

Signing Authority

Purpose:

The Centre for Christian Studies involves a mix of staff and volunteers in its governance and management and therefore needs clarity about who can transact business of CCS.

Policy:

Execution of Instruments:

All contracts, deeds, transfers, assignments, obligations, certificates and other instruments in the ordinary course of operation of CCS may be entered into on behalf of the Corporation by two of the following: either or both of the Co-Chairs, the Treasurer, another elected director as assigned by Central Council.

Cheques:

All cheques, bills of exchange or other payments of indebtedness issued in the name of the Corporation shall be signed by two of the officers or agents duly authorized by the Central Council.

Accounts:

One authorized individual may endorse or stamp cheques for deposit. For withdrawals, transfers and other transactions, two signatures of authorized officers or agents are needed.

Borrowing:

No money can be borrowed on behalf of the Corporation without a motion from Central Council authorizing the loan.

Protocol

1. Items falling under the category of Instruments will normally be approved by Central Council prior to being signed.
2. Cheques and accounts require two signatures. The two signatures may be any two of:
 - a. Two elected officers designated to have signing authority by Central Council.
 - b. One elected officer designated to have signing authority by Central Council and one agent (normally the Principal and Administrative Assistant) designated to have signing authority by Central Council.