

FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy D-3

Last Updated: November 7, 2006

Cheque Signing

The President, Vice President, Treasurer and any Director named by motion of the Board is/are hereby designated "signing officer(s)" or the Organization and is/are hereby authorized and empowered for and on behalf of the Organization:

- (a) To execute any documents relating to operation of the account as may be required by the bank; and
- (b) To make, sign, draw, accept, negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money; and generally all instruments and documents, whether negotiable or not, for the purpose of binding or obligating the Organization to the bank or as required by the bank or as may relate in any way in connection with the account.
- (c) One of the President, Vice President or Treasurer to sign cheques under \$10,000.00 and that one of them plus another Director to sign cheques over \$10,000.00.

That any one of the signing officers or the Executive Director is hereby authorized for and on behalf of the Organization:

- (a) To negotiate with, deposit with, or transfer to the bank (but for credits of the Organization's account only) all or any cheques, promissory notes, bills of exchange, orders for payment of money, drafts and other paper, negotiable or otherwise, purporting to be signed or endorsed on behalf of the Organization by them or any of them or having the name of the Organization impressed thereon by rubber stamp or otherwise; and
- (b) To arrange, settle, balance, and certify all books and accounts between the Organization and the bank and to receive all paid orders and vouchers and to sign and deliver to the bank the bank's form of settlement of balances and release.