



UCWDC® FINANCIAL PRACTICE No. 6

Signature Authority for Contracts and Other Business Agreements

Version 2.0

Date	Created by	Checked by	Approved by	Effective date
April 1, 2004	Sherry Tovell		General Council	April 2004

REVISIONS					
Date	Created by	Checked by	Approved by	Effective date	Version
Apr. 15, 2004			General Council		1.1
Sep. 9, 2011	Randy Shotts	F.O. Committee	General Council	Sep. 10, 2011	2.0



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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The UCWDC is registered in the state of Pennsylvania as a 501(c)(3) organization.

This Finance Practice governs the ability of UCWDC officers to sign contracts or otherwise authorize the purchase of products or services on behalf of the organization, or to sign or otherwise authorize any other type of agreement establishing a business relationship with the UCWDC.

2. PRACTICE

3. UCWDC officers and other authorized UCWDC representatives may sign contracts or agreements to purchase necessary products or services, or verbally authorize the purchase of necessary products or services, without obtaining additional UCWDC approvals providing the product or service is specifically identified in the budget established for the given department, the amount of the expenditure is within the budgeted total authorized for the given product or service, and the expenditure is **less than \$1,000**. If the budgeted expenditure is **\$1,000 or more, but less than \$5,000**, written notification to the UCWDC President and Financial Oversight Committee Chair of the intent to award the contract or procurement shall be made prior to issuance.
4. In the absence of a properly authorized departmental budget, or for proposed expenses not within the current authorized departmental budget, all proposals, un-signed contracts or agreements, or verbal purchase requests from the UCWDC officer must be submitted in advance to the UCWDC President for review and approval. Approval to proceed shall be evidenced by letter or facsimile from the UCWDC President.
5. Proposals, un-signed contracts or agreements, or verbal purchase requests from UCWDC officers and other authorized UCWDC representatives for budgeted expenditures **\$5,000 or more**, but less than \$10,000, must be submitted in advance to the UCWDC President and Financial Oversight Committee Chair for review. Written approval to proceed shall be required and evidenced by email, letter or facsimile from the President.
6. Contracts or agreements for the procurement of products or services **\$10,000 and above**, and any changes thereto, must be in writing and must be submitted in advance to the UCWDC President and Business committee Chair for review and approval. In addition, any resulting written contract or agreement must be co-signed by the Financial Oversight Committee Chair, the UCWDC Treasurer, and the UCWDC President.
7. Any document that establishes and evidences a “non-conventional” business arrangement with the UCWDC and another company or individual (e.g. non-disclosure agreements, “no-compete” agreements, foreign trade agreements, licenses, options, the purchase of vehicles or real estate, etc.) must be in writing and signed by the UCWDC President, Treasurer, and Financial Oversight Committee Chair.

END OF FINANCIAL PRACTICE