



Federal Bar Association

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.

Change Notice: Amended 9/18/1996; 6/24/2011.