

Clydesdale Breeders of the United States of America

Policy & Procedures

Contracts

The Clydesdale Breeders of the United States of America (CBUSA). may from time to time require contractual services from other organizations, businesses, or individuals, including, but not limited to legal services, accounting, facility rental, equipment purchase or rental, food services, office supply, or temporary staffing, in order to fulfill identified needs which meet the stated purposes of the corporation, or for administrative purposes necessary for the functioning of the corporation, all as allowed within the Corporation By-Laws.

The need for contractual services may be identified by a CBUSA officer, Board member, employee, or committee member. Details of the proposed contractual service must be forwarded to the CBUSA Board President, who will review the contract and the need for it and determine if:

- A. The contract is necessary and is less than, or equal to \$500.00, in which case it will require Executive Committee approval.
- B. The contract is necessary and is greater than \$500.00, in which case it will require Board of Directors approval, or is less than, or equal to \$500.00, but involves special circumstances and in the opinion of the President requires Board of Directors approval. A simple majority of the Board grants approval.
- C. The contract, in the opinion of the President, is unnecessary, incomplete, does not meet the identified needs of CBUSA, or should be bid out to other providers for comparison. Under this recommendation, an amended contract can be submitted at a later date, or be presented to the full Board under an appeal of the President's decision.

Board approval of contracts and contract expenses may be conducted at any regular Board of Directors Meeting, or via any means permitted by the CBUSA Special Meetings Policy & Procedure.

All approved contracts must be signed by the President, or the President may appoint the Vice President, or the Secretary/Treasurer to provide the required signature. Original signed contracts should be maintained by the Secretary/Treasurer with a copy to the President.

Upon presentation to the Secretary/Treasurer of any invoice related to an approved contract, the Secretary/Treasurer shall not pay the bill until approval is received from the Board President. It is the duty of the President or designees to confirm obligations have been met in part or in full by the contractor and that the amount of the invoice is due and correct. If a deposit is due prior to the service or goods to be provided are delivered under any contract, then the Board should approve, or not approve, the early payment.

Adopted February 11, 2020