



Approved and Adopted

SWEEC FINANCIAL POLICY STATEMENT

11-21-21

Article 1:

SWEEC will not accept cash donations or any in-kind donations (neither for the Southwest Environmental Education Cooperative's umbrella organization nor the SWEEC's 501c3 non-profit organization known as the Southwest Environmental Education Coalition). SWEEC will not accept cash donations on behalf of partner organizations and will only permit direct-deposit donations to partnering organizations during authorized charitable fund-raising events;

Article 2:

SWEEC Executive Director will not receive salaries, stipends or honoraria; Executive Directors, Officers, Trustees, and all Executive Board Officers including Treasurer and Secretary are volunteer positions only;

Article 3:

Project Coordinators are eligible for contract service positions and stipends and must serve on Advisory Board and attend Advisory Board Meetings for duration of service contracts;

Article 4:

Vendors and Project Coordinators will receive no more than 5 years of funding support and/or stipends for contracted projects (and will receive no more than 5% funding increases over the duration of contracted service period);

Article 5:

Vendors and Project Coordinators may reapply for project funding support with the submission of letter of application, statement of intent, and final outcomes report to the SWEEC Advisory and Executive Board to renew projects after 5 year funding period;

Article 6:

Executive Board members will serve no longer than two-year term of service (and must rotate off Executive Board before serving on Advisory Board or in any other organizational capacity including project coordinator or vendor);

Article 7:

All vendors and project coordinators must be contracted annually for services in order to receive stipends, honoraria, scholarships, and/or salaries;

Article 8:

Executive Director, Executive Board, and Treasurer will provide fiduciary oversight for the allocation of grant funding to contracted project coordinators and vendors;

Article 9:

Project coordinators must submit quarterly progress reports and annual financial report to Executive Director and Program Director in order to receive contracted service stipends or salaries (failure to submit quarterly progress reports and meet project outcomes will automatically nullify project coordinator eligibility for service stipends and salaries as contracted);

Article 10:

Executive Director will deliver annual financial report to Executive Board on the first Sunday of February as per SWEEC charter and bylaws.