

Document #: <b>NSSA ADM201</b>	Title: <b>AUTHORITY TO ENTER INTO CONTRACTUAL AGREEMENT</b>	Print Date: <b>6/2/2016</b>
Revision #: <b>0.0</b>	Prepared By: <b>Steve Scales / Susan Britt</b>	Date Prepared: <b>3/8/2012</b>
Effective Date: <b>5/24/2012</b>	Reviewed By: <b>EXECUTIVE COMMITTEE</b>	Date Reviewed: <b>5/21/2014</b>
Next Review: <b>NLT 6/30/2018</b>	Approved By: <b>EXECUTIVE COMMITTEE</b>	Date Approved: <b>6/2/2016</b>
Standard: <b>N/A</b>		

**Policy:** Formally limit the number of specific individuals who have the authority to enter into binding contracts on behalf of the Association.

**Purpose:** To describe who has the authority to either enter into binding contracts on behalf of the Association or assign that authority to another individual in specific cases, without diluting the primary authority's responsibility.

**Scope:** This statement applies to all legally binding agreements including but not limited to Contracts, Memorandums of Understanding, Letters of Intent, and Licensing Agreements (hereafter collectively referred to as "Contract").

**Procedure:**

**1.0 AUTHORITY**

1.1 Only the Executive Director is authorized to enter into a Contract on behalf of the Association in matters pertaining to the day-to-day business of the NSSA including but not limited to the National Skeet Shooting Association (NSSA), National Sporting Clays Association (NSCA), and the National Shooting Complex (NSC).

1.2 The Executive Director and/or the sitting President of the Board of Directors has the authority to enter into a Contract on behalf of the Association pertaining to an action directed by a binding majority vote of either the Board of Directors or the Executive Committee acting in representation of the entire Board of Directors consistent with the By-laws of the Corporation (i.e. National Skeet Shooting Association).

**2.0 EXCEPTIONS**

2.1 The Executive Director may, at his discretion, designate in writing that another full-time employee of the NSSA to enter into specific Contracts of a specific nature pertaining to the day-to-day business of the NSSA including but not limited to the National Skeet Shooting Association (NSSA), National Sporting Clays Association (NSCA), and the National Shooting Complex (NSC).

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- 2.2 This designation must be in writing, signed and dated by both the Executive Director and his designee.
- 2.3 A copy of the designation will be filed with the Director of Finance prior to any execution of Contract by the designee.

**Forms:**

- None

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0.0	5/24/2012	Initial Release	Past Pres, Bill Batty

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