

CW4WAfghan Chapter Charter

CW4WAfghan members join together to form formal Chapters in order to contribute towards achieving the goals and objectives of CW4WAfghan. Chapters do activities such as raising awareness, organizing events, fundraising, and giving presentations, among others. This document lays out the relationship between chapters and the organization, the expectations of how chapters govern themselves, and requirements related to policy compliance, financial management, and operations.

Chapter Approval: To become a formal Chapter of CW4WAfghan, a minimum of two members submit a Chapter application to the National Office for approval by the Board of Directors. Following discussion, the Directors may vote to accept a motion recommending that an application for Chapter incorporation be considered. Immediately upon incorporation, the Chapter name and contact information will be shared with members and included on the CW4WAfghan web site and promotional materials. Should the application fail, the applicants will be supplied with the reasons for the Board of Directors' decision.

Chapter Officers: The application shall include the names of the proposed Officers of the Chapter, comprising a minimum of a Chapter Chairperson and a Secretary/Treasurer. These officers will commit to serve a minimum of one calendar year following the date of founding of the Chapter.

Chapter Chairperson: The Chapter Chairperson will manage and oversee the administration and operation of the Chapter. The Chairperson is one of two official signing authorities for the Chapter. The Chairperson will be accountable to the Executive Director, and will represent the Chapter as a voting member at the CW4WAfghan Annual General Meeting.

Chapter Treasurer: The Chapter Treasurer shall manage the financial activities of the Chapter, including forming the budget, preparing financial reports, paying Chapter bills and accounting for Chapter administration revenue and expenses. The Treasurer is one of the two official signing authorities for the Chapter. The Treasurer shall submit, on a quarterly basis or as requested, an accounting of all financial transactions of the Chapter.

Chapter Secretary: The Chapter Secretary keeps minutes of all Chapter meetings. Chapters shall hold a minimum of three meetings per year, bringing together local members. The Secretary shall prepare an agenda detailing the business and purpose of the meeting. (The Treasurer and Secretary positions may be held by one member.)

Chapter Year-End Reports: Each Chapter will provide the National Office with regular status reports, as requested, detailing the operational and financial status of the Chapter for its fiscal year, Sept 1-Aug 31. Minutes of all Chapter meetings shall be appended to these reports.

Chapter Operating Plan: Each CW4WAfghan Chapter will engage only in activities that promote the purposes of CW4WAfghan as set out in the by-laws. An operating plan for the first year of the Chapter should be prepared as part of the initial Chapter application. This plan should

include a schedule of the Chapter's proposed meeting dates and a list of activities, budgets, and goals to be considered by the members during the first year of operation.

Location of the Chapter: A location may be designated as a municipality a multi-municipality "area" (i.e., the "Okanagan" area in BC) or other specific geographic location not currently represented by another Chapter.

Chapter Name: A unique Chapter name must be proposed (i.e. Okanagan Chapter) that reflects the geographical or functional nature of the Chapter.

Chapter Mailing Address: The Chapter must include an address for receipt of all CW4WAfghan correspondence. This may be a Chapter representative's residence or a post office box. Our National Office webmaster will create an email address [CHAPTER-NAME]@CW4WAfghan.ca, and this address will be linked to an email provided by the Chapter representative. This Chapter email will be publicly available and will appear on CW4WAfghan literature, handouts, website and other media.

Chapter Bank Account: Upon approval of the new Chapter, the Chairperson and Treasurer will open a bank account for CW4WAfghan Chapter. Copies of monthly bank statements shall be included in financial reports to the National Office.

Chapter Operations: Chapter members shall review the CW4WAfghan by-laws and relevant Special By-law Resolutions that set out the legal requirements for the organization. In addition to the By-laws, CW4WAfghan's Operation's Manual documents best practices for managing the operations, ethical standards and finances of a local Chapter, including its relationship with the National Office and the CW4WAfghan network. The Chapter Officers are responsible to ensure that the Chapter adheres to these legal and operating principles. This Operation's Manual sets out specific information to support all aspects of the work of the Chapter members, including financial management, media and communications and chapter activities.

Chapter Operations Review: The operation of each Chapter shall be reviewed annually or more frequently as deemed necessary by the National Office. This review will examine how the Chapter is representing the mission, vision, charter and goals of CW4WAfghan. The review will also examine Chapter's operational and fiscal responsibility, and its adherence to the principles and practice of good governance as established and approved by the CW4WAfghan network.

Chapter Funds: All funds that represent donor contributions must be directed or forwarded to the Director of Finance at the National Office upon receipt. Donations may be deposited to the local bank account and a cheque may be issued to CW4WAfghan National Office for the cumulative total of the donations received. A list of donors must accompany the cheque and should include the donor name, address, city, postal code, donation date, amount, advantage received (if applicable) and CW4WAfghan fund if the donation is restricted. An Excel spreadsheet is available [here](#) for compiling the information and must be used for import into our donor database. No tax receipts are issued at the chapter level.

Policy Compliance: As chapter members represent CW4WAfghan, all Chapter members are expected to adhere to applicable CW4WAfghan policies. These include:

- Members Policy
- The Volunteer Code of Conduct and Volunteer Policy
- External Communication Policy
- Data Protection Policy
- Anti-Corruption

These policies are shared with all chapters upon their founding, and circulated to the chapter chair or co-chairs once annually, highlighting any changes from the previous year. The Chapter Officers are responsible to ensure all chapter members and volunteers understand and abide by these policies and the volunteer code of conduct.

If a chapter member or volunteer with a chapter is found to be non-compliant with CW4WAfghan policies, the National Office will notify the chapter in writing, with the requested actions to be taken to comply. If the member continues to be in violation of one or more policies following this notification, the Board may determine to revoke membership and will notify the member and chapter of this decision.

For more information, please contact Community@cw4wafghan.ca