



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, Sound fiscal management is key to SWOWEA's sustainability.

WHEREAS, "Authorized" Executive Committee Members as mentioned below shall include those who are signatories to the financial accounts of SWOWEA.

THEREFORE, SWOWEA adopts the following policy and procedure:

POLICY AND PROCEDURE

- I. The Treasurer or other authorized Executive Committee Member acting on behalf of the Treasurer shall have discretion in authorizing the following expenses without a vote of the Executive Committee (in the case of Section Meeting and Annual Luncheon expenses, the Treasurer shall report the value of the expenses at the Executive Committee Meeting following each event):
 1. Section Meeting expenses,
 2. Annual Holiday Luncheon expenses, or
 3. SWOWEA-related expenses up to \$100.

- II. All other expenses shall be presented to the Executive Committee for vote.

- III. Expenses presented to the Executive Committee after the expense is incurred are at the sole risk of the person or organization incurring the expense. Requests in advance during a regularly-schedule Executive Committee Meeting are strongly encouraged.

- IV. All expenses paid by SWOWEA shall be recorded by the Treasurer and shall be subject to an audit by the Auditing Committee.