

HOW TO FORM AN ASSOCIATION

1. Hold a meeting of all water users. The meeting should be held within the designated boundaries of the normal service area. Post a notice in the existing service area, i.e.; public buildings. The best way is to send notice by mail. Notice should include the purpose of the meeting, time, place, and contact person.
2. If a majority of the interested parties agree to the proposed association, then form a committee to represent the group. The committee should be a representative cross section of the total group.
3. The committee should research and define what specific information is needed for the group.
4. When the committee feels that it has acquired the anticipated information, it should hold another meeting following the public notice standards (per Roberts Rules of Order).
 - a. The group should make decisions about what kind of association it wants to form (profit or nonprofit). Keep in mind that most current loan and grant programs available to water systems require them to be nonprofit. This is important if you plan on seeking State or Federal Funding.
 - b. Consider the size of your Board of Directors. How many officers? You will need a President, Vice-President, and Secretary/Treasurer at the least. How long will their terms be? Should they be rotated?
5. Begin researching group by-laws. We suggest sending a letter to several established associations asking for a copy of their by-laws. Take the best samples that apply to your group needs.
6. When you have a set of by-laws, have the final copy reviewed by an attorney.

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