



Bylaws of the American Institute of Hydrology

ARTICLE I. MEMBERSHIP

Section 1 - Classes of Membership. The membership shall consist of individual members and organizational members. All Members of the American Institute of Hydrology (hereinafter referred to as the Institute) shall subscribe to the Constitution and the Code of Ethics of the Institute. A member in good standing is a member of any related professional organization who is not suspended or disbarred by any professional organization, is registered with the proper authority of the Institute and has paid all registration fees to date. It is also a person who is known to be of good character, trustworthy and a credit to the profession of Hydrology.

1. Individual membership shall consist of:

- a. **Professional Member.** A Professional Member is a person in good standing and holding a valid certification as a Professional Hydrologist (PH), issued by the Institute. Professional members may represent themselves as Certified Professional Hydrologists and include their area of specialization in this representation, i.e., Professional Hydrologist – Ground Water.
- b. **Associate Member.** An Associate Member is a person in good standing who has not met all the requirements for certification.
- c. **Hydrologist-in-Training.** A Hydrologist-in-Training (HIT) is a member in good standing who meets education requirements and has successfully completed the Fundamentals Examination, also referred to as the Part I examination, required for certification as a Professional Hydrologist (PH), but who lacks the experience necessary to become a fully certified professional member. Completion of educational requirements (degree not mandatory) for PH certification is necessary before taking the Fundamentals Examination. The Fundamentals Examination requirement may be waived if at least 1 PH reference verifies that the applicant has at least 10 cumulative years of professional experience in hydrology. An individual that has a post baccalaureate degree with clear emphasis in hydrology (e.g. hydrology, hydrologic sciences, etc.) can substitute one year of experience for a Master's degree and two years of experience for a PhD from the 10 cumulative years of experience requirement for waiver of Fundamentals Examination. An HIT designation automatically expires after eight years. In the event that the HIT designation expires for an individual, they will need to reapply for the HIT designation.
- d. **Hydrologic Technician.** A Hydrologic Technician member is a person in good standing and holding a valid certification as a Hydrologic Technician (Levels I through III), issued by the American Institute of Hydrology. Certified Technician members may represent themselves as certified Hydrologic Technicians (levels I through III) and include their area of specialization in this representation, i.e., Certified Hydrologic Technician – Level III, Groundwater.
- e. **Student Member.** A Student Member is a person in good standing who is pursuing a degree in a field related to hydrology. Endorsement by a faculty member of the institution that will grant the degree is required attesting to student status and that the student's degree plan includes hydrologic subjects.

- f. Emeritus Member. Professional Members who have maintained membership for at least 15 years and are retired may apply for Emeritus Member status. Emeritus members are certified, and they are not required to provide documentation for re-certification.
 - g. Inactive Member. A Professional Member or an Associate Member that is temporarily on inactive status may request to become an Inactive Member. Inactive Members receive no benefits from the Institute and are not carried on the Institutes membership roles. An Inactive Member may be reinstated to their former membership level within five years of becoming inactive by applying to the Board of Registration (hereinafter referred to as the Board), paying a reinstatement fee, passing the recertification requirements as outlined in Article 2, Section 8 hereafter, and providing any additional information the Registration Board may request to support reinstatement. If approved for reinstatement, the member will be considered fully reinstated with their years of membership equal to the number of years of membership prior to their inactive status plus the number of years of membership following their reinstatement. Inactive membership is only granted after application by a member. All unpaid dues and/or fees must be paid at the time of the application for inactive status. Inactive Members that remain inactive for more than five years shall lose all rights and privileges to Professional Membership and shall be required to make full application for certification by the Institute.
 - h. Honorary Member. The Executive Committee may elect as Honorary Members individuals who have rendered outstanding, long, and dedicated service to Hydrology as a Profession. Honorary Members are not required to pay annual dues or fees. New Honorary Members may not be elected if the number of living Honorary Members exceeds one percent of the total membership of the Institute.
2. Organizational membership shall consist of:
- a. Institutional Member. An Institutional Member is a governmental agency, research institution, university or department thereof, scientific society, or other non-profit organization having programs related to hydrology. Institutional Members must have a Professional Member on their institutional staff to be eligible for membership.
 - b. Corporate Member. A Corporate Member is a for-profit organization involved in the practice of hydrology. Corporate members must have a Professional Member on their staff to be eligible for membership.

ARTICLE II. QUALIFICATIONS

Section 1 - Professional Members

- a. Education. Educational requirements for Professional Members shall be developed by the Board and submitted to the Executive Committee for approval. Relevant hydrologic experience may be substituted by the Board to meet some of the educational requirements for individuals who have proven their professional competence and ability in responsible position dealing with hydrology and by publications detailing work they have done in hydrology.
- b. Personal Integrity. A sustained record of adherence to highest professional and ethical standards, attested to by at least three (3) referees (preferably two (2) of whom are Members of this Institute) having current and professional knowledge of the applicant's qualifications (education, experience), integrity and conduct.
- c. Experience.
 - 1. A minimum of five (5) years of experience having significant responsibility and experience in hydrology after the award of a Bachelor's degree, or four (4) years after the award of a Master's degree, or three (3) years after the award of a Doctoral degree.
 - 2. Be able to produce written evidence of having conducted original investigations or applied state-of-the-art methods in some phase of hydrology.
 - 3. Shall be currently professionally active in the field of hydrology.

- d. Examination. An HIT may become a certified, professional member, or PH, upon passing a multiple choice Principles and Practices examination, also referred to as the Part II examination, as provided in the Rules and Regulations of the Committee on Professional Examinations of the AIH. The Board may waive the examination requirements for an applicant who is certified as a professional hydrologist by an entity outside of the United States if the procedures/criteria for certification set by the entity have been or are approved by the Board of Registration. The Board may waive the written examination for selected and exceptionally qualified hydrologists as determined by the Board, and through majority approval by the Executive Committee, if the applicant meets all above requirements identified under Education and Personal Integrity sections, and has at least 20 years of professional experience in hydrology verified by at least 1 PH reference.

Section 2 – Hydrologic Technician Members

Hydrologic Technician members shall qualify under guidelines specified under Bylaws of the Division of Hydrologic Technicians.

Section 3 - Admission to Membership.

1. All applications for membership shall be on forms prescribed by the Institute, and shall be sent, together with supporting evidence and application fee either to the General Secretary or the Executive Director of the Institute. The application shall be recorded and forwarded, with all supporting material, to the Board of the Institute, which, after adequate review, shall return the applications to the Executive Committee with recommendations.
2. If an application is rejected, the General Secretary or Executive Director shall inform the applicant as to the reason for the rejection of the application. Within sixty (60) days of the rejection, the applicant may file a request for reconsideration with additional supporting information. All decisions of the Board pertaining to eligibility for certification shall be considered final after due provision for an appeal and approval by the Executive Committee. All applications, documentation, and fees are the property of the Institute and are not returnable.
3. Applications for the class of Institutional Member or Corporate Member shall be referred directly to the Executive Committee for evaluation.
4. Membership in all classes shall be subject to official approval of the Executive Committee, which will be directed by recommendations of the Board for either certification or examination, and membership classification.
5. Renowned and distinguished hydrologists, that are well-recognized by their peers for their expertise and contributions to the field of hydrology, and meet all requirements described above for Professional Members may be bestowed PH certification through submittal of nomination (self nominations are allowed) to the Vice President for Institute Development and majority approval by the Executive Committee. The PH certification membership dues for such members would be waived for the first three years, then administered at the regular membership rate for subsequent years.

Section 4 - Specialty areas. The Executive Committee may approve areas of specialization within hydrology. Areas of specialization may have specific educational and experience requirements.

Section 5 - Multiple-Choice Examinations.

1. An applicant who is otherwise qualified, whose application has been evaluated by the Board, and who has been recommended by the Board to take the scheduled examination, shall be admitted to a multiple-choice examination at such place and time as designated by the

Committee on Professional Examinations. The applicant must specify the area of specialization desired.

2. Application procedures for the examination shall be prescribed in the Rules and Regulations of the Board.
3. The scope of the examination, the methods of administering the examination, and the passing grade of the prescribed examination shall be prescribed by the Committee for Professional Examinations. Examinations for the various specialties may have elements in common and elements specific to the particular specialty.

Section 6 - Certification and Proof of Membership.

1. Following the admission to Professional Member status and upon payment of the certification fee a Certificate of Certification shall be issued by the Institute. The Certificate shall show the specialty of certification and the full name of the member, shall have a serial number, shall be signed by the Secretary of the Board and by the President of the Institute and affixed by the official seal of the Institute. Failure to pay the certification fee within a period of sixty (60) days after notification of successful application or completion of examination shall cause the certification to lapse and the candidate shall reapply and pay the registration fee again. The Certificate of Certification shall expire on December 31 of the year issued and shall become invalid after that day unless renewed. The Certificate shall remain the property of the Institute and must be returned if certification is not renewed.
2. Continuing professional competency is required for renewal of certification. The specific competency requirements are to be determined by the Executive Committee on a periodic basis, and documentation is due by December 31 of every five years computed from the anniversary year of the individual member. Exemptions from the continuing professional competency requirements within the given 5-year time frame, are for those who qualify for an emeritus, retired, or inactive status, those in foreign deployment for more than 120 total days in any of the ensuing years, or those who have had a serious illness or injury to themselves or an immediate family member.
3. An applicant who has satisfactorily met all the requirements for the class of "Associate Member" shall be issued a membership card.
4. An applicant that has successfully passed the Fundamentals Examination will be issued a certificate showing he/she has completed the necessary qualifications for HIT membership. The Certification shall expire on December 31 of the year issued and shall become, after that day, invalid unless renewed. The Certificate shall remain the property of the Institute and must be returned if certification is not renewed.
5. Eligible organizations, approved for the membership by the Executive Committee, shall be issued a certificate which shall be evidence of their affiliation with the Institute.

Section 7 – Rights Duties and Ethics of Members.

1. All members in good standing shall have a right to announce their affiliation with the Institute in any dignified way, to receive official publications of the Institute at a discount rate, have their names listed in the Institute Registry, receive a copy of the Registry of the Institute's members, and to attend official meetings of the Institute. The Registry listing shall clearly show the membership category.
2. Any Professional Member in good standing shall have a right to vote and to hold office within the Institute.
3. Any Professional Member in good standing may obtain a personalized seal or stamp by making an application to the Secretary of the Board and accompanying it with the required fee. The seal (stamp) of Professional Hydrologist shall contain the name, certification number, and the name of the Institute. The seal (stamp) shall not be used if certification is not current. Professional

Members may use this seal or stamp in connection with their professional work and use it on reports and documents prepared by them or under their direct control.

4. Annual membership fees are due and shall be paid on or before the first day of January for a member to be considered in good standing.
5. It shall be the duty of all members to maintain the high standard of competence and ethics established by the Institute. This policy shall apply to the member's professional activities, their relationship to other Institute members, and any others in the course of professional activities.
6. Charge of unethical conduct may be filed by anyone with the Office of the General Secretary. The Board shall investigate any complaint or charges in strict confidence and according to the Rules and Regulations of the Board and the Code of Ethics. The Board will recommend a course of action in each particular case to the Executive Committee. The Executive Committee may place special requirements on a member, suspend a member, or terminate a member by a two-thirds vote of the Executive Committee if the member has been found to engage in unethical conduct. The Board Chair shall provide oversight should there be occasion to convene an Ethics and Appeals Committee.
7. Ethics statements for the Institute, periodically updated or revised, will be provided by the Board to be reviewed by the Executive Committee.
8. Ethics statements will be provided to all Institute members on the official Institute web page and published in the Annual Membership Registry.
9. Professional members will receive copies of the ethics statement, constitution, and bylaws with receipt of their certification document.

Section 8 - Termination of Membership.

1. Membership in the Institute automatically lapses if the membership dues are not paid within a year from the scheduled payment.
2. Any member may resign from the Institute in writing. The resignation shall be without prejudice if the Certification document is surrendered and/or all dues and obligations to the Institute have been paid. Fees and dues will not be refunded in the event of resignation from the Institute.
3. Any member may be suspended at any time if a substantiated charge of conduct contrary to the purposes and standards of the Institute is brought against him/her and supported by a two-thirds vote of the Executive Committee. The Executive Committee shall specify the amount of time that must elapse before a member can apply for reinstatement.
4. Any Professional Member shall lose membership if his/her Certification has been revoked. The right to deny renewal or revoke the certification is vested in the Board of Registration. The Executive Committee shall grant final decision.
5. The names of members who have resigned, or have been dropped, suspended or expelled shall be dropped from the rolls of the Institute and removed from the Institute Registry.

Section 9 - Reinstatement.

1. Any person or organization that has lost the membership by resignation or suspension may be reinstated by applying for membership anew, by paying the reinstatement fee prescribed by the Board, and by receiving a two-thirds favorable vote of the Executive Committee.
2. The Board shall prescribe the procedures for renewal and reinstatement of certification.

Section 10 - Appeal and Hearings. The Board shall review appeals concerning the denial or revocation of the certification and suspension of membership and make recommendations to the Executive Committee. The Board Chair shall provide oversight should there be occasion to convene an Ethics and Appeals Committee.

ARTICLE III. ADMINISTRATION

Section 1 - Management. The Executive Committee shall manage the affairs of the Institute with the assistance of the Board and by Standing and Special Committees and such clerical and administrative help as may be authorized by the Executive Committee. The Committee on Professional Examinations and the Executive Director will be responsible for the administration of the certifying examinations.

The Hydrologic Technician Division will be responsible for the registration and examinations for Hydrologic Technicians within the Institute. The Division will operate under the Institute Constitution and under separate Division Bylaws and Rules and Regulations approved by the Executive Committee, and will have representation in the Executive Committee.

Section 2 - Executive Committee.

1. The Executive Committee shall consist of the President, President Elect, Vice President for Academic Affairs, Vice President for Communication, Vice President for Institute Development, Vice President for International Affairs, General Secretary, the Chair and the Secretary of the Board of Registration, Treasurer, Immediate Past President, and the Chair of the Hydrologic Technician Division Management Committee. The Chair for the Committee for Professional Examinations shall be a regular participant of Executive Committee meetings.
2. The Executive Committee shall seek to fulfill the purpose of the Institute in accordance with the Constitution and within the provisions of Bylaws. It shall promote the growth and sustained viability of the Institute including effective operation of all offices. It shall act upon applications for and terminations of membership; investigate complaints or charges of unethical conduct; act on recommendations from the Board of Registration; adopt an annual budget, fee schedule, and appropriations; oversee the fiscal affairs of the Institute; designate the appointive officers and administrative help; and generally direct the business of the Institute.
3. Meetings of the Executive Committee shall be held at least once a year. A quorum of the Executive Committee shall consist of four members to include the President, General Secretary and any other two members of the Executive Committee.

Section 3 - Nomination and election of the Executive Committee. The Professional Members of the Institute shall elect the members of the Executive Committee as follows:

1. The Nominations and Elections Committee shall submit a list of candidates for offices to be filled to the Executive Committee. The Executive Committee shall review these candidates for eligibility. Before an election the General Secretary shall obtain assurance that those nominated are prepared to accept election; and following the election, shall immediately secure the acceptance of the elected Officers. The names of the nominees shall be published on the Institute's official web site at least one hundred and twenty (120) days before the election. The Hydrologic Technician Division will conduct their own nomination and election process with their respective membership and under their Bylaws.
2. Additional nominations may be made by petition. Any nomination by petition shall contain the signatures of not less than 50 Professional Members of whom no more than 10 members shall be from one state, and shall be accompanied by written acceptance of the nominee. Nomination by petition shall be filed with the General Secretary not later than sixty (60) days after publication of the list of candidates, and such nominees shall be so designated.
3. If any sole nominee submitted by the Nominating Committee becomes ineligible or unavailable, the Executive Committee shall select a replacement.

4. The election shall be conducted by secret letter ballot circulated by the General Secretary not less than sixty (60) days prior to the date of election and counted under the supervision of a Tellers Committee appointed by the President with the concurrence of the General Secretary.

Section 4 - Officers.

1. The Officers of the Institute shall be elected from among the Professional Members for a term of two years beginning January 1 of the year following their election. If one of the Officers tenders a resignation or is not in a position to fulfill the duties of the office, the President with the concurrence of the Executive Committee shall appoint a Professional Member to complete the terms of that office. The President Elect automatically becomes the President for the term following a term as President Elect.

Section 5 - Duties and Powers.

1. The President is the chief elected officer of the Institute and shall have the responsibility for the general management of its affairs; shall officially represent the Institute; shall negotiate and/or sign all legal documents, contracts, and agreements or shall authorize in writing for specific instances another designated person to act on behalf of the President in such matters; preside over all meetings of the Executive Committee; appoint, subject to approval of the Executive Committee, the members of the Board of Registration; appoint new and/or replacement members to committees as may be needed; assign liaison responsibility for committees to members of the Executive Committee; and be an ex-officio member of all committees. If the President is absent or unable for any reason to fulfill the office, the President Elect shall substitute as needed.
2. The President Elect shall have and assume the duties and powers of the President in the event of absence or disability of the President; shall perform other duties as may be delegated by the President or the Executive Committee; and may officially represent the Institute as President Elect. The President Elect shall be responsible for the operation of all standing committees.
3. The Vice President for Academic Affairs shall have general responsibility for the certification program of the Institute; be a member of the Board of Registration; and in cooperation with the Chair of the Committee on Professional Examinations, review committee membership and examination goals; establish and maintain a network of examiners; and oversee student membership.
4. The Vice President for Communication shall have the general responsibility for reviewing all correspondence to the membership; assist the President with strategic planning; provide guidance to the newsletter and website committees; and generally explore and present to the Executive Committee potential opportunities that increase the visibility of the Institute.
5. The Vice President for Institute Development shall have responsibility for attracting additional qualified members to the Institute; bring the purposes and programs of the Institute before the entire profession in to order to enlist endorsement, support and affiliation; have general responsibility for technical meetings; act as liaison officer between the Executive Committee and organizational members; and conduct general public relation functions.
6. Vice President for International Affairs. The Director of International Activities shall promote the Institute internationally, represent international members of the Institute, and assist in the planning for International activities.
7. The General Secretary shall organize the work of the Executive Committee; act on membership applications as specified elsewhere in the Bylaws; prepare and distribute in advance of each meeting of the Committee a proposed agenda; keep minutes of the meetings; submit an annual

report to the Committee; perform duties as assigned by the Executive Committee; be authorized together with the President to negotiate salaries for clerical and administrative help and to approve travel on Institute business by appointed and elected persons of the Institute, subject to availability of funds as ascertained by the Treasurer; and be generally responsible for Institute publications.

8. The Treasurer shall handle all dues and fees and other monies paid to the Institute; keep complete records of all receipts and disbursements; prepare and submit to the Executive Committee an annual budget and an annual financial report; secure audits of Institute financial records; prepare and file all documents required by the Internal Revenue Service and other state and federal agencies; actively seek gifts and grants for the Institute; and generally manage financial affairs and resources of the Institute as directed by the Executive Committee.
9. The Chair and the Secretary of the Board of Registration shall be responsible for the certification program of the Institute and for the Board's functions as specified in the Constitution, Bylaws and Rules and Regulations; and perform other functions as directed by the Executive Committee.

Section 6 - Board of Registration.

1. The Board of Registration shall consist of not less than five and no more than ten members, including the Chair and the Secretary, and the Vice President for Academic Affairs. All Board members shall have an equal vote. All members of the Board shall be appointed by the President of the Institute with approval of the Executive Committee to 3 (three) year terms staggered in such a fashion as to insure continuity on the Board. Appointments shall be made from among Professional Members most qualified and experienced in both hydrological practice and education.
2. The Board shall evaluate the applicants' qualifications; recommend or reject the applications; keep record of its activities; schedule examinations as needed, but not less than twice each year; with the Executive Committee, recommend Examination Committee members; keep the applicants' file; maintain the Registry of Professional Hydrologists; and monitor professional conduct of Members.
3. The Board shall adopt the Rules and Regulations for Certification of Professional Hydrologists and rules and regulations which may be reasonably necessary for its function, subject to approval of the Executive Committee of the Institute.
4. The Board may propose areas of specialization and requirements for these specializations. Approval of the Executive Committee is required for all areas of specialization and requirements for these specializations. Areas of specialization will be clearly indicated in the Registry of the Institute.
5. The Board will work closely with the Examination Committee, which is a standing committee established in the Institute Constitution. The Board may establish other committees as needed for its functions.

Section 7 - Committees and Administrative Staff. The Institute may perform its work through committees and administrative help according to decisions adopted by the Executive Committee.

Section 8 - Committee on Professional Examinations.

1. The Committee on Professional Examinations shall consist of a Chairman and not less than three (3), nor more than six (6), Professional Members of the Institute recommended by the Board of Registration and appointed by the Executive Committee to three-year overlapping

terms. Each of the three hydrology categories is to be represented on the Committee. Appointments shall be made from among those Professional Members most qualified and experience in both hydrological practice and education. To retain the integrity of the examinations, no member of the Committee of Professional Examinations will be able to hold office in the Executive Committee or Board of Registration during their period of service and no less than one year after their service with the Committee of Professional Examinations.

2. The Committee shall recommend from its membership a Chairperson who, upon approval by the Executive Committee, shall become liaison to the Executive Committee for a three-year period overlapping the term of office of the Executive Committee. The Chairperson shall organize and oversee Committee meetings. He/she will be caretaker of the test question data bank and supervise the grading of the examinations. He/she will oversee mailing or electronic transfer of the examinations to and from their respective test locations. He/she will assimilate new exams from the question data bank on a determined schedule and/or as required by makeover examinations.
3. The Committee shall recommend and work with a test consultant to help with the administration of the examinations. The Committee will convene on an annual basis to evaluate and update the existing examinations. The annual evaluation will consider the adequacy and relevance of the questions in the data bank and the topical coverage of the examinations. The Committee will solicit questions from the Institute's membership when needed, will consider topical changes on a 5-year cycle, and will make recommendations for changes or improvements to the examinations and the examination process. If changes to the process are required, the Committee will work with the test consultant to make a new psychometric survey, and solicit additional questions.
4. The test consultant shall be hired by the Committee chairperson with the approval of the Executive Committee. His/her contract will be renewed annually or on an as-needed basis. The test consultant shall be responsible for guidance regarding legal and technical aspects of the examinations and their administration.
5. Examinations and the question data bank shall be kept with the tightest security possible. Paper copies of the examinations will be shredded after use. Only the committee chairperson and the test consultant will be privy to the question data bank and any backup copies. Test question reviews by the committee will be done at annual meetings from a secure computer. Question development for new questions for the data bank can be done between committee members via e-mail, but once the question has been approved for entry into the data bank, more secure methods will be used.

Section 9 – Division of Hydrologic Technicians.

1. The Division for Hydrologic Technicians shall have a Management Committee described in the Bylaws and approved by the Executive Committee. The Chair of the Management Committee who, upon approval by the Executive Committee, shall become a member of the Executive Committee for a three-year period overlapping the terms of office of the Executive Committee members.
2. The Management Committee will provide Committee members to aid in the review and recommendation of hydrologic technician applications by the Professional Board of Registration.
3. The Management Committee will be responsible for creating rules and regulations for the Division of Hydrologic Technicians and creating and maintaining the Bylaws for their management as a Division.
4. The Division of Hydrologic Technicians shall have an Examinations Committee. The Chairperson of this committee shall be caretaker of the Hydrologic Technician question data bank, and the grader of the examinations. The Committee will convene on an annual basis to evaluate and update the existing examinations. The committee will make recommendations for

changes or improvements to the examinations and the examination process, and they will work with and through the Committee on Professional Examinations.

Section 10 - Advisory Board. The Institute actively seeks the advice of eminent members by appointment to the Advisory Board. The duties of the Advisory Board shall be to provide counsel to the Institute and Executive Committee. The Executive Committee may award an Advisory Board member status as an Honorary Advisory Board member through appointment.

Section 11 – Office Management – Clerical and Administrative Help. AIH office procedures are in a handbook and are available upon request by a member.

1. Office Maintenance. According to the Constitution, the Institute shall maintain an office as an official place of business and to house and preserve official records. The Executive Committee, under the direction of the General Secretary will determine office location and make appropriate contracts/agreements for the rental and maintenance of this office. Office contracts/agreements are to be reviewed on an annual basis by the Executive Committee.
2. Office Staff. Hiring of clerical and administrative help must be authorized by the Executive Committee. Help can vary from occasional clerical duties to executive direction based on office needs and budgetary constraints. A clerk or secretary for the office shall manage general functions such as reception and mailing. An Administrative Assistant can be hired for the general management of office affairs and represent all office functions. Neither clerk/secretary nor Administrative Assistant shall officially represent the Institute; negotiate and/or sign any legal documents, contracts, and agreements or shall authorize in writing for specific instances another designated person to act on behalf of the President or Institute in such matters; Nor will they preside over any meetings of the Executive Committee or the Institute; nor appoint new and/or replacement members to the Board or committees; nor assign liaison responsibility for committees or be an ex-officio member for a committee.
3. Executive Director. An Executive Director shall be a member of the Institute, and be given additional authority and responsibility. The Executive Director will provide administration and organization services for the Institute. The position will be one of leadership and direction, functioning in a way that addresses the needs of the Institute and its membership, and affirming the values set by the Institute's Constitution and Bylaws. The Executive Director will function as continuity between elected administrations and as the primary contact for the Institute. He/she shall attend meetings of the Executive Committee as required but is not a member nor have an official vote.
4. Staff Evaluation. All administrative help, except on a temporary basis not to exceed one-year, will require a written job description and an annual evaluation. The President will be responsible for maintaining current job descriptions, making an annual evaluation (every three-years in collaboration with the President-Elect and the Past-President), and reporting evaluations to the Executive Committee. This responsibility will be delegated through the Executive Director if one should currently be employed by the Institute.
5. Termination of office location and staff. The Executive Committee will review on an annual basis, the function of the office facility and the viability of re-location should it be necessary. If relocation is desirable, the Executive Committee will give a one-year notice to the existing facility and make plans for relocation. If an annual staff evaluation indicates any office staff member is not giving satisfactory performance, then this staff member will be given 30-days termination notice. If the staff is hired through an agreement, or memorandum of understanding with another organization, those contract obligations will be honored. For any such agreement,

there will be language included to provide for staff evaluations and termination.

ARTICLE IV. MEETINGS

Section 1 - Business Meeting. The Annual Business Meeting of the Institute shall be conducted at a time and place determined by the Executive Committee.

Section 2 - Meetings of the Executive Committee. The Executive Committee shall have an annual business meeting. Other meetings of the Executive Committee shall be held at a time and place determined by the Committee at the call of the President.

Section 3 - Meetings of the Board of Registration. The Board shall meet as deemed necessary by the Chair. Meetings may be held in conjunction with the Institute's Annual Business Meeting and other meetings.

Section 4 - Meetings of the Committee on Professional Examinations. The Committee will meet on an annual basis to review examination results and evaluate the examinations for revision and upgrade. They will meet additionally as deemed necessary by the Chair. Meetings may be held in conjunction with the Institute's Annual Business Meeting and other meetings.

Section 5 - Special and Technical Meetings. In addition to Annual Business Meetings, the Institute may hold special meetings, conferences, symposia, seminars or workshops as authorized by the Executive Committee. The Conferences, symposia, seminars or workshops as authorized by the Executive Committee shall be open to the AIH members, other interested professionals, and the general public.

Section 6 - Awards. The Institute may hold special meetings to present the Institute's awards. The Executive Committee shall determine the number of awards. The Executive Committee will appoint an Awards Committee which will review nominations received from the membership, or by other means, and make recommendations to the Executive Committee for action.

ARTICLE V. FINANCIAL MANAGEMENT

Section 1 - Financing.

1. The financial resources of the Institute shall derive from membership dues, examination and other fees, sale of publications, surplus from meetings, and subsidies, gifts and grants and other sources associated with the activities of the Institute.
2. All funds of the Institute shall be deposited in a single institution, renewed annually by the Executive Committee, in the name of the Institute. The Institute shall adopt standard accounting procedures to conduct day-to-day operations and special projects. Sub-accounts shall be established to separately account for and manage special projects, such as, but not limited to, special publications or conferences.
3. Funds of the Institute that accumulate in excess of the annual operating expenses shall be deposited in an interest bearing or investment account in accordance with a financial plan approved annually by the Executive Committee. This fund shall be called the Reserve Fund. The Treasurer shall prepare an annual financial report and investment plan for the Reserve Fund for approval by the Executive Committee. The Treasurer shall manage the Reserve Fund with direction from the Executive Committee. The Reserve Fund shall be used to provide seed

money for future conferences, to fund special projects and to fund other activities of the Institute that may arise from time to time and at the discretion of the Executive Committee. All allocations from the Reserve Fund shall be repaid in accordance with the provisions of the plan for the special project, properly approved by the Executive Committee.

4. The President shall be the only officer authorized to obligate the Institute to financial and legal commitments or indebtedness. No other member, officer or employee has this right, unless delegated in writing by the President. The President may obligate the Institute to \$5000 or less without additional authorization and under his/her signature. All other singular or accumulative (relating to a single issue) obligations in excess of \$5000 shall require the written approval of two-thirds vote of the Executive Committee, and shall require two signatures, including the President and the Treasurer or the General Secretary. Signature authority may be delegated in writing to another officer or employee of the Institute with specific instructions and limitations. To accommodate the daily operation of the Institute, the President or Executive Committee by two-thirds vote may delegate, in writing, authority to incur minor and usual expenses for operations to Executive Director, and/or the General Secretary.
5. All disbursements must be approved prior to their obligation. With prior written approval, one signature, limited to the Treasurer, General Secretary, or Executive Director shall be required for the disbursement of funds of \$500 or less with \$200 cash allowed for miscellaneous expenses. There will be a \$2000.00 spending limit with prior written authorization of either the President or Treasurer. More than \$2000.00 will require two-thirds vote of the Executive Committee and co-signature by the President or the Treasurer, and or General Secretary.
6. The Executive Committee will periodically review and establish the spending limits of the Treasurer, General Secretary, or Executive Director and will have the power to adjust future allotments. The Executive Director may obligate Institute funds for written contracts with concurrence of the Executive Committee. The President or General Secretary as alternate must be a co-signatory of the contract.

Section 2 - Dues and Fees.

1. The Executive Committee shall establish membership dues and other fees for each fiscal year. Annual fees shall be payable by the first day of January. Other fees shall be payable as specified by the Executive Committee.
2. Meetings and publications should be self-supporting financially. Registration fees of the meetings and subscription rates of publications shall be determined on the basis of estimated costs. Any surplus shall become property of the Institute.

Section 3 - Budget.

As near as practicable to the beginning of the fiscal year, the Treasurer shall prepare and the Executive Committee shall consider and adopt an operating budget for that year. The fiscal year of the Institute and the administrative year shall be from January 1 to December 31.

Section 4 - Audit.

The accounts of the Institute shall be professionally audited in accordance with the laws of the State of residence, but not less than once each fiscal year.

ARTICLE VI. AMENDMENTS

Any proposed amendments to the Bylaws shall be presented to the Executive Committee members at least one meeting prior to the meeting at which the amendments will be considered for adoption. A vote of two-thirds of the Executive Committee members with a quorum shall be needed for approval of all amendments. All amendments shall take effect immediately, unless otherwise directed by the Executive Committee.

DEFINITIONS

Inactive status. Professional Members and Associate Members who are no longer regularly engaged in the practice of hydrology, are temporarily retired from the practice of hydrology, and who do not actively seek work assignments in hydrology either for an organization or as an individual consultant. The inactive member may accept an occasional hydrologic consulting assignment if the opportunity is offered.

Written approval. Written approval may be in the form of any standard and generally accepted written form including, but not limited to, facsimile transmissions (FAX) and electronic mail (e-mail).

Meetings. Except for the Annual Business Meeting, Institute meetings may be held by electronic means such as using conference calls and/or the internet.