

Signatory Motions Guide

Historically, adding or changing signatories for Not-for-profits, like P&Cs, has been a reasonably straightforward procedure. Due to increasing incidents of hacking and fraud, what should be a simple process is now more complicated than ever, with banks demanding more and more paperwork and identification.

It is explicit within your P&C Constitution that members elected to the positions of President, Vice-President, Secretary and Treasurer are automatic signatories to all accounts of the P&C (Rule 17.6). However, presenting your Constitution and AGM minutes, detailing the names of members holding these positions, is no longer an accepted measure to become an authorised signatory with some banks.

To save time and frustration, we recommend that the P&C puts forth specific and explicit motions at the AGM. These motions will appear on the agenda partially complete and, once elections have concluded, put to the meeting with the applicable Office Bearer's name inserted as the signatory.

Suggested Wording

Motion 1 (Mandatory)

"That

- a) (insert full legal name), DOB (insert date of birth) as President and;
 - b) (insert full legal name), DOB (insert date of birth) as Vice-President and;
 - c) (insert full legal name), DOB (insert date of birth) as Secretary and;
 - d) (insert full legal name), DOB (insert date of birth) as Treasurer of the (insert P&C name) Association Inc., be appointed authorised signatories of the P&C accounts, including the bank accounts:
 - 1) (Account name) (BSB and account number) held with (Bank name)
 - 2) (Account name) (BSB and account number) held with (Bank name)
- ...list all P&C bank accounts.

Suggested Wording

Motion 2 (Optional)

- "That (insert full name), DOB (insert date of birth) as Executive Member of the (insert P&C name) Association Inc, be appointed an additional authorised signatory of the P&C, including the bank accounts:
- 1) (Account name) (BSB and account number) held with (Bank name)
 - 2) (Account name) (BSB and account number) held with (Bank name)
- ...list all P&C bank accounts

Suggested Wording

Motion 3 (Mandatory)

"That any combination of two of the authorised signatories named in Motion 1 and/or 2 above may authorize any transaction on accounts they are signatories of."

