

**Bylaw Reference**

Article 2 Board of Directors

Part B: Duties and Responsibilities of Office

**Section 3 – Vice President Responsibilities**

- 1) Assist the President in the performance of their duties
- 2) Shall discharge these duties in case of their absence

**Section 2 - President Responsibilities**

- 1) Preside at all meetings
- 2) Direct the order of the meeting
- 3) Put all questions at the meeting
- 4) Have their signature on file with financial institutions for the purpose of the Church's access to accounts if the Treasurer becomes incapacitated.

**Bylaw Reference**

Article 10 : Funds

Part B: Execution of Instruments

**Section 1. Remittances**

All checks, drafts and orders for payment of money shall be signed in the name of the Corporation by the **Treasurer and/or President of the Board**. Authorized signatures on checking accounts cannot write checks to themselves.

**Section 2. Contractual Agreements**

After the execution of any contract or other instrument, having been first authorized by the Board of Directors, **the President or Vice President** may execute the same in the name and in behalf of the Corporation. If there are to be non-emergency, major alterations of the building or land, the Board shall first get approval of the membership. All written agreements shall be attested to by the Secretary who shall affix the Corporate Seal thereto if the amount exceeds one thousand (\$1,000) dollars.

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