

# By-Law VII – Contracts and Agreements

- 7.1 All contracts and agreements, prior to signing, must be reviewed by legal counsel.
- 7.2 All contracts and agreement require the signatures of the General Manager, the President, and the Chief Financial Officer.
- 7.3 All contracts and agreements are to be stored in the office of the General Manager.
- 7.4 Personnel contracts and any other contract or agreement of a confidential manner are only to be accessed by the General Manager, the President, or the Chief Financial Officer.
- 7.5 If a contract or agreement is needed by the Executive in an Executive meeting the President shall retrieve the contract or agreement in question.
- 7.6 If a contract or agreement is needed by a member of the Executive outside of an Executive meeting, the General Manager, President, or Chief Financial Officer shall sign authorization for that member to view and copy the contract or agreement.
- 7.7 If a copy of a contract of agreement is made, it shall be destroyed after it is no longer needed.