



WHEREAS, the Southwest Ohio Water Environment Association (SWOWEA) is a Member Association of the Ohio Water Environment Association (OWEA), which is a 501(c)(3) Organization; and

WHEREAS, SWOWEA enters into contracts and agreements with hotels, conference centers, caterers, audiovisual equipment professionals, and other groups for the purpose of conducting workshops, conferences, and for the efficiency and wellbeing of the organization; and

WHEREAS, the signing of contracts and agreements must be done in a timely manner, necessitating more than one person be allowed to execute contracts and agreements.

THEREFORE, SWOWEA adopts the following policy and procedure:

POLICY AND PROCEDURE

- I. SWOWEA designates the Treasurer as the primary person authorized to sign contracts and agreements upon approval by the Executive Committee (EC) for amounts in excess of \$100. Amounts above \$100 may be permitted as described in the "Section Expenses" Policy and Procedure. The SWOWEA President, Vice President, and Secretary are designated as backups in the event that the Treasurer is not available.
- II. The "availability" of the Treasurer shall be determined on a case by case basis in context of the situation at hand, the nature of the contract, its deadline, and the anticipated length of absence.
- III. EC members and Committee Chairs are required to make a reasonable effort to do advanced planning to ensure that EC approved contracts and agreements are submitted to the Treasurer, or in his/her absence, the President, at least one week prior to due date.
- IV. The originator of the contract or agreement shall provide clear written instructions to the Treasurer or alternate signatory (as identified in item I) on the process following signing of the contract execution.
- V. The Industrial Waste Chair and Plant Operations Chair may sign contracts for their respective seminars, provided they advise the Treasurer of the contract details before signing the contract.