

Editors' Association of Canada/Association canadienne des réviseurs Branch Officers and Signing Officers Procedures

Effective date: January 2018; last revised September 2019

Purpose

These procedures have instructions for

- appointing the Editors' Association of Canada (Editors Canada) branch officers and signing officers, and
- managing signing authorities on the national executive council.

Branch officers

Branch chairs are designated as officers of the association, with defined signing authority.

- The national executive council (NEC) has delegated certain specified powers to that role.
- In practice, branches elect their own branch chairs and other positions.
- Each year, the NEC must pass a resolution appointing someone from each branch to the national position of **branch officer**. This can be done in conjunction with the vote on the branch signing officer, below.

Approving signing officers: branch level

The executive director and the treasurer will ensure that branch **signing officers** are in place for the association.

After directors are elected at the annual general meeting and the directors choose a treasurer from among themselves, the treasurer will ask branch chairs for the names of their signing officers. The signing officer may be the same person as the branch officer (the branch chair) and/or anyone their branch executive delegates.

When the treasurer receives the names of all the branch signing officers, the NEC will vote to approve the branch officers and branch signing officers.

Approving signing officers: national executive council

The executive director and the treasurer will ensure that NEC signing officers are in place for the association.

After directors are elected at the annual general meeting, the executive director will review the current signing officers and recommend to the NEC changes in signing officers as a result of elections.

- There should be four signing officers appointed, including the executive director and treasurer, plus two other directors.
- At least two of the directors should live in the area of the national office, to allow a quick turnaround on counter-signing the cheques.
- The NEC must vote on the roster of signing officers.
- Following the vote, the signing officers should visit the bank as soon as possible with the executive director.

Signing authorities

The executive director has signing authority with the following controls.

1. These are the configurations for who can sign for what amounts of money.
 - a. One NEC signing officer or the executive director can sign cheques under \$500.
 - b. One NEC signing officer plus the executive director (or plus a second NEC signing officer) are required to sign cheques for \$500 to \$5000.
 - c. Two NEC signing officers are required to sign cheques over \$5000.
 - d. Exceptions: any cheques to the Receiver General for Canada (HST, payroll remittance and deductions) may be signed by the executive director plus one NEC signing officer.
2. The executive director can sign cheques as long as the association's financial statements are within 45 days of being current.
3. Any transfer between accounts requires prior approval, by email, from two NEC signing officers.

The NEC reserves the right to revoke the executive director's signing authority at any time and for any reason.