

Regarding the Local Chapter Charter Resolution

In the Chapter Charter Resolution, local committee members agree as part of the committee:

1. To annually obtain a Worker's Compliance Agreement, signed without reservation, from all workers.
2. To abide by all policies and procedures of Child Evangelism Fellowship Inc., as outlined in the USA Organizational Manual.
3. To abide by the bylaws of *CEF* for their state.
4. To maintain a bank account in the name of CEF of (State), local chapter committee, which is associated with the Employer Identification Number (EIN) of CEF of the State. At least two members of the local chapter committee will be signatories on the bank account, along with the state board treasurer.
5. To receive and deposit donations under the Employer Identification Number (EIN) of CEF of (State) to further the ministry within the local chapter committee's geographical boundaries.
6. To spend ministry funds within the confines of the local chapter budget approved by the state board. Any expenditure exceeding the total annual budget, and any individual expenditure exceeding \$_____, (determined by each state board) requires advance written approval by the state board.
7. To approve and fund, contingent upon the approval of the state board, the purchase of property, both real estate or other titled property, by CEF of (State) for use and management by the local committee.
8. To submit to the state board all contracts for approval and execution by CEF of (State) which the local chapter committee might deem necessary and/or appropriate in order to further the work of CEF of (State) within the local chapter.
9. To keep and provide accurate records of all contributions, deposits and disbursements and to provide accurate and timely financial reports to the state board.
10. To ensure that funds are available for employee payroll, including employment taxes, in a timely manner. All employment taxes (both employee and employer) and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and reporting on IRS Form 941.
11. To ensure that funds are available for sales tax. All sales tax and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and state reporting.
12. To provide any and all information requested by the state board treasurer in a timely manner, for the state to submit its annual Form 990 or Form 990EZ to the Internal Revenue Service.
13. To recruit and approve, contingent upon the approval of the state board, candidates for the state *Child Evangelism Fellowship* corporation staff (employees) who will serve in the local chapter and to maintain responsibility for funding such staff.

14. To recruit, contingent upon the approval of the state board, candidates to serve as members on the local chapter committee.
15. To oversee the state *CEF* corporation employees who serve in the local chapter.
16. To promote, fund and manage the ministry of CEF of (State) within the local chapter, and to actively advance the purpose of *Child Evangelism Fellowship* accordingly.
17. To forward administrative support, statistical reports, minutes of meetings, financial statements and director's reports in a timely manner each month to the appropriate *CEF* office as outlined in the USA Organizational Manual.
18. To recognize that all property held by the chapter is actually property of the state *CEF* corporation and managed by the local chapter committee.
19. To ensure that mailing and donor lists are used for the sole purpose of advancing the ministry of *CEF*.
20. To promptly surrender the charter and all *CEF* properties and mailing and donor lists upon termination of the charter and upon demand of the state board, USA Ministries or the International Board of Trustees of Child Evangelism Fellowship Inc.

The local director is vested with the authority needed to carry out the purposes and actions set forth herein.