

Policy Statements for Volunteer Chapters (5/16)

- I. Policy statement concerning non-citizen participation in educational matters**
The FFVF expects each chapter to select program participants on a fully non-discriminatory basis and, further, encourages attendance in all sponsored activities by individuals regardless of citizenship status. Indeed, by program sponsorship, those who are citizens have their perspective of democracy strengthened and those who are not are stimulated to act to become citizens.
- II. Policy statement concerning non-discriminatory membership in chapters**
Any person, 18 years of age or older, who pays annual dues to FFVF, is eligible for membership in chapters regardless of race, color, religion, sex, national origin or disability.
- III. Policy statement concerning attendance at the Annual Volunteer Leadership Conference**
Chapters shall strive to send the current president or president-elect, plus one other officer to the Annual Volunteer Leadership Conference which is normally held at the HQ in Valley Forge.
- IV. Policy statement concerning the submission of reports**
Volunteer Chapters shall submit reports at the time required in accordance with the Required Reports schedule which appears on page 1 under tab 3 of this notebook.
- V. Policy statement concerning the fiscal year (FY) and membership years for chapters**
The fiscal and membership years for all chapters shall coincide with that of the FFVF – i.e. July 1st to June 30th of the following year.
- VI. Policy statement concerning membership dues**
FFVF dues for member's participation in chapters shall be \$10 per year – per chapter members, and shall be forwarded to the FFVF HQ Controller along with the annual financial report.
- VII. Policy statement concerning check signing in the conduct of normal chapter financial transactions**
Chapters shall establish the appropriate documentation with banking/credit union organizations and other financial institutions with whom business is conducted to insure that all checks and financial transactions involving amounts greater than \$100 require the signature of two elected chapter officers.
- VIII. Policy statement concerning the use of the name and logo of FFVF**
The current chartering agreement provides the authority for chapters to use the name and logo of FFVF HQ. The logo is to be used in the font and arrangement as trademarked and is not to be used in conjunction with other symbols or designs, such as the previous George Washington at prayer logo, or other typefaces of fonts. All chapter publications, stationery, business cards, etc...will also use the trademarked logo and not some version thereof.

Bylaws

Article VI: Rules for Volunteer Chapters

6.1 Name

6.1.1 The name of each chapter shall be specified on its charter.

6.2 Purpose of Volunteer Chapters

6.2.1 *Each chapter shall annually plan and implement activities and programs to accomplish all of the following:*

6.2.2 To improve the devotion to, and understanding of the American way of life as defined in the Declaration of Independence, our Constitution, the Credo established by Freedom's Foundation at Valley Forge (hereafter called FFVF) founders and the Bill of Responsibilities.

6.2.3 To advance the mission and message of FFVF across America by pursuing interests, programs and activities to support and advertise that mission.

6.2.4 To interest and encourage the citizens of our country to actively support their local communities as responsible citizens.

6.2.5 To promote and recruit membership in FFVF.

6.2.6 To raise funds to locally advance and support the education and leadership programs, awards programs and other activities of FFVF.

6.2.7 To support the Foundation's fundraising effort by identifying local and regional individuals, organizations and foundations as prospective donors at the national level.

6.2.8 To recommend innovative activities and programs to implement the Foundation's mission.

6.3 Membership

6.3.1 Members of FFVF in good standing are eligible for membership in chapters

6.3.2 In addition to FFVF membership dues, chapter members shall pay annual dues in an amount determined by the chapter's membership.

6.3.3 Chapter members shall enjoy all benefits of membership as determined by each chapter board of directors, as well as the benefits of FFVF membership.

6.3.4 Chapter members shall elect chapter officers and a board of directors, approve chapter annual dues, approve chapter standing rules and participate in chapter business as established in such standing rules.



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Article VI: Rules for Volunteer Chapters

6.4 Chapter Governance

- 6.4.1** Chapters shall conduct their affairs in compliance with their charter agreements, these rules, and the operating procedures for chapters as issued periodically by the Foundation President. In addition, the membership of each chapter shall adopt standing rules appropriate to the needs of the chapter, including the composition and authority of an executive committee, provided that no provision of the chapter standing rules may be inconsistent with these bylaws, the chapter's charter, its charter agreement, or the operating procedures for chapters.
- 6.4.2** Each chapter shall duly elect a board of directors with at least a president, one or more vice presidents, a secretary and a treasurer. Additional officers or members-at-large appropriate to the needs of the chapter may also be elected by the membership. The standing rules shall ensure that no board member (including elected officers) serves for more than six consecutive years nor holds any single elective office for more than three consecutive years. Approximately one third of the board is to be elected each year. The board of directors shall hold no less than quarterly meetings.
- 6.4.3** Standing and ad hoc committees shall be established as necessary to accomplish the work of chapters detailed in paragraph 6.2 above.
- 6.4.4** Chapters shall hold a minimum of two general membership meetings per year, one of which is considered the annual meeting for the purpose of electing officers and the board of directors.

6.5 Finance

- 6.5.1** All chapter financial matters shall be handled in accordance with the finance policies of FFVF.
- 6.5.2** Chapters shall present their financial records for periodic audits at the request of the President of the Foundation.

6.6 Political Activity

- 6.6.1** Chapters shall not attempt to directly or indirectly influence members of any legislative body regarding any specific legislation or specific legislative program.
- 6.6.2** Chapters shall not participate directly or indirectly in any political campaign on behalf of, or in opposition to, any candidate for public office.

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Article VI: Rules for Volunteer Chapters

6.6 Political Activity cont.

- 6.6.3** No chapter member or visitor may engage in the activities described in 6.6.1 and 6.6.2 at any chapter meeting or function.
- 6.6.4** Chapter membership lists shall not be used for any political purposes.

6.7 Dissolution of Chapter/revoking of Charter

Upon dissolution of a chapter or revocation of its charter, all chapter assets shall be administered by FFVF. Written recommendation for disposition of such assets may be submitted by the chapter for consideration.

6.8 Parliamentary Authority

Robert's Rule of Order, in its most recent revision, shall be parliamentary authority governing the meetings of the membership and the board of directors, subject to the laws of the state, the articles of incorporation of FFVF and these rules.

6.9 Amendment Authority

As with all other provisions of these bylaws, amendments and revisions of this article are solely within the authority of the Foundation Board of Directors. Any chapter may present written proposed revisions and/or amendments to the Regional Directors for consideration.

