
ΣΤΔ
SIGMA TAU DELTA
CONTRACTS POLICY AND PROCEDURES

POLICY:

Sigma Tau Delta seeks to maintain sound fiscal policies and reasonable control over funds by preserving a clear, centralized procedure for signing contracts.

PROCEDURES:

1. The Executive Director's Employment Contract is signed, on behalf of the Society, by the International President.
2. All other contracts must be signed by the Executive Director, who has the primary responsibility for supervising them and ensuring compliance with them.
3. Contracts relating to the Society Publications must be signed by both the Executive Director and the Managing Editor."
4. Contracts involving amounts of more than \$5,000 must be signed by the Executive Director and either the Secretary/Treasurer or the President of the Board of Directors.