



# Federal Bar Association

## **Policy No. 2-2: Authority to Sign FBA Checks**

**Approved By:** Richard J. Wieland, Secretary

**Date Approved:** June 14, 1985

**Date Effective:** July 30, 1985

### **Policy:**

It is the policy of the Federal Bar Association that the Executive Director, President, or the Treasurer of the Association is authorized to withdraw (by check or otherwise) all or part of the funds on deposit in the name of the Association in any commercial banking accounts upon the signature of the Executive Director, the President, or the Treasurer or any of them. The Board of Directors shall approve a resolution establishing the signatories for the coming year prior to October 1 of each year. It is the Executive Director's or his/her designee's responsibility to review all checks prior to signature. Any withdrawal of more than \$25,000 shall require the signatures of any two of said signatories. The President, President-elect, or the Treasurer shall give prior approval via email on any check exceeding \$25,000. The Executive Director shall have the authority to designate the Deputy Executive Director as a second signatory on withdrawals of more than \$25,000 (by check or otherwise). The Executive Director shall have the authority to designate the Deputy Executive Director to sign withdrawals (by check or otherwise) not to exceed \$10,000.

### **Purpose:**

The purpose of this policy is to provide flexibility for the timely payment of all invoices, and provide proper signatories to the banks being used by the Association.

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**Change Notice:** Amended 8/10/1991; 6/24/2011; 6/21/2014; 1/22/2016.