**Esther Funds Foundation – Collegiate Chapter Constitution Template**
*For Official Chapter Use | Last Revised: May 2025*

**Preamble**

We, the members of the Esther Funds Foundation Collegiate Chapter at [University Name], do hereby establish this Constitution to govern our operations in full alignment with the national mission of Esther Funds Foundation: to prevent college dropouts through faith, leadership, and strategic support. This Constitution serves as our legal, ethical, spiritual, and procedural guide for leading with excellence, integrity, and Christ-centered purpose.

**Article I: Chapter Name, Mission, and Vision**

**Section 1. Name**

This organization shall be known as **Esther Funds Foundation – [University Name] Chapter**, referred to as EFF-[Abbreviation].

**Section 2. Mission**

The mission of EFF-[University] is to prevent college dropouts by equipping underrepresented students with mentorship, emergency support, academic and professional guidance, and faith-based leadership. Through campus engagement, spiritual development, and strategic programming, we work to foster resilience, belonging, and completion.

**Section 3. Vision**

To build a chapter community where students are spiritually grounded, academically confident, financially informed, and mentally resilient so they can persist to graduation and become change agents in their field.

**Article II: Chapter Purpose**

EFF-[University] exists as an officially chartered campus chapter of Esther Funds Foundation, a national 501(c)(3) nonprofit organization. The purpose of the chapter is to:

* Execute EFF’s national mission and initiatives at the campus level.
* Create a culture of faith-centered retention and student advocacy.
* Develop student leaders who reflect spiritual maturity and servant leadership.
* Offer faith-based, academic, and financial programming that reduces barriers to graduation.

**Article III: Membership**

**Section 1. Recruitment**

Recruitment shall take place once per academic year or per semester if approved. It shall include an interest meeting, a formal application process, and participation in The Esther’s Experience pre-induction period.

**Section 2. Eligibility**

To become a member, a student must:

* Be a currently enrolled student at [University Name]
* Have a minimum 2.0 GPA
* Submit a complete application
* Sign the national Code of Conduct
* Pay the national membership fee ($30) via the official platform

**Section 3. Membership Expectations**

Members must:

* Uphold EFF values both online and in person
* Attend mandatory events, including GBMs and chapter initiatives
* Complete required volunteer, spiritual, and fundraising participation
* Remain in good financial standing with dues (local chapter dues if applicable)

**Section 4. Membership Status**

Failure to participate, repeated absences, or violations of the Code of Conduct may result in:

* Formal warning
* Probation with accountability plan
* Suspension or permanent removal, based on severity

**Article IV: Executive Board**

**Section 1. Positions**

Required board roles include:

* President
* Vice President
* Secretary
* Treasurer
* Membership Chair
* Director of Collegiate Ministry
* Fundraising Chair
* Community Service Chair
* Social Media Manager
* Volunteer Manager (optional)
* Parliamentarian or Historian (optional)

**Section 2. General Responsibilities**

Each executive board member must:

* Attend all board and chapter meetings
* Complete leadership training by the national organization
* Submit regular progress reports and uphold accountability
* Lead or assist a standing committee

**Section 3. Removal & Replacement**

Officers who violate their role, miss more than two unexcused meetings, or demonstrate misconduct may be:

1. Issued a written warning
2. Suspended from duties
3. Removed by a majority board vote and advisor confirmation

Vacancies may be filled via a board vote and advisor approval.

**Article V: Advisor Role**

**Section 1. Advisor Eligibility & Expectations**

Advisors must be:

* A faculty or staff member at [University Name] or approved by national HQ
* Present at key events (induction, GBMs, fundraisers)
* A liaison between the university, students, and national HQ
* A spiritual and professional mentor for chapter leaders

**Section 2. Transition & Removal**

Advisors may step down with a 30-day notice. They may be replaced following a board vote and advisor orientation. Inactive advisors may be reviewed and removed by majority vote and national notification.

**Article VI: General Body Meetings & Event Attendance**

* GBMs must occur at least twice per semester
* Minutes must be recorded and uploaded to the chapter drive
* Chapter leadership must present chapter updates, spiritual devotionals, and upcoming deadlines
* Event attendance shall be tracked via sign-in forms or QR check-ins. A report shall be submitted as part of semester compliance

**Article VII: Committees**

Standing committees include:

* Ministry Committee (led by Director of Collegiate Ministry)
* Events & Programs Committee (co-led by VP and Community Service Chair)
* Fundraising & Finance Committee (led by Treasurer and Fundraising Chair)
* Membership & Induction Committee (led by Membership Chair)
* Media & Promotions Committee (led by Social Media and Graphic Design leads)

All committees must:

* Hold at least one planning meeting monthly
* Submit event and outreach updates to the Secretary
* Assist in compliance tracking and volunteer reporting

**Article VIII: Finances**

* All chapter funds must be stored in an approved account—no personal accounts allowed
* Local chapter dues may be implemented up to $25/semester with member vote and advisor approval
* Fundraising must be pre-approved, tracked, and submitted to HQ if involving outside partners or large donations
* Misuse of funds, financial secrecy, or collection via unauthorized accounts (e.g., personal Cash App or Venmo) is a Code of Conduct violation and subject to disciplinary and legal action
* Financial reports are due at the end of each semester

**Article IX: Hazing & Zero-Tolerance Policy**

EFF prohibits any form of hazing. Examples include:

* Forcing or coercing members to perform tasks
* Encouraging blind submission, secrecy, or silence
* Isolating or mocking new members in group settings
* Creating group chats, rituals, or language intended to intimidate or exclude

Violations will result in:

* Immediate investigation
* Suspension of leaders or entire chapter
* Reporting to university and possible legal action

**Article X: Branding, Communication, & Public Media**

* Only approved logos may be used. Flyers must align with national branding policies
* Social media accounts must use approved naming convention: @estherfunds[university]
* Content must reflect spiritual excellence, professionalism, and faith. No profanity, partying, alcohol, suggestive music, or controversial posts permitted
* Flyers for chapter events must be submitted to the advisor or approved designer before posting

**Article XI: Confidentiality & Internal Ethics**

* Board members must protect sensitive materials such as member applications, financial documents, and internal group chats
* Internal disputes or feedback must be discussed professionally and escalated properly, not on social media or in public forums
* Breaches of confidentiality may lead to disciplinary action

**Article XII: Chapter Dissolution & Asset Transfer**

* If a chapter is deactivated, all remaining funds must be sent to national headquarters
* Social media and branding materials must be handed over to national HQ
* Dissolution must be formally approved by national HQ

**Article XIII: Amendments & Review**

* Bylaws must be reviewed each semester by the Executive Board and Advisor
* Proposed amendments must be voted on by a 2/3 board majority and submitted to HQ
* No clause may contradict the Esther Funds Foundation national Code of Conduct or bylaws

**Ratification**

These bylaws shall take effect upon approval by the Executive Board, the Advisor, and Esther Funds Foundation National Headquarters.

**Signed:**

* Chapter President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chapter Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Ratification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* National Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_