

# School District No. 22 (Vernon) **POLICY**

Please file in By-Laws, Policy & Procedure Manual

**No. 2.2.2**

Adopted: 11 Jan. 1977  
Amended: 13 Nov. 1990

## SIGNING AUTHORITY DURING ABSENTEEISM - SECRETARY-TREASURER

In the unavoidable absence of the Secretary-Treasurer, the Assistant Secretary-Treasurer shall be authorized to sign such legal and financial documents, with or without seal, as may be required to ensure continued operation of the School District. Where the signature of the Secretary-Treasurer, as such, is a mandatory requirement, then, in the absence of the Secretary-Treasurer, and at an appropriate meeting of the Board of School Trustees, the Assistant Secretary-Treasurer shall be so appointed Secretary-Treasurer to satisfy the mandatory requirements and for that purpose only.