CATHOLIC BAR ASSOCIATION

CHECKLIST: ESTABLISHMENT OF A LOCAL AFFILIATE OF THE CBA

Catholic Bar Association (CBA) Local Affiliates consist of two types: pre-existing, independent organizations; and new organizations. For each of these types, the requirements for affiliation with the CBA vary slightly.

Until further notice of proposed Internal Revenue Service rulemaking with respect to subordinate group exemption, all applicants for CBA Affiliation are assumed to be independent, pre-existing organizations. The affiliation requirements for these organizations are as follows:

1. The mission of the Local Affiliate must be compatible with the mission of the CBA, as demonstrated by its organizing documents;

2. At least one individual member of the Local Affiliate must be or become a Catholic Attorney Member of the CBA. This individual can join the CBA online, or join as part of the Local Affiliate application process with the Individual Membership application form included in this packet;

3. The Local Affiliate must submit to the CBA written authorization from its Bishop to conduct its activities in the pertinent Diocese, and, unless the CBA, the Bishop, and any pre-existing Local Affiliate in the Diocese determine otherwise, it must be the only CBA Local Affiliate operating therein;

4. The Local Affiliate must submit the Local Affiliate Charter Agreement for Independent Affiliates (included in this packet); and

5. The Local Affiliate must submit the Local Affiliate Application with its first annual dues, if applicable (for 2022-2023, the CBA has waived Local Affiliate dues);

At such time as Internal Revenue Service rulemaking with respect to subordinate group exemption becomes final, new organizations can secure their federal tax exemption by requesting to be included as part of CBA's "group" exemption with the IRS. The affiliation requirements for these organizations will be as follows:

1. The new Local Affiliate must adopt a mission compatible with the mission of the CBA;

2. At least one individual who is or becomes a Catholic Attorney Member of the CBA shall organize the new Local Affiliate. This individual can join the CBA online, or join as part of the Local Affiliate application process with the Individual Membership application form included in this packet;

3. The Local Affiliate must submit to the CBA written authorization from its Bishop to conduct its activities in the pertinent Diocese, and, unless the CBA, the Bishop, and any pre-existing Local Affiliate in the Diocese determine otherwise, it must be the only CBA Local Affiliate operating therein;

4. The Local Affiliate must establish a governing board, create and provide organizational documents, obtain an Employer Identification Number, draft a summary of anticipated activities, and provide an initial balance sheet and a three-year financial projection. The CBA can provide templates and assistance to the Local Affiliate in connection with its fulfillment of this requirement;

5. The Local Affiliate must submit the Local Affiliate Charter Agreement for Subordinate Affiliates (included in this packet); and

6. The Local Affiliate must submit the Local Affiliate Application with its first annual dues, if applicable (for 2022-2023, the CBA has waived Local Affiliate dues).

Submit the Application and all Supporting information to:

Sr. Catherine Murphy, FSO
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