CCT Multi-Sig Operations Manual

Version: 1.1
Date: January 9th , 2026
Applies To: Level 4 Guardians & Treasury Operations

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1. Objective & Philosophy

This manual establishes the operational security (OpSec) protocols for the CCT DAO Treasury. The primary objective is to safeguard funds from theft while ensuring they remain accessible for legitimate business needs.

Core Principle:
No single individual shall ever have unilateral control over the entirety of the DAO's assets.

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2. Wallet Configuration

2.1 Architecture

- **Platform:** Safe (formerly Gnosis Safe) on Polygon / Ethereum Mainnet
- **Threshold:** 3-of-5 multi-signature
- **Total Signers:** 5 Guardians
- **Required Signatures:** 3 Guardians must sign to execute any transaction

2.2 Key Holder Responsibilities (Guardians)

- **Fiduciary Duty:** Each Guardian acts as a fiduciary for the community.
- **Phase 1 (Treasury < $5,000):**
    - Temporary use of a dedicated mobile wallet (e.g., Trust Wallet, Coinbase Wallet on a clean, non-rooted smartphone) is permitted.
    - **Restriction:** Desktop-based browser extensions (e.g., MetaMask on Chrome) are strongly discouraged due to malware risk.
- **Mandatory Upgrade (Treasury > $5,000):**

    - All Guardians are contractually required to migrate their signer keys to a hardware wallet (e.g., Ledger, Trezor, Keystone) within 7 days.
- **Backup Standard:**
    - Seed phrases must be stored offline on physical media (paper/metal).
    - **Prohibited:** Cloud storage (iCloud, Google Drive, Evernote) of seed phrases is strictly forbidden at all times.

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3. Spending & Execution Process

3.1 Standard Workflow (Expenses < $5,000)

- **Initiation:** Any Guardian may create a transaction proposal in the Safe interface.
- **Documentation:** A note or link (e.g., "Feb Server Bill – AWS Invoice #123") must be attached to the transaction.
- **Verification:** Two other Guardians verify the invoice and amount.
- **Signing:** A total of 3 out of 5 Guardians must sign.
- **Execution:** The transaction is broadcast to the blockchain.

3.2 Major Expenditure (Expenses > $5,000)

- **Pre-requisite:** A Community Improvement Proposal (CIP) must be passed via Snapshot vote.
- **Documentation:** The transaction note must include the URL to the passed proposal.
- **Verification & Signing:** Guardians sign only after verifying the on-chain voting result.

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4. Revenue & Token Management (Phase 1)

4.1 Fiat & Stablecoin Handling

- **Fiat Off-Ramp:** Fiat revenue held in the corporate bank account is considered "Off-chain Treasury."

- **Conversion:** The Operational Lead must convert net Fiat balances into stablecoins (USDC) or CCT recirculates at the end of each month to align with the DAO Treasury.

4.2 Simulated Burn Protocol

- **Trigger:** At the end of each quarter, or upon reaching $10,000 revenue.
- **Calculation:** 10% of net profits are allocated for the burn.
- **Action:** The equivalent number of CCT tokens are moved from the "Unissued Supply" database to a "0x00…Dead" (**permanent lock**) status in the Notion Registry.
- **Proof:** This action is recorded in the Monthly Transparency Report.

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5. Emergency Procedures

5.1 Lost Key / Compromised Signer

- **Immediate Action:** Notify the Council immediately.
- **Rotation:** The other 4 Guardians must initiate a transaction to remove the compromised address and add a new one.
- **Threshold:** If the Safe drops below 3 active signers, operations halt until a replacement is appointed.

5.2 "Rage Quit" / Deadlock

- **Escalation:** If consensus (3/5) cannot be reached for over 14 days on a critical payment, the issue escalates to a Community Signal Vote (Level 2 Token Holders).
- **Obligation:** Guardians are ethically bound to execute the transaction according to the community's majority result.

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6. Transparency Reporting

- **Frequency:** Monthly (by the 5th of the following month)
- **Content:**
    - Total Treasury Value (USD + Token)
    - List of all outgoing transactions over $100

- Burn record (if any)
- **Verification Link:** Etherscan/PolygonScan link to the Safe address