

In consideration of the granting a US CBE chapter charter, the chapter steering committee hereby covenants and agrees that, for so long as this charter remains in effect, the chapter will faithfully perform and adhere to the following requirements:

1. Concerning Statement of Faith, Core Values, and Mission

- a. Promote the purposes of CBE and the growth of the individual members in their Christian faith and their commitment to CBE's Statement of Faith, Core Values, and Mission Statement, through lectures, resources, meetings, and other appropriate means in the area of the geographic boundaries of the chapter.
- b. Require each and every one of its steering committee members to subscribe to and support CBE's Statement of Faith, Core Values, and the Mission Statement.
- c. Conduct all of its local activities in a manner not contrary to the ECFA's Integrity Standards for Nonprofits
- d. Conduct all of its local activities in a manner not contrary to CBE's Statement of Faith, Core Values, the Mission Statement, and the chapter bylaws provided by CBE; all as the same may be amended from time to time by CBE.

2. Concerning administrative accountability

Hold at least two meetings per year to promote the goals and purposes of CBE, and at least one annual business meeting.

- b. Submit copies of all governing documents, articles of incorporation, bylaws, articles of association, or policies related to the chapter yearly to CBE for approval; until approval has been obtained in writing, no such governing document, articles of association, or policy shall have any force or effect.
- c. Annually or biennially elect a chapter president/coordinator and a chapter treasurer (who shall not be the same individual) and other officers as the members of the chapter deem appropriate, and report the names, addresses, telephone numbers, and email addresses of each officer to CBE within one month of their election.
- d. By January 31 of each year, the chapter will submit a written report to CBE signed by the chapter president/coordinator describing the activities of the chapter for the preceding year, including:
 - i. Events held or programs conducted, speakers, dates, and approximate attendance.
 - ii. Names and addresses of the current members of the chapter, all in such form as CBE may prescribe (Appendix K or chapter equivalent).
- e. Cooperate with CBE in promoting our Statement of Faith and Core Values and in accomplishing the mission of CBE as expressed in the Mission Statement and interpreted from time to time by CBE.

3. Concerning Fiscal Accountability

- a. By January 31 of each year, the chapter shall submit to CBE a written financial report signed by the chapter president/coordinator and local chapter treasurer, covering the preceding year and including information from Appendix F and Appendix L such as:

- i. The name and address of the bank and the name(s) on the bank account where all funds (donations and dues) were deposited.
 - ii. A statement of income and expenses of the chapter, specifying all sources of income and all disbursements.
 1. The amount of dues paid, if any, by individual members; all in such form as CBE may prescribe (Appendix L or chapter equivalent).
 2. The amount and date of all donations received, the names and address of the donors, and the date that the tax-deductible receipt was sent to the donor acknowledging the donation.
 - iii. A balance sheet showing all assets and liabilities of the chapter; all in such form as CBE may prescribe from time to time.
 - iv. A statement acknowledging the chapter's affiliation with CBE, being subject to CBE's general supervision and control as a subordinate under CBE's 501(c)3 Group Exemption.
 - v. A statement of compliance with ECFA's Integrity Standards for Nonprofits and CBE's Chapter Manual, sexual harassment policy, confidentiality policy, and all other CBE policies
- b. A statement indicating that no funds were borrowed, nor real property purchased or leased without the advance written approval of CBE, and the address/cost of said property if permission has been provided.
- c. Provide any governing documents of the chapter that in the event of dissolution or disbanding of the chapter, or withdrawal of the chapter from CBE, all property and assets of the chapter shall be transferred to CBE for the purposes as CBE may thereafter determine; the chapter shall not thereafter use the name of CBE in connection with any of its activities, accounts, or assets or property purchased or leased.
- d. Establish its accounting year to be the calendar year and will change its accounting year if directed to do so by CBE.
- e. Not to apply for recognition by the Internal Revenue Service (IRS) as an organization exempt from federal income taxation without the prior approval of CBE; to take all actions required to acquire and maintain status as a subordinate entity of CBE entitled to recognition as an organization exempt from federal income taxation by reason of a group letter ruling issued by IRS, if and when such a group letter ruling is issued; and to refrain from taking any action which would result in loss of eligibility of the charter member or CBE for a group letter ruling, unless authorized to do so by the CBE Board; and, at the request of CBE, to make such reports and execute such documents as are required to maintain such an IRS group letter ruling.
- i. Chapter acknowledges itself to be under CBE's general supervision and control.
 - ii. Chapter will observe 501(c)3 exempt status obligations in their operations.
 - iii. Chapter will conduct activities that further CBE's work, mission and core values.
 - iv. Chapter will abide by ECFA's Integrity Standards for Nonprofits.

4. Acceptance and Termination of Charter

The local chapter accepts this charter and the specified rights and responsibilities for the period of (start date and finish date). The chapter agrees and understands CBE may revoke this charter upon such conditions as may be specified from time to time in the bylaws of CBE. If the chapter fails to perform its obligations or covenants, the chapter agrees that it will relinquish this charter upon request of CBE and will deliver to CBE all records, membership lists and other materials of the chapter.



OFFICIAL CHAPTER CHARTER

GRANT OF CHARTER: In consideration of the acceptance of the responsibilities and covenants contained herein, and following review of an application for chapter status and approval by the CEO of CBE International, CBE International hereby confers this charter and recognizes the _____ Chapter of CBE International, located at: _____ as an official CHAPTER of CBE International, with all the rights and privileges incident thereto, upon the terms and conditions set forth herein.

Dated this _____ day of _____

The _____ Chapter of CBE International

LOCAL MEMBERS

by _____
Chapter Coordinator or President

by _____
Chapter Treasurer

by _____

by _____

by _____

by _____

CBE INTERNATIONAL OFFICE

by _____
CBE's President

This Chapter Charter is subject to renewal yearly and according to chapter / subordinate expectations outlined in CBE's chapter manual and summarized in Appendix B1 and B2.

Charter Expiration: _____