



**BYLAWS of the  
AMERICAN INSTITUTE OF HYDROLOGY  
Hydrologic Technician Division**

**ARTICLE I. MEMBERSHIP**

Section 1 - Classes of Membership

The membership shall consist of individual members and organizational members. All Members of the Institute's Technician Division shall subscribe to the Constitution and the Code of Ethics of the Institute.

1) Individual membership shall consist of:

a) Certified Technician Member. A Certified 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 - Ground Water.

b) Associate Member. An Associate Member is a person in good standing who has met all the requirements for a Level I certified Hydrologic Technician certification except for the length of experience and/or completion of the examination process.

c) Emeritus Member. Certified Hydrologic Technician Members and Associate Members who have maintained membership for 15 years and are retired to inactive status may apply for Emeritus Member status. Members in this category will be designated as Member Emeritus or Associate Member Emeritus according to their status prior to retirement.

d) Inactive Member. A certified Hydrologic Technician 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, and paying a reinstatement fee, passing the recertification requirements 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 notification 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 certified Hydrologic Technician Membership and shall be required to make full application for certification by AIH. They will not be required to re-test.

f) Honorary Member. The Executive Committee may elect as Honorary Members individuals who have rendered outstanding, long, and dedicated service to Hydrology as a certified Hydrologic Technician. Honorary Members are not required to pay annual dues.

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 or a certified Hydrologic Technician on their staff to be eligible for membership.

b) Corporate Member. A Corporate Member is a for-profit organization involved in the practice of hydrology, the measurement of hydrologic parameters, or the manufacturer of hydrologic equipment. Those Corporate members that have either a Professional Member or a certified Hydrologic Technician on their staff will be eligible for reduced membership fees.

**ARTICLE II - QUALIFICATIONS**

## Section 1- Certified Hydrologic Technician Members

a) Personal Integrity. A sustained record of adherence to highest professional and ethical standards, attested to by at least three referees having present knowledge of the applicant's qualifications (education, experience), integrity and conduct.

b) Experience and Education Requirements. A certified Hydrologic Technician will be certified at three levels with Level I representing general apprentice level knowledge and experience and Levels II and III representing specific knowledge of hydrology sub-disciplines and possessing journeyman and senior-level experience in that specialization.

### **1. Level I (Apprentice) Hydrologic Technician--General**

The Level I certified Hydrologic Technician includes general experience and education in the combined fields of surface water, ground water, and water quality data collection. The requirement for this level include 1 year practical experience in the field of hydrologic data collection or an Associate or Bachelor of Science degree with a minimum of 12 hours of water science related coursework. An applicant for this level will be required to satisfactorily pass a test.

### **2. Level II (Journeyman) Hydrologic Technician—Surface Water**

The Level II certified Hydrologic Technician—Surface Water focuses on intermediate or journeyman-level competence in the field of surface water data collection and quality assurance. Requirements for this level include 5 years practical experience under the supervision of a professional hydrologist or senior level hydrologic technician, or a record of employment demonstrating the work of a hydrologic technician and a minimum of 12 continuing education credit hours in the field of surface water hydrology. Federal agency sponsored training may be substituted for continuing education credits providing a record of such training can be produced. An applicant for this level will be required to satisfactorily pass a test which will focus on competence within the surface-water field.

### **3. Level III (Master) Hydrologic Technician—Surface Water**

The Level III certified Hydrologic Technician Surface Water focuses on senior-level competence in surface water hydrology. A senior-level individual is characterized as having data publications, has decision-making authority within an organization, and generally has supervisory authority over a hydrologic technician workforce. Requirements for this level include 12 years practical experience under the supervision of a professional hydrologist or senior-level hydrologic technician, or a record of continuous employment demonstrating the work of a hydrologic technician, and a minimum of 24 hours of continuing education in the field of surface water hydrology, database management, and/or safety. Federal agency sponsored training may be substituted for continuing education credits providing a record of such training can be produced. An applicant for this level will be required to satisfactorily pass a multiple-choice test.

### **4. Level II (Journeyman) Hydrologic Technician—Ground Water**

The Level II Ground Water certification focuses on intermediate or journeyman-level competence in ground water hydrology. Requirements for this level include 5 years practical experience under the supervision of a professional hydrologist or senior level hydrologic technician, or a record of employment demonstrating the work of a hydrologic technician, and a minimum of 12 continuing education credit hours in the field of ground water hydrology. An applicant for this level will be required to satisfactorily pass a test.

### **5. Level III (Master) Hydrologic Technician—Ground Water**

The Level III certified Hydrologic Technician Ground Water focuses on senior-level competence in ground water hydrology. A senior-level individual is characterized as having data publications, has decision-making authority within an organization, and generally has supervisory authority over a hydrologic technician workforce. Requirements for this level include 12 years practical experience under the supervision of a professional hydrologist or senior-level hydrologic technician, or a record of continuous employment demonstrating the work of a hydrologic technician, and a minimum of 24 hours of continuing education in the field of ground water hydrology, database management, and/or safety. Federal agency sponsored training may be substituted for continuing education credits providing a record of such training can be produced. An applicant for this level will be required to satisfactorily pass a test.

## **6. Level II (Journeyman) Hydrologic Technician—Water Quality**

The Level II certified Hydrologic Technician Water Quality focuses on intermediate or journeyman-level competence in water quality hydrology. Requirements for this level include 5 years practical experience under the supervision of a professional hydrologist or senior level hydrologic technician, or a record of employment demonstrating the work of a hydrologic technician, and a minimum of 12 continuing education credit hours in the field of water quality to include sedimentation, chemistry, quality assurance, and/or biology. Federal agency sponsored training may be substituted for continuing education credits providing a record of such training can be produced. An applicant for this level will be required to satisfactorily pass a test.

## **7. Level III (Master) Hydrologic Technician—Water Quality**

The Level III certified Hydrologic Technician Water Quality focuses on senior-level competence in water chemistry, aquatic biology, and sediment data collection. A senior-level individual is characterized as having data publications, has decision-making authority within an organization, and generally has supervisory authority over a hydrologic technician workforce. Requirements for this level include 12 years practical experience under the supervision of a professional hydrologist or senior-level hydrologic technician, or a record of continuous employment demonstrating the work of a hydrologic technician and a minimum of 24 hours of continuing education in the field of water quality, database management, and safety. Federal agency sponsored training may be substituted for continuing education credits providing a record of such training can be produced. An applicant for this level will be required to satisfactorily pass a test.

c) Examination. Pass an examination as provided in the Rules and Regulations of the Committee on certified Hydrologic Technician Examinations of the AIH. . The details on the format and subjects can be obtained from the AIH website. The Board may waive the examination requirements for an applicant who is certified as a Hydrologic Technician or equivalent through a formal process by any State of the United States or Country if that State or Country is on a list approved and maintained by the Board specifically for this purpose. The Board may waive the written examination for selected and eminent Hydrologic Technicians under guidelines established by the Board and approved by the Executive Committee. The testing categories that can be expected in each test for each level are listed below.

1. Level 1—General
  - General Surface Water Techniques
  - General Ground Water Techniques
  - General Water Quality Techniques
  - Basic Electronics
  - Safety
2. Level II—Surface Water
  - Intermediate Surface Water Techniques
  - Specialized Techniques not related to in-stream flow
  - Electronics/Field Repair
  - Safety
3. Level III—Surface Water
  - Advanced Surface Water Techniques
  - Specialized Techniques not related to in-stream flow
  - Electronics/Field Repair
  - Safety
  - Public Relations
4. Level II—Ground Water
  - Ground Water Field Techniques
  - Ground Water Data Review
  - Ground Water Measurement Equipment
  - Safety

5. Level III—Ground Water
  - Advanced Ground Water Concepts
  - Resources Knowledge
  - Network Design and Decision-making
  - Safety
  - Public Relations
  
6. Level II—Water Quality
  - Water Quality Field Techniques
  - Water Quality Data Review and Validation
  - Field Measurement Equipment
  - Safety (HAZWOPER focused)
  
7. Level III—Water Quality
  - Water Quality Concepts
  - Resource Knowledge
  - Network Design and Decision making
  - Safety
  - Public Relations

#### Section 2 - Associate Members

a) Associate Members upon meeting the requirements of Article II, Section 1a and 1b, shall be eligible to become a certified Hydrologic Technical Member.

#### Section 3 - Admission to Membership (Will be done on a temporary basis by the Institute's Board of Registration for Professional Certification until a Technician Board of Registration can be created)

1) All applications for membership shall be on forms prescribed by the Institute, and shall be sent, together with supporting evidence and application fee to the General Secretary of the Institute. The application shall be recorded and forwarded, with all supporting material, to the Board of Registration (hereinafter referred to as the Board) of the Institute, which, after adequate review, shall return the applications to the General Secretary with its recommendations. If an applicant is found eligible for certified Hydrologic Technician Member status, the General Secretary shall notify the applicant that the required examination can be taken. If the applicant is found eligible for Associate Member status, the General Secretary shall notify the applicant of this decision and provide information on steps the applicant can take to become a certified Hydrologic Technician Member.

2) If an application is rejected, the General Secretary shall inform the applicant as to the reason for the rejection of the application. Within 60 days of the rejection, the applicant may file a request for reconsideration. All decisions of the Board pertaining to eligibility for certification shall be considered final after due provision for an appeal and approval of 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 and levels shall be subject to official approval of the Executive Committee.

#### Section 4 – Multiple-Choice Examinations

1) An applicant who is otherwise qualified, whose application has been evaluated by the Board of Registration, and who has been recommended by the Board of Registration to take the scheduled examination, shall be admitted to a multiple-choice examination of a nature and at such place and time as designated by the Committee on certified Hydrologic Technician Examination. The applicant must specify the area of specialization desired and level.

2) Application procedures for the examination shall be prescribed in the Rules and Regulations of the Board of Registration.

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 Certified Hydrologic Technician Examinations. Examinations for the various specialties may have elements in common and elements specific to the particular specialty. Section 1d (1-7)

summarizes the testing categories for the surface-water, ground-water and water-quality specialties.

#### Section 5 Certification and Proof of Membership

1) Following the admission to certified Hydrologic Technician 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 certified and the full name of the member, shall have a serial number, and shall be signed by the Chair of the Board of Registration 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 completion of examination shall cause the registration 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 hydrologic technician competency is required for renewal of certification. The competency specific requirement is to be determined by the Executive Committee on the periodic bases and is due by December 31 every five years computed from the anniversary year of the individual member. Exemption from completing the continuing technician competency requirement within the given 5-year time frame, are for those who qualify for a retired or inactive status, those in foreign deployment for more than 120 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 "Associate Member" shall be issued a membership card.

4) 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 6 - Rights and Duties 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 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 certified Hydrologic Technician Member in good standing shall have a right to vote and to hold office in the Technician Division of AIH.

3) Any certified Hydrologic Technician 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 a required fee. The seal (stamp) of the certified Hydrologic Technician shall contain the name, certification number, and the name of the Institute. The seal (stamp) shall not be used if certification is not renewed. Hydrologic Technician Members may use this seal or stamp in connection with their technical 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 technical activities and their relationship to other members.

6) Charge of unethical conduct may be filed by anyone with the Office of the General Secretary. The Ethics and Appeals Committee (SC4) shall investigate any complaint or charges in strict confidence and according to the Rules and Regulations of the Board of Registration and the Code of Ethics. The Ethics and Appeals Committee will recommend a course of action in each particular case to the Executive Committee. The Executive Committee may place special requirements on a member or 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.

#### Section 7 - 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 Affidavit of

Certification 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 certified Hydrologic Technician Member shall lose membership if his/her Affidavit of 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 AIH Registry.

#### Section 8 - Reinstatement

1) Any person or organization who lost the membership by resignation or suspension may be reinstated by applying for membership anew, by paying all the outstanding dues, fees or obligations incurred prior to the date of cessation of the membership, and by receiving a two-thirds favorable vote of the Executive Committee.

2) The Board of Registration shall prescribe the procedures for renewal and reinstatement of certification.

#### Section 9 - Appeal and Hearings

The Ethics and Appeals Committee (SC4) shall review appeals concerning the denial or revocation of the certification and suspension of membership and make recommendations to the Executive Committee.

### **ARTICLE III. ADMINISTRATION**

#### Section 1 – Management

The Executive Committee shall manage the affairs of the Institute under the Constitution and Bylaws of the Institute with the assistance of the Board of Registration and by Standing and Special Committees and such clerical and administrative help as may be authorized by the Executive Committee. The Technician Division will have a Management Committee and shall manage the affairs of the Technical Division under the Constitution of the Institute and the Bylaws of the Division. The Chair of the Management Committee will represent the Division on the Executive Committee. A Committee on certified Hydrologic Technician Examinations will be responsible for the administration of the certifying technician examinations.

#### Section 2 – Management Committee

1) The Management Committee shall consist of the Chairperson, Chairperson-elect, and immediate past Chairperson. The Chair of the Management Committee will represent the Division on the Executive Committee.

2) The Management Committee shall seek to fulfill the purpose of the Institute in accordance with the Constitution and within the provisions of Technician Division 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's Technical Division; designate the appointive officers; and generally direct the business of the Division.

3) Meetings of the Management Committee shall be held at least once a year. A quorum of the Management Committee shall consist of all three members.

#### Section 3 - Nomination and election of the Management Committee

The certified Hydrologic Technician Members of the Institute shall elect the Chairperson of the Management Committee as follows:

1) A Nominations and Elections Committee shall submit a list of candidates for the office 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 Officer. The names of the nominees shall be published in the Institute's official publication at least 120 days before the election.

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 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 - Chairperson

1) The Chairperson of the Division shall be elected from among the Division of Technician Membership for a term of two years beginning January 1 of the year following their election. If the Chairperson tenders a resignation or is not in a position to fulfill the duties of the office, the President of the Institute shall appoint a Technician Member to complete the terms of that office. The Chairperson elect automatically becomes the Chairperson for the term following a term as Chairperson elect.

#### Section 5 - Duties and Powers

1) The Chairperson is the chief elected officer of the Division and shall have the responsibility for the general management of its affairs; he/she shall officially represent the Division on the Executive Committee of the Institute shall preside over all meetings of the Management Committee; appoint, subject to approval of the Executive Committee, appoint new and/or replacement members to Division committees as may be needed; assign liaison responsibility for committees to other members of the Management Committee; and be an ex-officio member of all Division committees. If the Chairperson is absent or unable for any reason to fulfill these duties, the Chairperson Elect shall substitute as needed.

2) The Chairperson Elect shall have and assume the duties and powers of the Chairperson in the event of absence or disability of the Chairperson; shall perform other duties as may be delegated by the Chairperson or the Executive Division; and may officially represent the Division. The Chairperson Elect shall be responsible for the operation of all standing Division committees.

#### Section 6 - Board of Registration

1) The Board of Registration for the Division will operate under the Board of the Institute until such time where they can function separately. Appointments shall be made from among those Professional and certified Hydrologic Technician Members most qualified and experience 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 Division Examination Committee members; keep the applicants' file; maintain the Registry of certified Hydrologic Technicians; and monitor professional conduct of Members. 3) The Board shall adopt the Rules and Regulations for Certification of Hydrologic

Technicians 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 define 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 Division Examination Committee, which is a standing committee established in the AIH 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 its Executive Committee.

#### Section 8 – Committee on Hydrologic Technician Examinations will operate under the Committee for Professional

### Examinations of the Institute.

1) The Committee on Hydrologic Technician Examinations shall consist of a Chairman and not less than three (3), nor more than six (6), Hydrologic Technician Members of the Institute recommended by the Division's Management Committee and appointed by the Institute's 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 Hydrologic Technician Members most qualified and experience in both hydrological practice and education. To retain the integrity of the examinations, no member of the Committee of Hydrologic Technician Examinations will be able to hold office in the Management Committee or Board of registration during their period of service and for a period of one year after their service with the Committee of Hydrologic Technician Examinations.

2) The Committee shall recommend from its membership a Chairperson who, upon approval by the Management Committee, shall become liaison to the Management Committee for a three-year period overlapping the term of office of the Management Committee. The Chairperson shall organize and oversee meetings. He/she will be caretaker of the question data bank, and the grader 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. They will solicit questions from the Institute's membership when needed. They will consider topical changes on a 5-year cycle. They will make recommendations for changes or improvements to the examinations and the examination process. If changes to the process are required, they 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 Executive Committee of the Institute. His 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. 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. 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.

## **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 Management Committee

The Management Committee shall have an annual business meeting. Other meetings of the Management Committee shall be held at a time and place determined by the Committee at the call of the Chairperson.

### Section 3 - Meetings of the Committee on Technician 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.

## **ARTICLE V. FINANCIAL MANAGEMENT**

### Section 1 - Financing

1) The financial resources of the Division will be directed by the Institute and shall be derived from technician 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 AIH.

### Section 2 - Dues and Fees

1) The Executive Committee with recommendation from the Division Management 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 Institute's 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. The Division budget will be included in the Institute general budget.

## **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 shall be needed for approval of all amendments. All amendments shall take effect immediately, unless otherwise directed by the Executive Committee.

## **DEFINITIONS**

**Inactive status** - Certified Hydrologic Technician Members and Associate Members who are no longer regularly engaged in the practice of hydrologic data collection, are temporarily retired from the practice of hydrologic data collection, and who do not actively seek work assignments in hydrology either for an organization or as an individual consultant -- even though they could 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.