Policy No. 10-1: Records, Books and Taxes

Approved By: Jackie A. Goff, Secretary

Date Approved: March 13, 1987

Date Effective: March 18, 1987

Policy:

The policy of the Federal Bar Association is that the following documents constitute the permanent records of the Association and will be maintained in a current status and shall be kept at the National Headquarters or at a place or places designated by the Board of Directors:

- A copy of the Constitution and Bylaws of the Association.
- Minutes of the proceedings of meetings of the Board of Directors, the National Council and the former Executive Committee.
- Correct and complete books, records of accounts, tax returns and records of tax exemption requests and related documents.
- A current list of the members of the Board of Directors and other officers of the Association and their demographic information.
- A current list of all members and their demographic information.
- A copy of current policies and procedures.

Purpose:

To formally establish a list of documents that constitute the official records and books of the Association.