05**

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## 1.1. Supplemental

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition).

## 1.2. MEMBERSHIP DIVISIONS

### Divisions, Subdivisions & Dues

The Board has established the following AMTA membership divisions, subdivisions, and dues, as shown in Table1). The membership Divisions are outlined in detail in AMTA's Bylaws but a concise summary follows:

#### **Division 1: Public Agencies, Operating Entities, End Users, and Regulators**

Agencies, Organizations and/or entities that own/operate, use and/or regulate, one or more installations that provide treatment of water, wastewater, or process streams, or are considering one or more of those services, and are interested in the mission of AMTA.

#### **Division 2: Manufacturers and Consulting Firms**

Organizations or individuals that furnish equipment, material, and/or professional services for membrane treatment of water, wastewater, or process streams.

#### **Division 3: Individuals**

Individuals interested in the mission of AMTA including academics, students and others. The Board reserves the right to offer discounted or no-cost memberships to certain subdivisions but are not obligated to continue any such policy.

The Board may also elect to make certain subdivision memberships have no voting rights, a policy which may also change at the discretion of the Board.

Individuals may join AMTA as student members after submitting acceptable proof they are enrolled as a full-time student. For the avoidance of doubt AMTA follows the IRS definition<sup>1</sup> of full time student. Student members may enjoy benefits such as being eligible for Fellowship Programs which may be offered by AMTA's Board.

Individuals may join AMTA as a **Recent Graduate** member if they have completed and graduated from being a Full Time Student. Recent Graduates are not required to have previously been a Student Member. Recent Graduate Membership can only apply for one membership-year.

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<sup>1</sup> To qualify as a student, the person must be, during some part of each of any five calendar months of the year: A full-time student at a school that has a regular teaching staff, course of study, and a regularly enrolled student body at the school, or A student taking a full-time, on-farm training course given by a school described in (1), or by a state, county, or local government agency. The five calendar months do not have to be consecutive. This information is found in the Personal Exemptions and Dependents chapter of Publication 17, Your Federal Income Tax.



The Board may designate individuals who have provided distinguished service to AMTA and/or membrane technology to be **Honorary Members**. Each Hall of Fame awardee shall be granted lifetime honorary membership for as long as they choose to accept that membership. Director Emeritus members shall be included in this division. The Board may designate additional members in this sub-division, such as Chats-with-Pioneer interviewees. The Board may appoint individuals to be Appointed Members who shall not be charged annual dues. Examples of Appointed Members include but is not limited to staff, members of the media, and representatives of certain industry organizations or associations. There shall be no more than twenty-five (25) Appointed Members at any time.

### 1.3. Dues

<u>Div.</u>	<u>Description</u>	<u>Entity Dues</u>	<u>Member Dues</u>	<u>Total Annual Dues</u>	<u>No of Members</u>	<u>Voting Rights</u>	<u>Dues per addtl. member</u>
1A	Large Utility (population > 300,000)	\$225	\$300	<b>\$525</b>	5	Y	\$60
1B	Medium Utility		\$240	<b>\$465</b>	4	Y	
1C	Small Utility (population < 10,000)		\$60	<b>\$405</b>	3	Y	
1D	Non-Utility End User	\$225	\$375	<b>\$600</b>	3	Y	\$125
1E	Regulatory Agency	\$100	\$225	<b>\$325</b>	3	Y	\$75
2A	15+ Members	\$1,100	\$1,875	<b>\$2,975</b>	15	Y	\$125
2B	10 to 14 Members	\$750	\$1,350	<b>\$2,100</b>	10	Y	\$135
2C	5 to 9 Members	\$500	\$700	<b>\$1,200</b>	5	Y	\$140
2D	1 to 4 Members	\$225	\$70	<b>\$295</b>	1	Y	\$145
3A	Individuals		\$225	<b>\$225</b>	1	Y	
3B	University/College Professors		\$0	<b>\$0</b>	1	N	
3C	Operator <sup>2</sup>		\$60	<b>\$60</b>	1	Y	
3D	Student		\$0	<b>\$0</b>	1	N	
3E	Recent Graduates		\$50	<b>\$50</b>	1	Y	
3F	Honorary		\$0	<b>\$0</b>	1	Y	
3G	Appointed		\$0	<b>\$0</b>	1	0	

Table 1

<sup>2</sup> A maximum of two Operator memberships is allowed at the same entity. If more are required the appropriate Division 1 or 2 organizational membership is required.

#### 1.4. Membership Benefits for Division 1 Members

Div 1 Benefit	Notes
<b>Visibility among peers</b>	Only the most advanced water and wastewater facilities incorporate membrane separation in their treatment processes. Network, share information and enhance your utility's knowledge and experience by joining the exclusive and focused AMTA community.
<b>Membrane Facility of the Year</b>	Only AMTA Division 1 members are eligible to be awarded the prestigious Membrane Facility of the Year Award. Join the list of world class facilities that comprise the list of previous recipients.
<b>Service and Product Provider Directory</b>	Access to searchable database of AMTA Division 2 members and the products/services they provide (engineers, manufacturers, etc.)
<b>Discounted membership for staff</b>	Division 1 member organization staff members join at a reduced rate. Your utility membership comes bundled with staff memberships & additional memberships available at a nominal cost.
<b>Discounted Registrations</b>	AMTA member discounts for workshops, Membrane Technology Conference registration and more!
<b>Webinars and online training</b>	Earn CEUs and PDHs as you learn from industry leaders and keep up with the latest technology and best practices
<b>Fact Sheets</b>	Division 1 Members have access to AMTA's full Fact Sheet library.
<b>Digital Library</b>	Division 1 Members have access to AMTA's Digital Library containing thousands of technical papers, presentations & event proceedings.
<b>On-site workshops</b>	Only AMTA Division 1 members are eligible to host technology transfer workshops. Obtain complementary registrations and showcase your facility to your peers.
<b>AMTA's Utility Council</b>	Division 1 utility members will join AMTA's Utility Council. This is a user group focused on utility operations of membrane systems free from non-operating, commercial intrusions. The primary member for each Division 1 utility is a member of the Forum which works with the Division 1 Directors to ensure the needs and interests of utilities are being recognized and met by AMTA.
<b>AMTA's Utility Forum</b>	At each year's MTC conference there will be utility forum organized by the Utility Council and to be attended only by Utility Members of AMTA and AWWA
<b>Advance notice of Workshops</b>	Division 1 members are given advance notice and early registration access to upcoming events and workshops.
<b>Membership plaque</b>	Proudly show off your utility membership with a plaque in your front office. (Starting 2024)
<b>Logo/URL on AMTA's webpage</b>	All Division 1 members will have their logo and a link to their homepage on AMTA's website. (Starting 2024)

## 1.5. Membership Benefits for Division 2 Members

Div 2 Benefit	Notes
<b>Visibility among peers</b>	Those who provide products and services to advanced membrane water and wastewater treatment facilities are an elite group - Network, share information and enhance your company's knowledge and experience by joining the exclusive and focused AMTA community.
<b>Discounted membership for staff</b>	Division 2-member organization staff members join at a reduced rate. Your corporate membership comes bundled with five (5) individual staff memberships with additional memberships available at a nominal cost.
<b>Brand visibility</b>	Only AMTA Division 1 and 2 members have their company affiliation visible during a member search. All Division 1 and Division 2 members have their logo on AMTA's website and a direct link to your "About Us" page. (Starting 2024)
<b>Service and Product Provider Directory</b>	Only AMTA Division 2 members have the visibility that comes with a searchable profile which identifies the products or services which you provide. Your primary contact can update and revise those services allowing other members to find you quickly (Updated 2024QII)
<b>Discounted Registrations</b>	AMTA member discounts for workshops, Membrane Technology Conference registration and more!
<b>Webinars and online training</b>	Earn CEUs and PDHs as you learn from industry leaders and keep up with the latest technology and best practices
<b>Fact Sheets</b>	Division 2 Members have access to the full library of AMTA Fact Sheets
<b>Digital Library</b>	Division 2 Members have access to AMTA's Digital Library containing thousands of technical papers, presentations, and event proceedings.
<b>Workshop presentation</b>	Only Division 1 or Division 2 members are allowed to participate in providing workshop training
<b>Advance notice of Workshops</b>	Division 2 members are given advance notice and early registration access to upcoming events and workshops.

## 1.6. Individual Membership Benefits for all members

Membership in the Corporation brings the privilege of belonging to the premier United States organization dedicated to the application and advancement of membrane filtration and desalting processes for water treatment. Other benefits include: Educational Workshops, Seminars and Conferences

AMTA periodically conducts technical conferences, workshops and seminars, such as membrane technology, legislative and regulatory matters, legal and management issues, funding, regulations, and other important topics. Members are frequently given

the opportunity to attend and/or exhibit at AMTA conferences, workshops and other events at discounted rates.

### Networking and Information Exchange

AMTA provides networking opportunities—regionally, nationally and internationally—between industry and utilities as well as information and experience exchange between members of the membrane industry. Members receive access to information on vital worldwide operating data, groundbreaking water research programs, water user needs, products and manufacturer services.

### Publications and Reports

- “Solutions,” an AMTA newsletter that is generally published quarterly, is available to members to provide information on legislation, regulations, legal matters, projects, management, activities and trends impacting the membrane industry.
- AMTA Technical Fact Sheets, white papers and reports published and distributed by the Association.
- AMTA Digital Library, which contains Papers and Presentations given at AMTA events since 2003.
- Chats with Pioneers, more than 36 AMTA-recorded interviews with pioneers of the membrane industry. Videos and podcasts are publicly available via the AMTA website.
- AMTA members may submit articles for the Corporation’s publications, which are distributed within the membrane and desalination industry.

### Legislative and Regulatory Advocacy

- AMTA strives to be the nation’s leading advocate of membrane technology and desalination and a strong voice for regulatory and legislative issues.
- AMTA leads efforts to remove regulatory obstacles and encourage increased use of membrane filtration and desalting processes for water.
- AMTA represents membrane filtration and desalting interests before the U.S. Congress, state legislatures, state and federal regulatory agencies, other industry organizations and the media when necessary.
- AMTA conducts responses to important legislation and regulations.

- AMTA monitors the development and implementation of state and federal regulations, prepares testimony and comments on issues affecting the industry, discusses and negotiates appropriate changes.
- AMTA directs public education and relations activities, which include interfacing with the media, policy makers, organizations and public officials to promote membrane technology awareness.
- AMTA provides its members with access to related regional and international organizations including:
  - International Desalination Association (IDA)
  - Northwest Membrane Operator Association (NWMOA)
  - South Central Membrane Association (SCMA)
  - Southeast Desalting Association (SEDA)
  - Southwest Membrane Operator Association (SWMOA)

## Membership Directory

The Corporation provides a searchable Directory of the Corporation's members on the AMTA website. This Directory will be available via on-line access at no additional charge to all members in good standing.

## Other Benefits

AMTA attempts to provide members with discounts on all Corporation sponsored conferences, workshops and seminars, exhibitions, trade shows, advertising rates and additional copies of publications.

### 1.7. Other

#### **Non-Member Incentive**

To encourage individuals to join, AMTA's Executive Committee may from time to time approve incentives, discounts or packages combining memberships and event registration.

Membership dues shall be paid annually and will come due on the anniversary date of membership.

## Rejection of New Member Applications

New member applications do not require Executive Committee approval. A membership application may be rejected by the Executive Director.

## New Member Welcome

All new members shall receive an “Email Welcome Message,” which shall include the following information: thanking them for joining AMTA and providing a link to the AMTA Members Only website with clear instructions for first access.. The AMTA Members Only website provides access to AMTA resources, such as the Digital Library, Membrane Technology Fact Sheets, Membrane Water Treatment Facilities, AMTA Newsletters “*Solutions*” as well as the AMTA Membership Listings and availability to search AMTA Members.

## Transfer of Memberships

No member may transfer for value a membership or any right arising from it. All rights of membership cease upon the member's death. Division 1 and Division 2 memberships for all related individuals are for the same duration of the entity's membership.

Upon separation of employment for an individual that is part of a Division 1 or 2 membership the remaining duration of that membership may be assigned, with assistance from AMTA staff, to another individual.

## Procedure For Member Expulsion

Following the determination that a member should be expelled, which would be based on a two-thirds majority vote of the Board, the following procedure shall be implemented:

- A notice shall be sent by mail by prepaid, first class, or registered mail or electronically with confirmation of receipt to the most recent address of the member as shown on the Corporation's records, setting forth the expulsion and the reasons therefor. Such notice shall be sent at least fifteen (15) days before the proposed effective date of the expulsion.
- The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than five (5) days before the effective date of the proposed expulsion.
- The hearing will be held by an ad hoc committee composed of not fewer than three Directors appointed by the President. The notice to the member of his or her proposed expulsion shall state the date, time and place of the hearing on his or her proposed expulsion.
- Following the hearing, the expulsion committee shall decide whether or not the member should in fact be expelled, suspended or sanctioned in some other way.
- The decision of the committee shall be final.



Any person expelled from the Corporation shall receive a refund of dues already paid. The refund shall be prorated to return only the unaccrued balance remaining for the period of the dues payment. The procedures by which this shall be done shall be determined in accordance with the policies adopted by the Board of Directors.



## Privacy and Data Security Policy

Policy Number	AMTA-006
Document Title	Privacy and Data Security Policy
Revision Date	26 April 2024
Approved/Effective Date	9 May 2024
Notes:	Separated from “combined” policy document. This supersedes any and all prior policies on this topic.

**AMTA-006-01**

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## 1. Supplemental

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition).

## 2. Privacy

### Introduction

AMTA acknowledges and respects the privacy of its members, non-members, attendees, sponsors, exhibitors and others interested in the membrane industry who visit the AMTA website. This Policy explains how AMTA collects and processes Personal Data in compliance with applicable U.S. Federal and State laws (Law).

AMTA, a Florida not-for-profit corporation with its headquarters in Florida and no offices in the European Economic Area, is legally bound to follow current U.S. Federal and Florida State laws rather than the European Union General Data Protection Regulation (GDPR). U.S. and Florida law may diverge or converge with GDPR requirements at any point in the future. However many of the sub-systems used by AMTA, such as our bulk email management platform, are currently GDPR compliant. AMTA reserves the right to change this Policy and its privacy practices to comply with such applicable laws, and therefore may not be compliant with the GDPR.

In general, AMTA sets out to follow good industry practice and to the maximum extent practical to consider additional requirements beyond the minimums set by Law.

### AMTA's Data Privacy Contact

AMTA's Administrative Coordinator, is responsible for overseeing questions in relation to this Policy..

If you have any questions or concerns about this Policy, please contact AMTA by phone at 772-469-6797, email [admin@amtaorg.com](mailto:admin@amtaorg.com) or mail to 1811 Englewood Rd #280, Englewood, FL 34223.

### How AMTA Uses Personal Data

AMTA will only process Personal Data, including sharing it with third parties, where:

- Processing is necessary for the performance of a transaction to which Person(s) are a party;
- AMTA is required by law;
- Processing is required to protect Person's interests or those of another person; or
- Processing is necessary for the purposes of AMTA's legitimate commercial interests, except where such interests are overridden by Person's rights and interests.

## Personal Data Collected by AMTA

“Personal Data” is any information that enables AMTA to identify Persons, directly or indirectly, by reference to an identifier such as name, identification number, location data, online identifier or one or more factors specific to Person’s physical, physiological, or social identity.

AMTA may collect and process the following Personal Data:

- Contact information, provided by Persons when corresponding with AMTA by phone, e-mail or otherwise. This includes information provided when participating in discussion boards on AMTA’s website or using other AMTA social media channels and when reporting a problem with AMTA’s website. The information provided may include name, address, e-mail address, phone number, financial information and/or credit card information.
- Membership information, about Person’s membership, including name, contact details such as address, phone number and email address (business or personal), age, job title, government identification numbers (e.g. Operator License, PE License, etc.), year of admission and any other information related to Person’s membership. Membership information may be provided by Person(s) during the registration process, or by an employer on Person’s behalf.
- Payment information, including financial information such as credit/debit card and account numbers used to register or renew membership.
- Purchase information, relating to purchases made by members and non-members, of attendee, exhibitor, sponsorship registration and event participation, material orders, newsletter, website or advertisements either in-person or via AMTA’s website. Purchase information will include financial information as well as information concerning the content and time of the purchase.
- Disciplinary information, relating to ethics/disciplinary programs in which complaints against members are adjudicated, with the result being possible suspension/expulsion from membership. This may include extensive information about a member's business or professional activities, including employment information, and similar information relating to other individuals involved in the investigation, though would usually not include financial information.
- Certification information, relating to certification programs, in which members are granted certification if they meet specified educational/employment experience requirements and/or pass an exam. This may include extensive information about the experience/performance of those certified or accredited. Where the certification concerns institutions or businesses, this may include similar information identifying employees and other members of staff, including volunteers.

## Website and Other Social Media Account(s)

Each time a Person uses AMTA’s website, the current version of this Notice will apply. This Notice is applicable to all AMTA website visitors, registered users, and all other users of our website.

By visiting [www.AMTAorg.com](http://www.AMTAorg.com) or related social media forums (LinkedIn, Twitter, Facebook, Instagram, etc.), Persons acknowledge that they have read and understood the processes and policies referred to in this Notice. For your convenience, our website contains links and references to third-party websites or other online locations which AMTA does not endorse nor control and is not responsible for third-party data and privacy practices.

With regard to each visit to AMTA's website, AMTA may automatically collect the following information:

- Technical and location information, including the Internet protocol (IP) address used to connect the computer or device used to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system, device type (desktop, laptop, tablet, phone, etc.) and platform.
- Information about the site visit, including pages viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call AMTA's customer service number.

AMTA may use non-Personal Data for various business purposes, such as providing customer service, fraud prevention, market research, and website improvements.

### **Personal Data AMTA Collects From Others**

AMTA may receive information about Persons from publicly available and third-party databases or services that provide information about business people that AMTA believes will help the organization identify and provide products and services that may be of interest to Persons.

AMTA will combine this information with information provided to AMTA by Person(s) and information AMTA collect about Person(s). AMTA will use this information and the combined Personal Data for the purposes set out above (depending on the types of information AMTA receive).

### **Personal Data That Person(s) Give AMTA**

AMTA may use Personal Data provided directly to AMTA for the following purposes:

- to carry out its obligations arising from Person's membership, or any other contract entered into between Person and AMTA and to provide Person(s) with the information, products and membership services, or to notify Person(s) about changes to AMTA's membership service;
- to organize events that Person(s) have purchased or registered for, and to provide Person(s) with information, and other materials, relating to the content of the event, the speakers, sponsors and other attendees;
- to provide AMTA's newsletter and other publications;
- to provide information about other events, products and services that AMTA offers, provided that Person(s) have not previously requested this information not be forwarded;

- to provide, or permit selected third parties to provide Person(s), with information about events, products or services AMTA feel may be of interest;
- to ensure that content from AMTA's website is presented effectively for electronic device types; and/or
- to transfer Person's information as part of a merger or formation of a regional affiliate of the association.

### 3. Personal Data That AMTA Shares and Who Can Access

AMTA may share Personal Data for the purposes described in this Notice with:

- a member, attendee, speaker, moderator, sponsor, exhibitor of AMTA;
- partners, suppliers and sub-contractors, for the performance of obligations arising from Person(s) membership, event registration, or any other contract AMTA enter into with them or Person(s) or to provide Person(s) with the information, products and membership services requested from AMTA;
- analytics and search engine providers that assist AMTA in the improvement and optimization of AMTA's website;
- trusted third-party companies and individuals to help AMTA provide, analyze and improve the AMTA website and our membership services (including but not limited to data storage, maintenance services, database management, web analytics and payment processing);
- a third party, if AMTA or substantially all of its assets are merged into or acquired by said third party, in which case Personal Data will be one of the transferred assets.

### 4. Personal Data Security

Although AMTA has security measures to help protect against Personal Data loss, misuse or unauthorized disclosure, AMTA cannot guarantee the security of information transmitted over the Internet.

All information provided to AMTA is stored on secure servers.

Payment information is never stored on AMTA's servers during processing of membership dues, event registration or any other transaction. Payment information is only provided to and visible to the credit card processing service (e.g. Authorize.net). AMTA only receives transaction processing confirmation details which DO NOT INCLUDE CREDIT CARD OR BANK ACCOUNT INFORMATION.

AMTA uses Authorize.net, a well known, trusted, third-party payment gateway service, for processing online payments. All data transmissions between Authorize.net and AMTA's websites are encrypted via SSL technology. AMTA does not store credit card numbers or CVV codes; these are only known to Authorize.net and any banks or financial institutions involved in the transaction.

Some members, vendors and other parties make and receive payments with AMTA via Automated Clearing House (ACH) transactions. ACH is an Electronic Funds Transfer (EFT) service managed

by the US Government Bureau of the Fiscal Service and forms the back-bone of the check and bank transfer payment system. When AMTA receives ACH banking information those details are NOT kept by AMTA but are provided to our bank to facilitate the transaction. ACH details may then be held on the banks servers as encrypted data protected to the requirements of the Bureau of the Fiscal Service in order to facilitate future ACH transfers.

AMTA will only transfer Personal Data to trusted third-parties who provide sufficient guarantees with respect to the technical and organizational security measures governing the processing to be carried out and who can demonstrate a commitment to compliance with those measures.

## 5. Personal Data Are Not Sold

AMTA does not sell Personal Data to third parties however AMTA may share contact information with select third parties under specific, controlled circumstances.

### Training workshops and webinars

Training situations require that participant contact details are provided to various parties for several purposes including:

- Third party services which host the webinar service (e.g. GoToWebinar) to facilitate log-in to the live or replayed webinar
- State or other regulatory agencies who need to know details of the instructors (speakers) and participants in order to approve the provision of Continuing Education Units (CEUs) or Professional Development Hours (PDH).
- The instructors, moderators and sponsors of the workshop or webinar for pre-training planning and post-training follow-up.

### Conferences :

Larger events such as conferences are a special situation where sponsors and exhibitors may want to communicate with attendees and other participants. In such situations AMTA will not share contact details with exhibitors or sponsors. Lists containing names and company affiliations of attendees may be shared. AMTA and any co-organizing parties may offer to coordinate email campaigns on behalf of sponsors or exhibitors without disclosing private contact information; such service may involve a set-up fee but the private contact data is never shared.

In the preparation of a conference speakers, moderators and organizing committee members contact details will be shared to facilitate the review, approval and communicate acceptance and procedure to those involved in the creation and delivery of the technical program. Those lists are not shared with third parties beyond the organizing committee and are only used for event organizing purposes.

## 6. Personal Data Retention and Storage

AMTA may retain and use Personal Data as necessary to comply with legal obligations, resolve disputes and enforce agreements and rights, or if it is not technically reasonably feasible to remove

it (refer to AMTA's Document Retention and Destruction Policy). Consistent with these requirements, AMTA will make every attempt to timely delete Personal Data upon request.

The Personal Data provided to AMTA is generally stored on servers located in the United States. If Person(s) are located in other jurisdictions, Personal Data will be transferred to servers in the United States once it is submitted through AMTA's website. The United States currently does not have uniform data protection laws in place. AMTA maintains one or more databases to store Personal Data and may keep such information indefinitely.

## 7. Cookies and Do Not Track Policy

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time an AMTA member logs in to AMTA's Members Only section. Only logged in AMTA members are assigned cookies, which hold their logged in status and username. AMTA does not assign cookies to non-logged-in (guest) website visitors. If a guest wishes to download information from AMTA's website this will require the guest to create a non-member profile which may result in the creation of cookies.

## 8. Children's Privacy

AMTA's website is not directed to children under the age of 13. Person(s) under 13 years old should not use AMTA's website. AMTA does not knowingly collect Personal Data from children under the age of 13. If AMTA learns that Personal Data of persons less than 13 years-of-age has been collected through the AMTA website, AMTA will take the appropriate steps to delete this information. Should a minor under the age of 13 post, submit or otherwise communicate Personal Data to AMTA's website without parental/guardian consent, parent/guardian may alert AMTA at [custsrv@amtaorg.com](mailto:custsrv@amtaorg.com) so that AMTA may take appropriate action to remove the minor's Personal Data from its systems.

## 9. Links to Third Party AMTA Websites and Services

AMTA websites may contain links to third party websites, applications and services not operated by AMTA. These links are provided as a service and do not imply any endorsement by AMTA of the activities or content of these other websites, applications or services nor any association with their operators. AMTA is not responsible for the privacy policies or practices of any third-party, including websites or services directly linked to AMTA's Service. AMTA encourages the review of privacy policies of any third-party websites that link from the AMTA website.

## 10. AMTA is headquartered in the United States.

Personal Data may be accessed by AMTA or transferred to AMTA in the United States, or to AMTA's affiliates, partners, merchants, or service providers who are located worldwide. Website visitors from outside the United States are informed that information may be transferred to, stored, and processed in the United States where AMTA's servers are located, and its central database is operated. By using AMTA's Service, Person(s) consent to any transfer of this information.

## 11. Copyright

- Text, logos, documents and images on AMTA's website are protected under the copyright laws of the United States, as well as other countries. Any downloading, reproduction or further distribution of any original material appearing on this website without prior written permission of AMTA is strictly prohibited.
- AMTA publishes material based on a Creative Commons License executed with the authors of each work.
- Requests to reprint AMTA published material should be in written form and should specifically state the item(s) to be reprinted, the purpose, and distribution of the reprints. Requests for permission to reprint materials should be referred to [custsrv@amtaorg.com](mailto:custsrv@amtaorg.com).

## 12. Personal Data and Email/Marketing Messages: Correction/Removal

Related requests must be submitted to the following addresses: [custsrv@amtaorg.com](mailto:custsrv@amtaorg.com), or AMTA, Re: Privacy Rights; 1811, Englewood Rd #280, FL 34223.

### Personal Data Corrections or Removal

- If any of the information that AMTA has about Person(s) is incorrect, or Person(s) wish to have information (including Personal Data) removed from AMTA's records, Person(s) may do so by visiting the [\*\*AMTA Members Only – Login and view Your Profile\*\*](#), [\*\*AMTA Non-Members – Login and view Your Profile\*\*](#), or by contacting AMTA at [custsrv@amtaorg.com](mailto:custsrv@amtaorg.com).

### Email/Marketing Messages Corrections or Removal:

- Additionally, if Person(s) prefer not to receive marketing messages from AMTA, Person(s) may let AMTA know by clicking on the unsubscribe link within any marketing message received, by visiting [\*\*AMTA Members Only – Login and view Your Profile\*\*](#), [\*\*AMTA Non-Members – Login and view Your Profile\*\*](#), or by contacting AMTA at [custsrv@amtaorg.com](mailto:custsrv@amtaorg.com).

## 13. Changes to this Policy

If AMTA makes any material changes to its Privacy Notice or the way AMTA uses, shares or collects personal Data, AMTA will provide notice by revising the "AMTA Board Approved Date" at the bottom of this Notice, prominently posting an announcement of the changes on the AMTA website, or providing electronic notice through email, where appropriate, prior to the new policy taking effect.



## Sponsorship and Advertising Policy

Policy Number	AMTA-007
Document Title	Sponsorship Policy
Revision Date	26 September 2026
Approved/Effective Date	26 September 2026
Notes:	Updated to include MTC Promo email for certain sponsors. This supersedes any and all prior policies on this topic.

**AMTA-007-04**

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## 1. Supplemental

This policy is subordinate to AMTA's Bylaws and supplemental to AMTA's General Business Policy AMTA-001 (latest edition).

## 2. Sponsorships

AMTA has various sponsorship options which are open to members and in some cases to non-members. Sponsorships help offset the operating costs which are part and parcel of delivering our membership services and public outreach. Our benefactor level sponsorships contribute to offsetting all our running costs and, unless restricted by the sponsor, will be utilized as general funds. Benefactor and website scrolling banner sponsors must be an AMTA Division 1 or Division 2 Member in good standing, however other sponsorships may be purchased by anyone including non-members.

Benefactor level sponsorships are available at distinct levels and all sponsors within a level are equal and receive equal benefits for the same contribution. Benefactor sponsor signage or logo placement may vary by sponsorship level. AMTA also offers sponsorship opportunities which provide funds restricted to cover specific costs. These sponsorships may be combined, discounted or otherwise adjusted to create unique sponsorship opportunities.

## 3. Benefactor Sponsorships

All benefactor-level sponsorships provide unrestricted funds to assist in the execution of AMTA's Mission as directed by the Board of Directors. Benefactors receive recognition of their sponsorship at all AMTA workshops, technology transfer sessions, in all promotional material for those events and in every issue of Solutions newsletter.

**Patron:** \$15,000 per annum

**Advocate:** \$10,000 per annum.

**Champion:** \$7,500 per annum.

Whenever multiple benefactors are listed their names, logos or related icons will be shown alphabetically using the entity name that is registered with AMTA. Patron level will be listed first followed by Advocate then Champion with the aforementioned alphabetical sequence within each group. When practical, sizes of logos may also reflect the benefactor levels.

Patrons will be clearly identified as such in **EVERY** AMTA eMail campaign<sup>1</sup>. Advocates and Champions are identified in all AMTA workshop/event eMail campaigns. Our email campaigns target multiple audiences; in addition to our active members our audience includes thousands of industry peers who were members, previously attended our events or otherwise are involved in the industry.

Patrons and Advocates participate in AMTA's webinar series as hosts of custom online event(s) open to AMTA members and other attendees invited by the Benefactor. The topic of these webinars is developed by the Benefactor in cooperation with AMTA Staff and the Tech Transfer Committee. Each webinar will be promoted with a dedicated email and social media campaign, primarily on LinkedIn.

Patrons and Advocates also each receive a dedicated email campaign thanking them for their support and highlighting their contribution to AMTA and their leadership role in the Industry. Each campaign

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<sup>1</sup> Excluding MTC related email campaigns.



will be coordinated with a dedicated social media campaign, primarily on LinkedIn, with the same celebratory message.

In general Benefactors receive all benefits that are available to major workshop sponsors irrespective of how many workshops are held each year.

Benefactors will be identified in a scrolling banner prominently incorporated into AMTA website home (landing) page. Benefactors will also be identified as such on AMTA's website in a section that is distinct from that which reflects general membership. Benefactors shall be clearly identified and celebrated.

**New for 2025!** Patrons and Advocates will be included in a dedicated MTC promotional email which outlines their booth numbers/locations or how they can otherwise be contacted at MTC. This email will go out to our Member and Non-Member Audiences.

Sponsorship includes certain advertising and promotional benefits as shown in the following table.

#### 4. Workshop Sponsorships

Event	Sponsorship Opportunity	Price	Logo/link on all (non-MTC) emails	MTC Promo e-mail <b>New for 2025</b>	Dedicated eMail & LinkedIn campaign	Logo/link on AMTA event emails	Benefactor specific webinar	List of attendees <sup>1</sup>	Recognition in attendee materials <sup>2</sup>	Company provide promotional item <sup>3</sup>	Logo in event brochure	Recognition before and during event	Complimentary Event Registration <sup>8</sup>	6ft tabletop exhibit (when requested)	Sponsor Logo on Event Website	AMTA Website - 12 Mo <sup>7</sup>	Solutions (Full page)- 12 Mo	Solutions (1/2 page)- 12 Mo	Solutions (1/4 page)- 12 Mo
All	Patron	\$15,000	✓	✓	✓	✓	2	✓	✓	✓	✓	✓	4	✓	✓	✓	✓	✓	
All	Advocate	\$10,000		✓	✓	✓	1	✓	✓	✓	✓	✓	2	✓	✓	✓	✓	✓	✓
All	Champion	\$7,500				✓		✓	✓	✓	✓	✓	1	✓	✓	✓	✓		✓
Two Day Event	Workshop Sponsor	\$2,500				✓		✓	✓	✓	✓	✓	1	✓	✓	✓			
Two Day Event	Networking Event Sponsor <sup>4</sup>	Market <sup>4</sup>				✓		✓	✓	✓	✓	✓	Y <sup>5</sup>	✓	✓	✓			
Two Day Event	Facility Tour <sup>6</sup>	Market <sup>6</sup>						✓	✓	✓	✓	✓	1	✓	0				
Two Day Event	Lunch	\$1,850						✓	✓	✓	✓	✓	1	✓	✓	✓			
Two Day Event	Breakfast	\$875						✓	✓	✓	✓	✓	0	0	0	✓			
Two Day Event	Refreshment Break	\$750						✓	✓	✓	✓	✓	0	0	0	✓			
Two Day Event	Tabletop Exhibitor	\$850						✓	✓	✓	✓	✓	1	✓	✓	✓			
One Day Event	Workshop Sponsor	\$1,250				✓		✓	✓	✓	✓	✓	1	0	0	✓			
One Day Event	Breakfast	\$450						✓	✓	✓	✓	✓	0	0	0	✓			
One Day Event	Lunch	\$925						✓	✓	✓	✓	✓	0	0	0	✓			
One Day Event	Refreshment Break	\$400						✓	✓	✓	✓	✓	0	0	0	✓			

**Notes:**

- All References to "Events" means all non-MTC events
- 1 Provided by email two weeks before and a final list after workshop (within two weeks after the event)
- 2 100-word company description provided by the company
- 3 Giveaway for event attendees
- 4 Market priced based on actual costs for event location; typically, \$3000 onsite, \$5000 offsite
- 5 Market priced based on actual costs for event location and level of sponsorship provided
- 6 Market priced based on actual costs for event location. Typically, \$2000
- 7 Special section of website showing Benefactor level
- 8 Benefactors are entitled to complimentary registrations, as shown, per Event

Individual workshop sponsors provide funds which offset the cost of providing training and networking opportunities to members and the industry at large. These sponsorship options do not represent the specific costs for providing, say, lunch but are a way to support a specific event at a level that meets a sponsor's budget. For most events, there may be multiple sponsors in the same category (i.e. lunch may have more than one sponsor and sponsorship is not exclusive)

**Two-day Events**

- Workshop sponsor: \$2,500
- Lunch sponsor: \$1,850
- Breakfast sponsor: \$875
- Refreshment sponsor: \$750
- Tabletop Exhibitor: \$850

**One-day Events**

- Workshop sponsor: \$1,250
- Lunch sponsor: \$925
- Breakfast sponsor: \$875
- Refreshment sponsor: \$750

**Networking Event and Facility Tour Sponsorship**

This type of sponsorship is available and is typically priced to ensure that the costs of the activity are fully or significantly covered. Due to significant differences in costs from one locale to another these are priced upon application.

All sponsors and benefactors will receive:

- List of attendees provided by e-mail two weeks prior to event and a final list after the workshop (within two weeks after the event)
- Acknowledgement in the attendee materials provided at event using a one hundred (100) word company description provided by the company
- Company may provide promotional giveaway item for event attendees

- Recognition before, at opening, during and at the closing of the workshop
- Logo or company name printed in the workshop brochure if registered before publication.
- In addition to the benefits listed above, each sponsorship level will receive recognition and identified for the sponsorship type they provided. Includes one or more complimentary registrations (depending upon the sponsorship level).

Benefactor Sponsorship packages or other combination packages for any of the sponsorship levels can be provided upon request.

## 5. Advertising

### Solutions Newsletter

The newsletter is distributed to all AMTA members and advertising is available for Division 1 and 2 organizations

	<u>1 Issue</u>	<u>4 Issues</u>	<u>4 Issue Discount</u>
<b>Full Page Advertisement:</b>	<b>\$1,250</b>	<b>\$2,000</b>	40%
<b>1/2 Page Advertisement:</b>	<b>\$700</b>	<b>\$1,200</b>	43%
<b>1/4 Page Advertisement:</b>	<b>\$400</b>	<b>\$700</b>	44%
<b>1/8 Page Advertisement (Business Card):</b>	<b>\$250</b>	<b>\$400</b>	40%

### Online Training (Webinar)

Webinars can be a single event or an online series depending on the topic. The cost of sponsorship depends on the number of webinars in the series, the anticipated marketing of the event and whether it the webinars are provided free, for a registration or even (potentially) open to non-members. Typically, single webinar sponsorship starts at **\$500** and provides:

- Promotion on the AMTA Online Education & Training Webpage
- Recognition on opening slide in the opening and closing slide at the end of the webinar.
- Thank-you recognition in upcoming *Solutions* Newsletter
- Recognition on marketing eblasts and social media for specific webinar series
- Registrant list for the webinar series
- 25% discount on sponsor attendee registration

Webinar content is developed by AMTA's Tech Transfer Committee

AMTA welcomes suggestions for webinar content and topics from all our members.



## Nominations Committee Policy

Policy Number	AMTA-008
Document Title	Nominations Committee Policy
Revision Date	10 Apr 2025
Approved/Effective Date	10 Apr 2025
Notes:	Expanded to explain Division representation on the Board of Directors

**AMTA-008-02**

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## AMTA Nominations And Elections Committee Policies

### 1.1. Introduction

AMTA's Nominations and Elections Committee may periodically revise this policy document subject to the approval of the Executive Committee and if material changes are proposed the further approval of the Board of Directors. The AMTA Bylaws take precedence over these Policies.

### 1.2. Objectives And Purposes

Prior to the annual organizational meeting of the Board, the Nominating and Elections Committee shall meet and propose a slate of Directors for the next year. This committee shall solicit suggestions for candidates from the membership and propose a slate that includes at least one name of an active member who is qualified for each office known to be vacant and will conduct or supervise the electronic balloting procedure and allow a write-in mechanism to assure the broadest participation in the selection of the Board. The Nominating and Elections committee shall conduct the election and close the polls, tally the votes, and publish the certified results in the AMTA newsletter. The Committee will also be responsible for presenting the Board with candidates to replace resigning Directors.

### 1.3. Formation and Members

The President of AMTA shall appoint a Nominating and Elections Committee within 30 days of their appointment as President. This Committee shall consist of at least one member from Divisions 1, 2, and 3 and may include one or more members from other Divisions. If they are willing to continue serving, at least one but not more than two members of the Committee shall have served on the immediately preceding Nominating and Elections Committee. The Chair of the Nominating and Elections Committee shall not be up for re-election during the current election cycle.

#### 1.3.1. Division Representation

From time to time the Board may choose to review the composition of the elected members of the Board. The proportion of the voting membership in each Division provides guidance to the Board during this review as does the proportion of Appointed Directors. After such a review, and approval by the Board, the Bylaws may be amended to explicitly outline the number of Directors that shall be elected from each Division.

### 1.4. The Election Slate

The Committee shall propose a slate that includes at least one nominee who is qualified for each office known to be vacant. The slate of candidates proposed by the Committee shall be approved by the Board of Directors.

### 1.5. Candidate Qualifications

Consideration of a Board candidate's qualifications for re-election or a new candidate's election shall include:

- Legal qualifications and/or restrictions that may be imposed by State Law<sup>1</sup> or AMTA Bylaws
- Experience and knowledge of the industry
- Ability/authority to approve travel time and attend Board meetings in person
  - Six meetings per elected (2-year) term is the target, or 3 meetings for an appointed 1-year term
- Personality and temperament consistent with seated Directors
- Demonstrated interest and participation in ongoing AMTA activities
- Commitment to advancing AMTA's mission
- Experience which adds to the professional diversity of the Board
- Ability to introduce new ideas and audiences

#### [1.6. Balloting](#)

Balloting shall be by any of the following methods: electronic balloting via an independent 3<sup>rd</sup> party eballoting website, or direct email, or by mail ballot. The ballot shall include a write-in option for each position on the ballot. The Committee shall conduct the election, or delegate duties related to the election to administration personnel, staff, employees, and/or other approved contractors under the direction of the Committee.

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<sup>1</sup> e.g. Fla. Stat. § 617.0802 Qualifications of directors