



Guidelines for NGWA Interest Groups

Mission of the NGWA Interest Group Program

The mission of the National Ground Water Association Interest Group (IG) Program is to share information and ideas to advance the provision and protection of groundwater. NGWA IGs will be for sharing knowledge and experience among members with a common interest in some matter, issue, or methodology related to the science and technology of groundwater supply, protection, remediation, or management.

Proposing new IGs

Any member of NGWA may propose the formation of a new IG. Individuals who would like to establish an IG should convey their interest to the Director of Community c/o NGWA, 601 Dempsey Rd., Westerville, OH 43081, by submitting a completed IG program application. The description should include the proposed IG's name and be specific enough to allow potential members to make educated judgments about whether or not to join.

The proposed IG's name and description, if deemed by the Director of Community to be viable and clearly distinct from areas covered by IGs already in the IG program, will be published as an invitation to the Association's general membership in the next issue of the membership newsletter(s) and at the NGWA Web site.

An IG is deemed formed when the following criteria are met:

- A minimum of seven (7) persons, all of whom are current members of NGWA, express an interest in belonging to the IG.
- Headquarters has received the names and contact information of all interested members.

Governance

The IG program is maintained by NGWA as a service to the Association's members; therefore, IGs are accountable to the general membership. No NGWA IGs will be incorporated.

Meetings

NGWA IGs are encouraged to meet annually at the Ground Water Expo and the Ground Water Summit. The meeting content is determined internally by the members of each group; meeting time and location can be publicized in the on-site program and, when applicable, in the convention issue of the *Water Well Journal*® or other NGWA publications. Meetings are open to all members.

IGs may also participate in other aspects of the Ground Water Expo and Ground Water Summit, such as with the presentation of internally solicited and selected research papers, or through displays publicizing

the group's accomplishments. For the former, proposals need to be submitted online. For the latter, all groups are encouraged to submit requests and recommendations to the Director of Community for review.

Publications

- IGs are not standard-setting or publication-creating bodies.
- Should an IG generate an idea that may be worthy of an NGWA publication, the IG must submit that idea to the Director of Community. The idea will be reviewed by the appropriate NGWA volunteer group.
- Should members of the IG want to participate in the creation of the publication they will need to do that through the appropriate channels not as a part of the IG (i.e. joining a BSP work group or standard task group).

All materials produced by an IG are considered copyrighted products of NGWA. IG members shall assign worldwide copyrights to NGWA on works generated within or for an NGWA IG.¹

- IGs are permitted to use the NGWA logo only if the materials have been reviewed and approved by the membership and marketing director or the executive director.
- NGWA retains the right to have corporate legal counsel review at any time any work product of any NGWA IG.
- The following statement shall appear in all IG publications: "Published by (name of your IG), a membership activity of the National Ground Water Association."

E-list discussion groups

NGWA provides e-list discussion groups to all its IGs as a communication tool to facilitate rapid dissemination and exchange of information between members of the group.

Other activities

While not a requirement, NGWA encourages every IG to perform other activities each year including, but not limited to: recruiting new NGWA members, answering topic-based questions, maintaining relationships with and speaking at other related organizations' events, networking with non-NGWA members, submitting articles to NGWA journals, compiling bibliographies of reference on group's specialty, and preparing cooperatively written papers and fact sheets. Some of these activities may be performed by IG volunteers, some by NGWA staff, and some by both working in tandem.

Financial information

As IGs are associated with, and reflect on, NGWA, and are financed by monies approved and drawn from general NGWA membership dues, IGs are accountable to the Association. IGs may not obligate the Association to any financial commitments.

NGWA will not normally reimburse any expenses for IG members. Under special circumstances, expenses may be reimbursable, but only with the NGWA President's prior approval. Conference calls are provided at the expense of NGWA. Non-reimbursed expenses may be tax-deductible.

Budget requests for all IGs should be submitted to the Director of Community by August 1 of each year for the following year. Each IG is also required to complete an annual committee report on the year's

activities. IGs are required to submit an annual work project plan describing objectives and initiatives of the IG for the coming year at this time as well.

If deemed necessary by the NGWA Board of Directors, additional financial support may, at some date, be provided directly by the members of the IGs.

IG authority

IGs may engage only in activities compatible with the aims, purposes, and practices of the Association.

- IGs may not release any position or policy statements on public policy matters in the name of NGWA or the IG. Only the executive director, the current president, or others officially charged to do so can act as the Association's official spokesperson.
- IGs may not develop certification designations. IGs may make recommendations regarding a new certification to the NGWA Board of Directors. IGs may not license, accredit, or certify its members.
- IGs that identify a perceived need for governmental lobbying efforts by or through NGWA must refer these issues to the Government Affairs Standing Committee chair and the staff government affairs director and/or the Executive Director.
- Where there is concern about the appropriateness of an IG's activities, determination will rest with the Executive Director.

Legal issues

The members of each NGWA IG must acknowledge that any controversy or claim arising out of, or relating to, their activities is their sole responsibility and should be settled by arbitration in Franklin County, Ohio. In accordance with the American Arbitration Association, a judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As no IG can enter into a contractual agreement on its own accord, NGWA is in no way responsible for any contractual agreements an IG enters into of its own accord.

IG termination

Any IG may terminate its relationship with NGWA by a majority vote of its IG membership, with that vote communicated to the Association by the last chair of the IG. At no time may an IG that terminates its NGWA relationship carry with it any funds, lists, or other assets developed while affiliated with NGWA as an IG.

ⁱ NGWA requires all non-U.S. government employees to transfer copyright to us. This transfer permits us to continue publishing, to grant permission to abstracting and indexing services to cover our work, and to grant permission for photocopying beyond the limits defined in the law. Work prepared by U.S. government employees in their official capacities is not subject to copyright in the United States. Such authors may place their papers in the public domain, which means that it may be freely copied, republished, and redistributed. In order for the work to be placed in the public domain, all authors must be official U.S. government employees. If at least one author of the work was privately employed, copyright should be transferred to NGWA by any of the privately employed authors. Authors who are publishing works supported by a U.S. or other government grant or contract are requested to transfer copyright to NGWA. This kind of transfer permits the broad distribution of the work while recognizing the government's prior license to use the work for noncommercial purposes.



Interest Group Program Application

1. Name of proposed interest group:

2. Names and titles of founding interest group members:

a.

b.

c.

d.

e.

f.

g.

3. Name, address, phone, fax, and e-mail address of IG's primary founding member:

4. Describe the scope and intent of the proposed IG, and how it related to NGWA:

5. Indicate how the IG's members will be invited to join:

6. If the proposed IG has a written statement of purpose, please attach a copy.

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- In my/our capacity as a member/s of the National Ground Water Association, I/we hereby apply for NGWA Interest Group (IG) status on behalf of the organization.
 - I/we confirm that the information provided above is accurate.
 - I/we confirm that the activities and purposes of said organization are not in conflict with the printed bylaws of NGWA and agree to abide by the NGWA IG guidelines.
 - I/we acknowledge that no one other than the Executive Director, the current president, or other officially charged to do so, is authorized to make statements on behalf of NGWA.

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Please return completed application to:

Director of Community
National Ground Water Association
601 Dempsey Road
Westerville, OH 43081
Phone 800 551.7379 (614 898.7791); Fax 614 898.7786
E-mail interestgroups@ngwa.org