



WHEREAS, the Northwest Ohio Water Environment Association (NWOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, where NWOWEA is represented by a Section Executive Committee and many standing and Ad Hoc committees, all of which perform a variety of critical functions for the organization, and

WHEREAS, the OWEA President is the chief executive leader of the OWEA and responsible for ensuring that communications issued by any party on behalf of OWEA are accurate and reflect the positions and beliefs of the State Executive Committee, regardless of where they originate.

WHEREAS, the issuance of any communications, regardless of their point of origination, is perceived as being associated with the entire organization. The primary concern is communications extended to other groups or organizations may be interpreted to commit OWEA to a course of action including the potential commitment of resources. In extreme circumstances these unauthorized communications could place OWEA in violation of its 501(c) (3) nonprofit status.

THEREFORE, NWOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. It is not the intention of NWOWEA to create a Policy and Procedure (P&P), which is unduly burdensome or restrictive to our Executive Committee or other section standing committees in the undertaking of normal planning activities. Common sense shall apply. The primary emphasis for this P&P is any communication that has the potential to link or bind OWEA with external groups or organizations, which are also involved in clean water protection or education.
- II. All oral and written communications that have the potential to link or bind OWEA with external groups or organizations, which are also involved in clean water protection or education shall be made only by the OWEA President or his/her duly authorized representative. It is recognized that some inquiries will be time sensitive. It shall be the responsibility of the President to make a timely response to the inquiry, even if the response is that "we have received your inquiry and we will get back to you."
- III. Any person other than the President receiving contact from any external group or party shall make it clear that they do not have the authority to commit OWEA to any course of action without an approval by the OWEA Executive Committee.