

Board Resolution

Organization: _____ Resolution Number: _____

Board of Directors

Instructions: The following "SAMPLE" Board Resolution may be used to authorize your organization to enter into contract with the Division of Housing and Community Renewal. It must be printed, signed and submitted to your Regional Office with your contract package.

I hereby certify that at a meeting of the Board of Directors of _____ a corporation organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said corporation, _____, in the city of _____, State of New York, on _____, the following resolution was duly adopted and is now in full force and effect:

Whereas, this Board of Directors authorized the Corporation's participation in the _____ Preservation Program, now therefore, be it

Resolved, and this Board of Directors does hereby authorize by signature, the Executive Director to take all actions necessary to enter into contract with the Neighborhood/Rural Preservation Program with the New York State Division of Housing and Community Renewal and to keep on file a copy of said Agreement in the Office of the Corporation of this Board; and be it further

Resolved, that a certified copy of this resolution be sent by the Secretary of this Board to the New York State Division of Housing and Community Renewal

In Witness Whereof, I have hereunto set my hand as secretary of said corporation and affixed the corporate seal this _____.

Signature
Board of Directors Secretary

Sample Resolutions Board Of Directors

Adriaan F.M. Dorresteyn et al.



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Small Business Kit For Dummies Richard D. Harroch, 2010-03-11 Get your small business up and running and keep it running for years to come Millions of Americans own their own businesses and millions more dream of doing the same But starting your own business is a pretty complicated matter especially with all the legal issues and paperwork This updated edition of the top selling small business resource is chock full of information resources and helpful hints on making the transition from a great idea to a great business If you ve got a great idea for your own business you need the kind of straightforward advice you ll find here the kind of advice you d normally only get from business schools and MBA courses *Small Business Kit For Dummies* Second Edition covers all the basics on Recent tax law changes Balancing your finances Hiring and keeping employees Effective management strategies Accounting fundamentals In addition to the basics of business you ll also find top class advice on more advanced business basics like business plans the ins and outs of contracts and using the Internet to expand your business For entrepreneurs large and small this comprehensive resource offers authoritative guidance on all your biggest business concerns and offers unbeatable advice on such topics as Choosing your business structure from LLCs to S corps How to develop and write a standard business proposal Going public issuing stock and keeping a stock ledger Raising capital and understanding securities laws Bookkeeping standard practices Tax basics for small businesses Handling the paperwork for new hires Designing employee compensation plans Working with independent contractors and consultants Patent and copyright protections Dealing with the Press In addition the book includes a CD ROM full of helpful resources forms contracts and even sample versions of the most popular software for small businesses With *Small Business Kit For Dummies* you ll find all the tools you need to get your small business up and running and keep it running for years and years to come

The Corporate Records Handbook Anthony Mancuso, 2022-07-26 Keep your corporation valid in the eyes of the IRS and courts If you ve taken the time to turn your business into a corporation chances are you d like to see it stay that way Your business card may say incorporated but if the courts and the IRS think differently it s closing time Meeting minutes are the primary paper trail of your corporation s legal life so it s essential to know when and how to prepare these minutes *The Corporate Records Handbook* provides all the forms and instructions you need to stay legal including Call of Meeting Meeting Participant List Notice of Meeting Certification of Mailing Acknowledgment of Receipt of Notice of Meeting Shareholder Proxy Meeting Summary Sheet Minutes of Annual Shareholders Meeting Minutes of Special Shareholders Meeting Minutes of Annual Directors Meeting Minutes of Special Directors Meeting Waiver of Notice of Meeting Approval of Corporate Minutes Cover Letter for Approval of Minutes of Paper Meeting Written Consent to Action Without Meeting *The Corporate Records Handbook* gives you the forms you need to keep required records plus more than 75 additional resolutions to insert into your minutes This edition has been updated to reflect the latest changes in the law Forms are available through a link inside the book

Brink's Modern Internal Auditing Robert R. Moeller, 2005-01-21 Brink s

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Business Contracts Kit For Dummies Richard D. Harroch, 2011-04-27 If you think that hard work and good decision making are the only keys to running a successful business think again Although these issues are critical in any business endeavor in reality it is the paperwork that is key to creating and maintaining your business That's right paperwork From employee contracts to real estate leases these and other legal documents are incredibly important but can be difficult to decipher If you're a business owner who is not a legal expert Business Contracts Kit For Dummies will provide you with advice forms and contracts that will allow you to clearly spell out your business intentions to employees vendors and customers Even if you've been in business for a while or are a legal expert you can still benefit from this book by using the nearly 200 sample contracts and documents contained on the companion CD ROM Using jargon free language this easy to use guide will introduce you to the basics of contracts and show you how to draft a variety of other legal documents Business Contracts Kit For Dummies also covers the following topics and much more Forms for businesses big and small Understanding the essentials of contracts Incorporating your business Drafting employment contracts Conquering leases licenses and loans Tackling Web agreements Avoiding common contract mistakes This unique kit is just what you need to make business agreements more agreeable And best of all it gives you dozens of sample contracts on the companion CD ROM that you can use right away Nearly 200 examples checklists and fill in the blank contracts are all a mouse click away including articles of incorporation independent contractor agreements checklists for office leases software license agreements confidentiality agreements and much more Business Contracts Kit For Dummies will show you how to cover your assets without making it a full time job Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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