

The background of the entire page is a light gray technical drawing. It features various geometric shapes such as circles, triangles, and rectangles, along with construction lines, dimension lines with arrows, and hatching patterns. The drawing is a complex, multi-view technical sketch, possibly of a mechanical part or a structural element, rendered in a clean, minimalist style.

Cetie

General data sheet

DT00.30

December 2021

**CETIE RULES OF PROCEDURE:
DELEGATION OF POWER**

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The official language version of this document is English

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Contents

- 1 Scope 4**
- 2 Authorisation of expenses..... 4**
- 3 Operation of bank accounts 4**
- 4 Contracts 4**
- 5 Data sheet history 4**

1 Scope

This data sheet describes how the powers delegated to the Chair according to Article 7 of the Cetie Statutes may be further delegated to the other Officers and Staff of Cetie. This concerns expenses as well as major decisions (contracts).

2 Authorisation of expenses

An authorised person other than the person having engaged the expense must approve all expenses for payment:

- The Secretary General for professional expenses of other Cetie staff members (travel and reception expenses, current office supplies, etc...)
- The Chair or the Treasurer for expenses engaged by the Secretary General.

Exceptions

- a) This rule does not concern the payment of recurrent expenses directly arising from and corresponding to contracts engaged according to § 4 below, in particular for salaries and associated charges.
- b) This rule does not concern the small expenses made for the day-to-day work. Typically, expenses under 200 euros can be made by the Cetie Staff without needing an authorisation, so long they belong to the usual purpose and activity of the association (office work, advertising and communication, travel and entertaining...). The Secretary General, the Chair and the Treasurer can check at any moment the expenses made on the Cetie account directly through the bank internet. The limit of 200 euros can be modified by simple e-mail from the Chair or the Treasurer.

3 Operation of bank accounts

The Secretary General and the Treasurer may engage all necessary actions associated with the operation of the bank accounts open in the name of Cetie. The Secretary General may delegate to Cetie staff, without limit, transfers between savings and current accounts so as to maximise income from interest.

4 Contracts

The Secretary General is authorised to sign contracts of employees on behalf of the Chair with, in each case, his or her agreement recorded by any suitable means.

5 Data sheet history

This document replaces the DT00 (2016) – Cetie Rules of procedure, clause 10.

First edition: 12/2021.