

**University of Florida Alumni Association, Inc.  
Execution of Documents**

Policy #: 6.03  
Effective Date: November 15, 2008  
Responsible Department: Legal

1. **PURPOSE**

To set forth the authority of corporate officers and staff to execute documents on behalf of UFAA.

2. **APPLICABILITY**

Any document obligating UFAA to incur expense or perform certain obligations.

3. **POLICY**

The UFAA bylaws establish that the Executive Vice President and Executive Director are authorized to execute documents in the name of UFAA.

**No UFF or ODAA staff members, other than the officers identified above, are authorized to execute any document binding UFAA in any way, unless specifically authorized in writing by the Board of Directors or the Executive Vice President.**

All documents must be reviewed by the UFF Legal Department before being executed on behalf of UFAA.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Director of Legal Services ([sgoffman@uff.ufl.edu](mailto:sgoffman@uff.ufl.edu)).

Certified as approved by the UFAA Board of Directors on: November 15, 2008.



---

Danita D. Nias, Executive Director/Secretary

Revision history: Original version  
Reissued March 21, 2012