



**WHEREAS**, the Ohio Water Environment Association (OWEA) is a 501(c)(3) organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, OWEA maintains positive relationships with many persons, and wishes to provide gifts, donations and flowers to members or in memory of members during periods of celebration or bereavement, such as but not limited to the birth/adoption of a child or for the death or illness of a member; and

**WHEREAS**, it is necessary to establish the independent financial means to provide such gifts.

**THEREFORE**, OWEA has adopted the following procedure:

**PROCEDURE**

- I. Each EC member shall contribute a minimum of \$25.00 per year to an independent fund to be known as the Celebration and Bereavement Fund. Depending upon the circumstances, EC may be requested to contribute additional funds should a need arise.
- II. The money for this Fund shall be considered “petty cash” and not be a part of the OWEA Budget. The Fund shall not increase in unencumbered balance above \$500.00.
- III. Decisions on how to use funds in the Celebration and Bereavement Fund shall be made by the President.
- IV. In general, the President or Executive Administrator shall take the lead role in purchasing gifts, authorizing donations or ordering flowers, then deducting the cost or receiving reimbursement from the Fund upon presentation of a receipt to the Executive Administrator or Secretary-Treasurer for the purchase.
- V. When required, gifts, donations and flowers shall be signed “from your friends at the Ohio Water Environment Association.”
- VI. This fund shall be limited to Executive Committee Members or State Committee Chairs, past or present. Expenditures shall not exceed \$75 on each occasion.