

Board Policy No. 602

SUBJECT: Notary Public

I. PURPOSE

The cooperative will have a Notary Public available within the organization.

II. CONTENT

A. The cooperative will pay for the bond, application fee, all required courses and seal for two employees.

B. The designated Notary Public will notarize all documents requiring notarization for cooperative business, and as much as practical for cooperative members and employees.

C. The designated Notary Public will notarize signatures of members provided members personally appear in the cooperative's office during regular hours and provide all necessary materials. The Notary Public will not provide vehicle title or deed work for members. Notary work for members shall be for occasional and reasonable requests.

III. RESPONSIBILITY

The Chief Executive Officer is responsible for compliance.

IV. This policy supersedes and cancels all other policies which relate to the subject matter.

Date

adopted: March 30, 2000

Attest: Walter E. Botsford, Secretary

Revised: March 18, 2004

Walter E. Botsford, Secretary

May 10, 2007

Walter E. Botsford, Secretary

February 26, 2009

Walter E. Botsford, Secretary

September 16, 2010

Walter E. Botsford, Secretary

February 15, 2024

Kathy A. Robbins, Secretary

