

F13.0 DELEGATION OF AUTHORITY TO SIGN CONTRACTS

POLICY

As part of its normal operations the *Society* may enter into two types of contracts. One type of contract will commit the *Society* to purchase certain services or materials from an outside party. The second type will obligate the *Society* to perform a service or to supply materials to an outside party.

This policy provides signing authority guideline for both types of contracts.

PROCEDURE

DELEGATION

1. The Executive Director will normally sign purchase contracts on behalf of the *Society*.
2. Construction contracts in excess of twenty thousand dollars will be signed by the Executive Director and the President of the Board of Directors, or by any two signing officers of the *Society*.
3. Special consideration is needed when the *Society* contracts with another party to perform a service, provide advice, information, or supply material, whether or not income is the intent of the partnership. In such situations the *Society* must ensure that the legal, financial and insurance implications are thoroughly understood. Typically, all such contracts will be signed on behalf of the *Society* even though specific individuals or departments will provide the service.

The signing authorities for such "performance" contracts will be as follows:

All contracts, documents or written instruments requiring execution by the *Society* will be signed by one signing officer from the Board of Directors and the Secretary of the Board. Once appropriately signed, such contracts, documents or written instruments will bind the *Society* without any further authorization or formality. The Corporate seal of the *Society* may, when required, be affixed thereto.

From time to time the Board of Directors may authorize other officers of the *Society* to execute contracts, documents or written instruments.