

**WHEREAS**, the Northeast Section of the Ohio Water Environment Association (NESOWEA) 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**, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

**WHEREAS**, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

**WHEREAS**, NESOWEA is represented by an Executive Committee (EC), standing committees and ad hoc committees; all of which perform a variety of critical functions for the organization, and

**WHEREAS**, the NESOWEA President is the chief executive leader of the NESOWEA and responsible for ensuring that communications issued by any party on behalf of NESOWEA are accurate and reflect the positions and beliefs of the EC, 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 NESOWEA 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**, NESOWEA has adopted the following policy and procedure:

### **POLICY AND PROCEDURE**

- I. It is not the intention of NESOWEA to create a Policy and Procedure (P&P), which is unduly burdensome or restrictive to sections or 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 NESOWEA 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 NESOWEA with external groups or organizations, which are also involved in clean water protection or education shall be made only by the NESOWEA President or his/her duly authorized representative. It is recognized that some inquires 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 NESOWEA to any course of action without an approval by the NESOWEA Executive Committee.