

## Procedures for Changing Signatories to Existing Checking Accounts

Connecticut Al-Anon Family Groups (CT AFG) currently has bank accounts for the Area, CT Literature Distribution Center (LDC), Fall Workshop and the Convention, which are held with Webster Bank. The Alateen bank account is currently held with Key Bank. Given the nature of rotation of service in Al-Anon positions, changes in signatories to existing bank accounts occur on a regular basis. Changes include additions and removals of signatories. In order to establish consistency between arms of the program, and adhere to existing bank protocols, the following procedures will need to be followed when making any changes to existing accounts.

1. Changes in signatories to any CT AFG account, requires notification of the Board of Directors (BOD) Secretary of request for changes.
2. The BOD Secretary will notify the BOD President of the request for changes to signatories on existing checking accounts.
3. A resolution to remove and/or add names of signatories will be reviewed at a BOD meeting. The format of the meeting may include one of the following: a regular meeting (in-person or Zoom), special meeting called by the BOD President (in-person, electronically via Zoom or via an email communication meeting).
4. Following an approval by the BOD of the request for changes to signatories for existing accounts, the BOD Secretary, BOD representative or CTAFG member will provide and deliver, in person, the following documents in writing to the bank:
  - Letter to the bank requesting a change of signatories and the reason for those changes
  - Minutes of the special BOD email meeting approving a resolution of the requested changes of signatories
  - Notarized letter to bank stating purpose of the specialized BOD meeting and CT AFG's status as a legal entity under the laws of the State of CT as a nonprofit organization.
5. Following receipt of documents listed in step 4, the bank manager will initiate one bank resolution form. The bank resolution form will include a list of those signatories remaining on the account. The list of new signatories will be added to the form, once the bank manager has met with those individuals either in person, or electronically via Zoom.
6. All signatories will sign the single bank resolution form and one signature card for each checking account. It is suggested by the bank, that one main person coordinate obtaining signatures from the BOD approved signatories. The Area Secretary may serve in this role. BOD President and/or BOD Secretary can help to coordinate signatures.

*Changes to one account, require signatures of signatories on all current accounts. For example, if a change occurs on the Convention account, signatories for the Area, LDC, Fall Workshop and Convention will need to sign the bank resolution form and one signature card, initiated by the bank representative.*
7. A copy of a current driver's license is required by the bank for all signatories.

\*Webster Bank is working on making the process more streamlined and may incorporate DocuSign to the process.

\*Procedures went into effect in February 2024 at Webster Bank.