



COMPLETING YOUR LOAN RESOLUTION AND GETTING IT APPROVED

To complete the loan approval resolution, you just need to fill in your organization name, the name and title of the officer approved to make the application, and the name of your bank.

To get your resolution approved, check your by-laws for any quorum rules or limits on how much advance notice of a meeting you need and comply with them. It's possible that your by-laws allow for your Executive Committee to take action on loans without the full board's approval.

Generally, though, you have two choices:

1. You can meet by conference call or video (like Zoom). If you have a quorum of directors (usually 50% plus one person) on that call/conference, a majority of those directors can approve the resolution.
2. You can email it to your board members with an urgent message for ALL of them to approve it by email. All directors must approve the resolution in this case. (For your corporate records, print out each reply email.)

This draft resolution is just a suggestion. The Center for Nonprofit Excellence is not a law firm and is not giving anyone legal advice by providing this template. You should consult with your own counsel if you have any questions about how to comply with Kentucky law governing nonprofits or your organization's articles of incorporation or by-laws.