

SIGNING AUTHORITY POLICY

PURPOSE

This policy sets out who is given authority to sign documents on behalf of the Society, how they are appointed, and the limitations of their authority.

CONTEXT

As the Society's activities become more diverse and the society in which we live becomes more dependent on documentation, it is necessary to specify who has authority to sign documents on behalf of the Society. It is important to ensure that commitments are not made on behalf of the Society without knowledge of the Executive and/or the full Board to avoid commitments or actions that may put the Society at risk or be at cross purposes with the Society's mission, vision, objectives, commitments or actions.

POLICY SCOPE AND LIMITS

1. All cheques, notes, drafts, and other negotiable instruments shall be signed, executed, or endorsed by such person or persons as may be appointed from time to time by the Board of Directors on the recommendation of the Executive (reference By-law 48). These usually comprise six members of the Executive and/or Finance Committee, and occasionally Board members who are frequently at the Centre. These individuals are nominated by the Executive Committee and subsequently approved by the Board.
2. Any or all of the following documents may be signed on behalf of the Society by any member of the Executive Committee with the approval of the full Executive:
 - a. Any documents dealing with financial or legal matters,
 - b. Applications for grants from any external agencies,
 - c. Partnership agreements,
 - d. Contracts or contractual agreements,
 - e. Advertisements of any work to be paid for by the Society or on behalf of the Society whether on-going or project based,
 - f. Agreement to hire employees or contractors, and
 - g. Stipends for individuals, e.g., students or artists, providing services to the Society.
3. The Executive may choose to delegate its signing authority for specific purposes. Such a decision must be approved by a formal motion of the Executive Committee. The Executive has delegated authority to the Society's Accountant to sign instructor contracts on behalf of the Society.

Related documents: KCCS By-laws