

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 relies upon fees and rates to raise revenue to fund necessary activities and functions of the organization,

WHEREAS, due to inflation, increasing costs and/or a desire to increase or improve the value of member services, in a manner that is fair, equitable and to preserve good financial health, and

WHEREAS, to provide full and necessary information to the Board to make prompt informed decisions regarding fees and rates,

THEREFORE, NESOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. It shall be understood that the NESOWEA budget is complex and composed of many integrated parts. Given that it is not possible to fairly evaluate any proposed fee and rate outside of the context of the budget, no proposed increase to any fee or rate shall be presented to the EC without an impact analysis to justify need and amount. This goal is to provide necessary information to the EC to allow them to make a prompt and informed decision. Supporting justification may include proposed fees/billings from caterers, room providers, etc. for the event.
- II. Fees and rates shall be evaluated on an event-by-event basis to determine their adequacy.
- III. It shall be understood that while it is good practice for normal operating expenses to be paid for out of annual revenues, the Board may make strategic decisions to utilize monies held in investment to defer or reduce increases in fees and rates during period of hardship or financial duress. However, it shall be recognized that this practice should not normally be invoked or undertaken to the degree that threatens necessary monies identified as “reserve.”