

Financial Policy #2

Co-sponsored/Joint Ventures/Partnerships

These procedures apply to any participation by the Association or any of its Sports Committees with other organizations where the Association assumes any form of financial responsibility with another entity, regardless of how the relationship may be identified or characterized.

1. **No member of the Associations' Board of Directors or any Sports Committee Chair may enter into an agreement with another organization on behalf of the Association without the prior consent of the Board of Directors ("the Board")**. Prior to any initial meeting with a potential co-sponsor or partnering organization, the Association's Board shall be made aware of the meeting and proposed goal and scope of the event or arrangement. Prior to any Board approval of any such arrangement the Board shall determine the scope of the Association's financial responsibility or other liability for the event or arrangement. The President shall assign one or more persons to participate on behalf of the Association and to report on timely basis on any material developments or changes in goals or risk to the Association.

2. If the other organization has control of the funds and has primary responsibility for the event, the Association should attempt to ensure that it has appropriate representation to that organization (Local Organizing Committee or "LOC").

If the Association is unable to gain representation on any such decision-making body, the Board should consider whether it is in the Association's best interest to continue in the partnership or undertaking, regardless of form.

3. The Chairs of the L&L and Budget and Finance Committees must review all contracts where the Association has any financial responsibility prior to their execution regardless of the identity of the contracting parties.

4. If the budget for any Joint Ventures/Partnership or Co-sponsored event is greater than \$500, it must be approved by the Board as well as the other

participating organization(s). Only after the event budget for the event is approved by the governing body of the event or undertaking, is the Association's assigned representative authorized to incur expenses within the approved budget.

- a. When it appears that an expense item will exceed the approved budget for the event, the Association representative shall promptly notify both the President and the Budget and Finance Chair and obtain approval if the excess is under \$200. If the overage exceeds \$200, the prior approval of the Board is required.
- b. The event budget may not be exceeded without prior approval of all financially responsible participating organizations unless the expense is the sole responsibility of the Association in which event only the prior approval of the Association is required as set forth above.
- c. Relevant Association payment request procedures must be followed when requesting funds in excess of budgeted amounts.
- d. Association decisions approving or rejecting budget or expense related requests shall be made in a timely manner.

Adopted May 17, 2020

As amended November 17, 2021