

ARTICLE II: THE CHAPTER

SECTION 2.3: FINANCIAL PRACTICES

PURPOSE

To identify the financial practices the Chapter will utilize.

AUTHORITY

The authority for the financial practices of the Chapter are found in Article IV, Section 2.4 of the Chapter's Constitution

POLICY

1. Each duly elected officer of the Chapter will exercise prudent financial practices when making purchases or dealing with Chapter investments and expenses.
2. The Secretary and Treasurer shall be authorized the necessary funds to fulfill the requirements of their offices as outlined in the Constitution and/or Bylaws of this Chapter.
3. Reasonable and proper expenses of the Executive Board members during their term of office; including reasonable expenses for the attendance of the Executive Board members to the Annual APCO Conference, may be paid by this Chapter with the prior approval of the Executive Board.
 - 3.1 The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.
 - 3.2 Reimbursements for approved Chapter expenses shall be made according to Section 6.1
4. The Executive Board shall be authorized to approve all other expenses not specifically outlined in the Constitution and/or Bylaws of this Chapter unless otherwise directed by a vote of the Chapter membership.
5. The Executive Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.
6. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Executive Board.

- 6.1 In the absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Corporation.
7. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Executive Board may select.
8. The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.