
By-Law: Payment Authorisation

1. Purpose

This by-law establishes the procedures and authority levels for approving club (Rouse Hill Rams Softball) purchases to ensure financial responsibility and transparency.

2. Authorisation Levels

2.1 Executive Committee Approval:

- Purchases under \$250 require approval from a majority of executive members.
- Such purchases must be deemed essential to the operation of the club.

2.2 General Committee Approval:

- Purchases exceeding \$250 or deemed non-essential must be brought before the committee for approval.

2.3 Rouse Hill Rams Sports Club Approval:

- Non budgeted purchases exceeding \$1,000 require approval from Rouse Hill Rams Sports Club Executive.

3. Voting Procedures

3.1 All approvals must be documented with a timestamp at the time of voting.

3.2 Electronic and in-person voting methods are valid, provided proper records are maintained.

3.3 A majority decision within the respective approval group is required for authorization.

4. Record Keeping

4.1 All approved expenditures must be documented and retained for financial reporting.

4.2 The Treasurer shall maintain records of all purchase decisions and approvals.

5. Amendments

This by-law may be amended by a majority vote of the committee, subject to ratification by the executive committee and the Rouse Hill Rams Sports Club when applicable.
