



## Chapter Director Agreement

### **A. Introduction**

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

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

ULT 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 ULT Board of Directors.

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

1. The mission of the Chapter Director is to carry out the purpose of ULT, which is to raise youth leaders to develop good character and to model and teach about the benefits of sexual abstinence, in preparation for marriage and successful family formation.
2. Chapter Directors must operate the ULT Chapter in a manner consistent with the above stated purpose of ULT.
3. As a tax-exempt organization, ULT and its representatives may not endorse candidates for public office and may not engage in political lobbying activities that exceed expenditures of over 20 % of the.

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

1. **Chapter ULT 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 ULT main office.
2. **Communication & Reporting**—The Chapter Director will communicate regularly with the ULT staff by phone, email or in person. Notes from Chapter ULT Team meetings and a basic annual report of activities and results will be forwarded to the ULT 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 ULT 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 ULT staff before any such opinions or statements are provided.
4. **Finance Management**—All ULT income and expenses are handled through the general ULT bank account. Contributions and income will be forwarded to the main ULT 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 ULT staff. Invoices and bills for local ULT expenses will be forwarded to the ULT main office for payment.

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

1. Problems relating to the ULT Chapter, ULT staff, this Agreement, or general ULT policies will be resolved with the help of the ULT Operations Director and/or Executive Director. Any problem that cannot be resolved will be taken up with the ULT 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 ULT, the Board of Directors will investigate and take any action(s) necessary to protect the organization.

### **F. Chapter Web Portal Subscription and Annual Renewal**

1. The Chapter Director agrees to purchase, an annual subscription at the current rate, and to renew the subscription annually.

### **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 ULT 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 ULT. In addition, any materials, supplies or equipment owned by ULT will be returned to the ULT main office.

# ULT Chapter Director Agreement—Signature Page

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

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

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

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

*For Main Office Use-----*

### **The ULT Board of Directors:**

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

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

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