



## Chapter Director Agreement

### **A. Introduction**

ULTRA Teen Choice (UTC) is a tax-exempt, non-profit corporation. Chapter Directors are representatives of UTC that function under the supervision of the UTC staff and the UTC Board of Directors, in accordance with the descriptions and guidelines found in this Agreement, and in any additional policy or procedural guides established by UTC, until such time as the Agreement is dissolved.

### **B. Board of Directors**

UTC is governed by a Board of Directors with appointed corporate officers who are the only persons authorized to sign legal documents or tax forms as Executive Director, secretary and treasurer. No one may enter into any legal or financial contracts on behalf of the corporation without approval from the UTC Board of Directors.

### **C. Tax-Exempt Mission**

1. The mission of the Chapter Director is to carry out the purpose of UTC, which is To provide education, peer counseling and clubs for youth that will empower them to be successful in life by choosing abstinence from sex outside of marriage and abstinence from drugs and alcohol.
2. Chapter Directors must operate the UTC Chapter in a manner consistent with the above stated purpose of UTC.
3. As a tax-exempt organization, UTC and its representatives may not endorse candidates for public office and may not engage in political lobbying activities.

### **D. Chapter Director Responsibilities**

1. **Chapter UTC Team**—The Chapter Director will assemble and maintain a team of at least two additional people to assist them. This team should meet together regularly. Meeting notes including any decisions that are made will be forwarded to the UTC main office.
2. **Communication & Reporting**—The Chapter Director will communicate regularly with the UTC staff by phone, email or in person. Notes from Chapter UTC Team meetings and a basic annual report of activities and results will be forwarded to the UTC main office at least quarterly, or more often, as needed.
3. **Media Policy**—The Chapter Director and Team members are encouraged to comment freely about the general history, goals, and mechanics of UTC with the media. To help guard our 501(c)(3) tax-exempt status, requests from the media for opinions or statements about other issues, particularly those of a political nature, must be cleared with the UTC staff before any such opinions or statements are provided.
4. **Finance Management**—All UTC income and expenses are handled through the general UTC bank account. Contributions and income will be forwarded to the main UTC office for deposit and donor receipting as applicable. In general 85% of the local program income is allocated to a fund to cover that program's expenses. The remaining portion will help fund the supporting services and development work carried out by the UTC staff. Invoices and bills for local UTC expenses will be forwarded to the UTC main office for payment.

### **E. Problem Solving & Accountability**

1. Problems relating to the UTC Chapter, UTC staff, this Agreement, or general UTC policies will be resolved with the help of the UTC Operations Director and/or Executive Director. Any problem that cannot be resolved will be taken up with the UTC Board of Directors at the next scheduled meeting or at a special meeting called for the purpose of resolving the issue.

2. If the Chapter Director and/or Team member(s) become involved in any criminal activity, or any activities that do not fall within the corporation's tax-exempt purpose or that jeopardize the tax-exempt status of UTC, the Board of Directors will investigate and take any action(s) necessary to protect the organization.

### **F. Purchase of Chapter Kit and Annual Renewal**

1. The Chapter Director agrees to purchase a Chapter Kit, and after the first year, to pay a chapter renewal fee at the rates currently established by UTC.

### **G. Dissolving this Agreement**

This Chapter Director Agreement may be dissolved under any of the following circumstances:

1. The terms and conditions set forth in this Agreement and/or other policies and guidelines established by UTC are violated;
2. The Chapter Director and Team are unable to continue serving; and/or
3. The Board of Directors, in its sole discretion, orders the dissolution of the Chapter Director Agreement.

If this Chapter Director Agreement is dissolved, funds remaining after the payment of any outstanding bills will be used wherever needed to continue the mission of UTC. In addition, any materials, supplies or equipment owned by UTC will be returned to the UTC main office.

# UTC Chapter Director Agreement—Signature Page

This page is to be signed, dated and returned by the applicant to the UTC main office along with the Chapter Application and other completed application forms and materials.

**As the Chapter Director for \_\_\_\_\_ UTC Chapter, I agree to operate The UTC local Chapter in the manner specified in the UTC Chapter Director Agreement.**

Chapter Director Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Main Office Use-----*

### **The UTC Board of Directors:**

**The UTC Board of Directors hereby recognizes the person listed above as the UTC Chapter Director for \_\_\_\_\_ Chapter. UTC Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_