

Esther Funds Foundation Collegiate Chapter Governance and Logistics Manual

Preamble

The Esther Funds Foundation (EFF) was established to prevent college dropouts and empower students, especially those from underrepresented communities, to fulfill their futures through faith, leadership, service, and education. EFF collegiate chapters are official extensions of the national organization and must operate in a manner that preserves the mission, faith, and excellence of the foundation. Every policy outlined within this manual is binding and non-negotiable. Each chapter must carefully read, understand, and implement the standards contained within this document. Failure to comply with these policies will result in disciplinary action at the discretion of national leadership.

This manual serves as the highest governing document for EFF collegiate chapter operations.

Article I: Chapter Establishment

To officially establish an Esther Funds Foundation collegiate chapter, a group must consist of a minimum of seven to eight committed students. Additionally, each prospective chapter must secure one faculty or staff advisor who is officially approved through the university's student organization office. Prior to chapter activation, students must complete and submit the "Start a Chapter" application found on the national website and await formal approval from Esther Funds Foundation headquarters.

Once established, every chapter must operate in full accordance with their respective university's policies and procedures and must strictly adhere to EFF's National Bylaws, Code of Conduct, and Compliance Policies. Any deviation from these expectations will result in corrective action, including the potential suspension or permanent deactivation of the chapter.

Article II: Mission Alignment

Chapters must dedicate all of their service, programs, events, and leadership development initiatives directly toward the prevention of college dropouts. This includes offering educational programming, promoting leadership development, implementing mentorship programs, providing faith-centered support, and advocating for student success across diverse and underrepresented populations.

Any chapter found to be operating outside of the Esther Funds Foundation's stated mission will be reviewed by national headquarters and may face disciplinary actions, including but not limited to probation, retraining requirements, or deactivation.

Article III: Executive Board Structure

Every chapter must maintain an active Executive Board consisting of, at minimum, the following officers: President, Vice President, Secretary, and Treasurer. Additional leadership roles are encouraged and include Membership Chair, Fundraising Chair, Community Service Chair, Director of EFF Ministry, Royal Court Coordinator, and Public Relations Chair.

The President serves as the chief executive officer of the chapter and is responsible for leading the organization, ensuring mission alignment, facilitating meetings, maintaining chapter compliance, and serving as the primary liaison to national headquarters.

The Vice President is responsible for overseeing internal chapter operations, assisting the President, facilitating organizational logistics, and assuming leadership duties in the President's absence.

The Secretary is responsible for recording official meeting minutes, maintaining accurate organizational records, facilitating internal communications, and ensuring all official documentation is submitted to headquarters as required.

The Treasurer is responsible for managing chapter financial operations, including budgeting, fundraising, financial reporting, and maintaining transparency of all financial transactions.

Each Executive Board position must be filled by an active, financial member in good standing who is committed to the mission and policies of Esther Funds Foundation. Executive Board meetings must occur monthly and must include reports from each officer. Attendance must be mandatory, tracked formally, and an internal accountability policy must be established to manage excessive absences.

Article IV: Executive Transition and Succession

Chapters must develop and maintain a clear policy for executive transitions. When an Executive Board member chooses to resign, a written letter of resignation must be submitted to the chapter President and copied to national headquarters. If an officer is failing to perform duties, a formal review process must be initiated. Removal of an officer must be based on documented grounds such as negligence, misconduct, abandonment of duties, or repeated non-compliance with chapter and national policies.

A replacement for a vacated Executive Board position must be selected within thirty (30) days of the resignation or removal. Replacement officers must undergo onboarding, receive training on chapter governance expectations, and immediately assume responsibilities. All officer changes must be reported to Esther Funds Foundation headquarters using the official notification form.

Article V: Membership Requirements

General Body Members (GBMs) must maintain active and financial status at all times. Active status requires regular attendance at meetings and events, fulfillment of service project participation, and adherence to all chapter expectations. Financial status requires payment of the national membership fee of thirty dollars (\$30) through the official Esther Funds Foundation website.

Chapters must track membership status throughout the academic year and ensure that rosters are accurate. Financial membership verification is necessary for access to national benefits, leadership eligibility, scholarship opportunities, and participation in official EFF programming.

Each chapter is permitted to develop its own internal system for tracking member participation and involvement. Chapters may choose to implement a point system, attendance logs, activity hours, or other creative forms of accountability. These systems must be applied fairly and consistently and must be reviewed by the Executive Board and chapter advisor.

The purpose of such tracking is to ensure that members are contributing to chapter growth, actively engaged in service initiatives, and upholding their responsibilities as national members. Chapters must implement some form of accountability to monitor participation and communicate expectations clearly to all members. These policies must be documented and included in compliance reports submitted to headquarters.

Chapters are encouraged to adapt these systems to best serve their own structure and student body, while remaining committed to the overall standards of Esther Funds Foundation.

Article VI: Chapter Activities

Every chapter must engage in a consistent calendar of programming that reflects the mission of Esther Funds Foundation. Chapters must host monthly General Body Meetings to engage members, provide updates, and create opportunities for leadership and service involvement. In addition to General Body Meetings, Executive Board meetings must occur separately at least once per month to ensure structured governance.

Each chapter must host at least two service projects per semester, specifically aimed at supporting college students in areas such as financial literacy, academic support, mental health awareness, food insecurity, or mentoring initiatives. Service projects must meet genuine needs on campus and be tailored to the particular challenges faced by the student population.

Chapters must also host at least one donation drive per semester, with a focus on college student needs such as hygiene supplies, textbooks, school supplies, food, or mental health resources. Creativity is encouraged to maximize campus engagement and promote awareness.

Workshops must be hosted at least once per semester and should focus on student empowerment. Topics may include scholarship application preparation, academic survival skills, time management, mental health resilience, leadership development, or faith-based perseverance. Chapters must plan workshops that are timely, mission-driven, and respond to student needs on their campuses.

Chapters are encouraged to implement programs such as Chapter Ambassador Programs to expand outreach, public relations, and membership recruitment. Ambassadors must be formally selected, trained, and documented.

All chapters should approach their programming with creativity while ensuring that activities remain mission-centered. Service projects, workshops, and donation drives must be documented and reported as part of semester compliance submissions, including evidence of outreach, participation numbers, and a reflection on the impact.

Every chapter should remain sensitive to their unique campus environment and student demographics. Chapters have the freedom to tailor the specifics of their service, events, and programs to meet the pressing needs they observe, provided that all initiatives fall within the boundaries of Esther Funds Foundation's national mission and standards.

Article VII: Ministry Standards

Each chapter must prioritize the integration of faith-based activities as part of its core programming. Ministry is not optional; it is a required and integral component of the Esther Funds Foundation collegiate chapter experience. Every chapter must host at least one faith-centered event per month, such as a Bible study, prayer gathering, or spiritual discussion. These events must emphasize perseverance, leadership through Christ, academic resilience through faith, healing, and community support rooted in Biblical principles.

Prayer should be incorporated into all Executive Board meetings, General Body Meetings, and chapter service events whenever appropriate. Each chapter must appoint a Director of EFF Ministry who is tasked with developing faith-based content, leading Bible studies, promoting spiritual growth among members, and ensuring alignment with national faith initiatives.

All faith-centered programming must be documented and submitted in compliance packets, including attendance records and a brief summary of each event. Chapters failing to meet ministry expectations will be reviewed by national headquarters.

Article VIII: Financial Management

Chapters must practice diligent financial stewardship in all operations. All financial activities must align with the mission of Esther Funds Foundation and be fully transparent. Chapters are required to use digital financial platforms such as Cash App, PayPal, or Square for the collection and disbursement of funds. Physical cash transactions must be minimized and properly documented with receipts.

Chapters are prohibited from opening independent bank accounts unless they are formally incorporated as a nonprofit organization within their state and have received written authorization from Esther Funds Foundation headquarters.

Fundraising initiatives must be mission-centered and documented, with quarterly financial reports presented at Executive Board meetings. Misuse or

mismanagement of chapter funds will result in immediate investigation by headquarters and may trigger disciplinary actions including suspension or permanent closure of the chapter.

Article IX: Merchandise and Branding

Every chapter must maintain brand integrity when representing Esther Funds Foundation publicly. Chapters are prohibited from creating, altering, or approving any merchandise, promotional materials, logos, or branding without written authorization from headquarters.

Official EFF colors must be utilized consistently:

- Royal Purple (Primary Color)
- White (Secondary Color)
- Soft Gold (Accent Color)

All merchandise, including t-shirts, polos, wristbands, banners, and promotional materials, must use official designs provided by headquarters or from approved vendors. Chapters may not produce unapproved apparel, accessories, or printed materials.

When representing EFF at events, members are expected to wear official chapter polos, t-shirts, or wristbands and maintain business casual or professional attire unless otherwise stated. Royal Court members must adhere to elevated standards of formal appearance during all official engagements.

Failure to comply with merchandise and branding policies will result in immediate corrective action by headquarters.

Article X: Sponsorships and Partnerships

Chapters must receive prior written approval from headquarters before entering into any sponsorship agreements, contracts, partnerships, or formal collaborations with external entities. This includes funding agreements, event sponsorships, service collaborations, and in-kind donations.

All sponsorship requests must be submitted via the official Esther Funds Foundation Sponsorship Request Form and must clearly articulate the nature,

purpose, and benefit of the proposed relationship. Headquarters reserves the right to approve, amend, or deny any proposed partnership.

Unauthorized sponsorships or agreements will result in an immediate Cease and Desist Letter (CND) and may lead to disciplinary action up to and including chapter suspension or permanent deactivation.

Article XI: Compliance and Discipline

Chapters are required to complete end-of-year surveys issued by headquarters to assess operational health, leadership effectiveness, membership satisfaction, and alignment with national mission standards. Surveys must be completed thoroughly and submitted on time. Failure to submit surveys may impact chapter standing and future eligibility for scholarships, awards, or funding opportunities.

Chapters in violation of national policies, including but not limited to misconduct, financial mismanagement, unauthorized partnerships, mission drift, or branding violations, will face formal disciplinary actions. Disciplinary actions may include written warnings, mandated retraining, probationary status, event restrictions, Cease and Desist Letters, chapter suspension, or deactivation based on severity and history of compliance.

All disciplinary actions are administered at the discretion of Esther Funds Foundation headquarters with the ultimate goal of preserving organizational integrity and mission fulfillment.

Final Charge to Chapters

Operating an Esther Funds Foundation collegiate chapter is a sacred responsibility. Chapters are not merely student organizations; they are leadership arms of a national movement dedicated to preventing college dropouts, advancing faith-centered leadership, and building a community of resilient, purpose-driven students.

Every event, meeting, service project, Bible study, financial transaction, sponsorship agreement, and public appearance must reflect the highest standards of excellence, faithfulness, professionalism, and national pride.

Chapter leaders and members are entrusted with building futures. Steward this responsibility well, with prayerful diligence, strategic action, and unwavering faith.

You are not simply serving a campus. You are building a generation.