



## *American Legion Auxiliary*

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### **Protection of the Department President's Signature Policy**

**Reviewed by:** \_\_Department Executive Committee\_\_      **Reviewed on:** \_\_\_\_\_

**Approving Body:** \_\_\_\_\_      **Date Approved:** \_\_\_\_\_

#### Policy Statement

To address protecting the digital or facsimile signature of the Department President.

#### Policy

1. The American Legion Auxiliary Department Executive Secretary and Department Treasurer shall safeguard the digital or facsimile signature of the Department President and only use the Department President's digital or facsimile signature at the direction of the Department President.
2. In the Department President's absence, no authority is implied to acquire or dissolve assets or enter into binding contracts that obligate the organization beyond routine matters of policy or procedure.
3. In the event the Department President's signature is required for a matter beyond what has been previously directed or approved by the Department President, the Executive Secretary or the Treasurer shall contact the Department President for signing instructions. In such circumstances where the Department President directs a Department staff member to utilize her digital or facsimile signature, a memorandum of the directive shall be duly retained and filed.