



Federal Bar Association

Policy No. 2-6: Section and Division Administrative Fee

Date Approved: June 24, 2011

Date Effective: October 1, 2011

Policy:

Sections and Divisions shall be required to pay an annual administration fee to help cover overhead and administrative expenses incurred by the Association. This fee supports FBA national staff administrative assistance provided to all Sections and Divisions.

For each Section or Division with 200 or more members, the annual administration fee shall be \$6.00 per member per year. For each Section or Division with fewer than 200 members, the annual administration fee shall be capped at \$500.00 per year. The administrative fee shall not apply to Divisions without a dues structure. In the President's or Executive Director's discretion, the Association may temporarily reduce or waive the fee for Sections and Divisions in start-up phase or with other temporary special needs.

The administration fee shall be calculated quarterly based on the total number of members who pay their section or division dues during each quarter.

The annual administration fee does not cover hard costs that are incurred and paid by Sections and Divisions separately, such as printing, photocopying, postage, meals, equipment rental, credit card processing fees, etc.

Purpose:

To fairly address the cost of overhead in providing support to all Sections and Divisions activities.

Change Notice: 11/17/2021 (fee determination changed to quarterly based on number of members who pay section/division membership dues); 8/10/18 (\$500 flat fee for sections with fewer than 200 members instead of \$6 per member per year); 6/17/2016 (fee increased from \$4 to \$6 per member per year)