



RESOLUTION #04-11

The Board of Directors of the San Francisco Estuary Institute **Resolution for 2012 Program Plan**

IT IS HEREBY RESOLVED THAT:

The Executive Director shall be specifically authorized to take the following actions on behalf of the Board of Directors of the Institute:

1. Maintain bank accounts in a local bank and deposit receipts of payments or contributions into the Institute's bank account; provided that the Institute's accounts will not be moved without prior written notification to the Board.
2. Acquire goods and services on behalf of the Institute as necessary for the maintenance of an efficiently operating office and staff, provided that such expenditures are consistent with the budget presented to the Board at the beginning of each fiscal year; sign checks on behalf of the Institute for all Institute expenditures relating thereto, provided that any non-routine, unbudgeted expenditure which exceeds \$15,000 shall be subject to explicit Board approval.
3. Make emergency expenditures which exceed \$15,000 if required between Board meetings only upon approval of the Administration and Fiscal Management Committee; or, if it is not possible to contact the Committee, and harm to the Institute would result if the expenditure is not made, the Executive Director shall be empowered to make such expenditures, but will immediately notify the Board of the purpose and amount of the expenditure and the cause for emergency action, and shall submit the matter to the Board for their approval at the next regular meeting.

www.sfai.org

SAN FRANCISCO ESTUARY INSTITUTE
4911 Central Avenue, Richmond, CA 94804
p: (510) 746-7334 (SFEI) f: (510) 746-7300

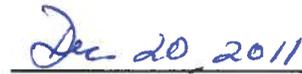
4. Consistent with the Institute's Strategic Plan and with the Board approved Program Plan: Represent the Institute in negotiations or solicitations related to the procurement of funding for the Institute's programs; sign as the Institute's authorized representative on applications or proposals for grants or contracts, permit Principal Investigators to explore potential projects and funding, and through the Executive Director, report to the Board; and with prior notification to the Board, accept awards of such grants, contracts or other funding arrangements.
5. Sign as the Institute's authorized representative on all State and Federal tax and other such official forms as necessary to the ordinary conduct of the corporation.
6. Maintain a qualified staff of scientific, technical and office professionals in accord with the personnel policies of the Institute; provided that the director must obtain authorization from the Board, at a regular meeting, for the creation of any new permanent position.
7. This Resolution is approved and effective only for the period of the 2012 Program Plan.

Approved:

Date:



James Fiedler, Chairman



www.sfei.org

SAN FRANCISCO ESTUARY INSTITUTE
4911 Central Avenue, Richmond, CA 94804
p: (510) 746-7334 (SFEI) f: (510) 746-7300