



**COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS OF  
NEWFOUNDLAND & LABRADOR**

Policy	
<b>SIGNING AUTHORITIES</b>	<b>Number: 3-70</b> <b>Section: FINANCE</b> <b>Page: 1 OF 2</b>
<b>Issuing Authority</b>	CASLP-NL Board of Directors
<b>Author</b>	CASLP-NL Board of Directors
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<b>Approval Date</b>	JULY 17, 2013
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<b>Revision Date(s)</b>	NOVEMBER 3, 2017

**Overview:**

For protection and accountability of its members, the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) Administrative By-laws section (12) (b) states that two or more of its Board members shall be designated by the Board as signing authorities for the College's financial transactions and that two or more signatures will be required on all financial documents and cheques.

**Policy:**

All members of the College Board may be a signing authority on CASLP-NL accounts, financial documents and cheques. Each financial document and cheque must be signed by the College Treasurer and one other member of the College Board.

**Procedure:**

- The Treasurer or designate will contact the bank in which the account(s) are held to determine the procedure for setting up/changing the signing signatures.
- The Treasurer will have the other designated Board member(s) complete all necessary forms.

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- The Treasurer and the other designated Board member(s) will be responsible for signing CASLP-NL bank transactions. All signatories will be held accountable.

**References:**


College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador Administrative By-laws, 2012

**Approved By:**



CASLP-NL

Chairperson



CASLP-NL Board Member