

ADMINISTRATIVE PROCEDURE 115

HOW TO CHANGE SIGNING OFFICERS

Background

To establish a guide to expedite the changing of signing authority and to ensure the security of the STAA account.

Guidelines and Procedures

1. Any change of signing authority must be approved by a quorum of the STAA Executive.
2. There shall be at least three signing authorities. Signing authorities will consist of the President, Vice President and Treasurer, any two of which may sign.
3. The Executive Director is listed as our "Authorized Contact". The Executive Director is the only person who can make the changes at the financial institute.
4. The Executive Director will need either the minutes stating who the signing authorities will be or a letter referencing the change in the minutes for the financial institute.
5. Changes may be initiated at any branch of the financial institute with all signing authorities present or, if not possible to go as a group, the documents may be sent to individual local financial institute for processing.

Reference:

Approved: January 2018

Review: January 2020