



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, the IRS has imposed reporting requirements outlined in Section 990 for nonprofit organizations that OWEA must follow, and

WHEREAS, one requirement associated with Section 990 is the development of a Conflict of Interest Policy.

THEREFORE, OWEA adopts the following Executive Committee (EC) Conflict of Interest policy.

POLICY

I. Introduction

A possible conflict of interest exists when an EC member has a material personal interest, either direct or indirect, in a proposed transaction involving the OWEA. When an EC member has an interest in a transaction being considered by the OWEA, the EC member should disclose that conflict before the Executive Committee takes action on the matter. Any EC member having a conflict of interest will not vote or use his or her personal influence on the matter and will not be present when the matter is discussed by the EC. The minutes of the meeting will reflect that a disclosure was made and the abstention from discussion and voting.

OWEA EC members will be required to attest annually to their familiarity with this policy and to provide information concerning any possible conflict of interest so that disclosure, if necessary, is made.

II. Definition of Material Personal Interest

A material personal interest is:

- an ownership or investment interest in any entity with which the OWEA has a transaction or arrangement;
- a compensation arrangement with the OWEA or with any entity or individual with which the OWEA has a transaction or arrangement; or
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the OWEA is negotiating a transaction or arrangement.

III. Procedures

1. The interested EC members will disclose to the EC, preferably in writing, the material facts as to his or her material personal interest in the transaction and in any corporation, partnership, association or other organization involved in the transaction prior to the meeting at which the EC acts upon the transaction.



2. At the beginning of each meeting of the OWEA EC, the President shall announce any acknowledged conflicts of interest and ask for the disclosure of any additional conflicts of interest related to items on the agenda.
3. The interested EC member will absent himself or herself from the meeting while the transaction is discussed and acted upon.
4. If a conflict of interest is not disclosed but becomes apparent, the President will determine whether to: (a) take no action; (b) assure full disclosure to the EC and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position or, if the person refuses to resign, become subject to possible removal in accordance with the removal procedures. The OWEA Executive Administrator will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

IV. Conflict of Interest Acknowledgement

I hereby confirm that I have read and understand the OWEA EC Conflict of Interest Policy and pledge to act in accordance with the policy to the best of my information and belief.

I understand that I shall disclose to the EC, preferably in writing, the material facts as to the personal interest in the transaction and in any corporation, partnership, association or other organization involved in the transaction prior to the meeting at which the EC acts upon the transaction.

I understand that I shall disclose any interests that could give rise to conflicts of interest, including names of family members, substantial business, or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

I understand that I will excuse myself from the meeting while the transaction is discussed and acted upon.

I agree that if I become aware of any information that might indicate that information that I am no longer in compliance with this policy, I will notify the Executive Administrator or President of the OWEA immediately.

Print Name

Date

Signature