

Contract Approval Policy

Contract Execution

01 August 2024

The International Association of Exhibitions and Events (IAEE) holds that the IAEE President and CEO is subject to certain fiduciary responsibilities in managing the affairs of the organization, including the signing of contracts obligating IAEE..

For the purpose of this policy, a contract shall include: Letter of Understanding, Memorandum of Understanding or Agreement, Agreement, Contract, license, or lease, or any other document as defined in 2.1 below.

Policy

- 1.1 It is the policy of IAEE to grant authority to the President and CEO to negotiate, finalize and sign all contracts except for editors, auditors, legal counsel and the President's/ CEO's employment contract, as long as the financial implications of the contract are included in the organization's budget.
- 1.2 In the absence of the President and CEO, the Chief Financial Officer (CFO) or SVP has this authority.
- 1.3 If the financial implication of signing a contract is not included in IAEE's budget, but the dollar amount of the contract is less than **\$10,000**, the President and CEO or their designee may sign the contract. The board of directors will notify of such action for budget monitoring purposes.
- 1.4 If the financial implication of signing a contract is not included in IAEE's budget, and the dollar amount of the contract exceeds **\$10,000**, review and recommendation by the Finance Committee and approval of the Board of Directors is required before authority to sign the contract is granted.

Standards/Criteria

- 2.1 All contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, a cancellation clause, where applicable, how liability risks are covered or met, and how services are to be provided. A contract, a legally binding formal agreement between two or more parties, will consist of an offer, acceptance, and consideration (goods or services given in exchange for a fee).
- 2.2 All contracts that have not been pre-approved as a template by legal counsel, must be reviewed by legal counsel.
- 2.3 Automatic renewal terms shall not be included in any contract unless pre-approved by the President and CEO.
- 2.4 Approval of all budgeted expenditures for routine purchases of goods and services (i.e., mailing house services, postage, and printing) will be authorized by department directors or their designees, does not require a formal written contract as described in this policy, and is not regulated by these contract execution provisions.

Operational Procedure

- 3.1 Any fully executive agreement must be saved in the appropriate folder.
- 3.2 The Finance Department will receive and maintain a copy of each contract for payment procedure purposes.