

SIGNING AUTHORITY POLICY

Authorized Signatories on behalf of the Kerrisdale Community Centre Society

PURPOSE

Currently the Board approves the appointment of members who can sign cheques on behalf of the Society. 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.

The President and the Treasurer are authorized signatories for the Society on various legal and financial documents. On some occasions a Vice-President, the Past-President, or the Secretary of the Society signs documents on behalf of the Society. The Executive has delegated authority to the Society's Accountant to sign instructor contracts on behalf of the Society.

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 also necessary to endeavour to avoid commitments or actions that may put the Society at risk or be at cross purposes with other commitments or actions and to ensure that commitments are not made on behalf of the Society without knowledge of the Executive and/or the full Board.

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).
2. Any or all of the following may be signed 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. In an emergency, the President of the Society may sign documents without the agreement of the entire Executive. In such instances, the document or documents must be ratified by the Executive at the earliest opportunity.
4. 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.