

## Procedures for Opening a Chapter Bank Account and Signature Changes

In order for a new chapter to open a bank account, they to have the following documentation:

1. Get your bylaws done.
2. In Louisiana: Register your organization with your state's secretary of state's office. In Texas: you register with the Secretary of State if you want to designate a registered agent for service of process, and tell them you are an "unincorporated non-profit association" under Chapter 252 of the Business Organizations Code. If you don't want that, which most chapters in Texas don't, then you don't have to do anything on Texas level, unless you want to get a sales tax permit.
3. Have a resolution stating who are the officers and who has permission to sign checks. Usually it is at least the president and the treasurer. You may want to consider 1 or 2 signatures on the check. This only works however if everyone is in the same town. If not, do not put yourself through the hassle, plus some banks charge a fee for the service of checking that two signatures are on there. If you need an example of a resolution, please email me and I'll send you one.
4. Get your Federal ID number. You must have one. You can apply online for it: <https://sa2.www4.irs.gov/modiein/individual/index.jsp>
5. When you have all this done, bring it with you to the bank, along with all persons who will be signatories, with their IDs, and you can open the bank account.

When there is a change of officers:

1. Bring the minutes of the meeting stating who was elected to office to the bank. It's helpful to state who is replacing whom.
2. One of the current signers (usually the outgoing treasurer) needs to go to the bank with the incoming treasurer. Whenever you have a change in officers who are signers on the account, they need to be accompanied to the bank by someone who is already a signer.

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