

Chapter Charter

Preamble

The Association of Family and Conciliation Courts (hereinafter known as “AFCC”) is an internationally known and respected membership organization representing professionals dedicated to improving the lives of children and families through the resolution of family conflict. AFCC Bylaws allow the Board of Directors of AFCC to charter Chapters. The purpose of this document is to serve as an agreement between AFCC and the Ontario Chapter of the Association of Family and Conciliation Courts (hereinafter referred to as “the Chapter”).

Charter Agreement

The AFCC Board of Directors formally recognizes the Ontario Chapter as a Chapter of the Association of Family and Conciliation Courts. The following sections outline the responsibilities of the Chapter to AFCC and AFCC to the Chapter. A copy of this document, the Chapter’s state or provincial Articles of Incorporation and its Bylaws must be maintained in the Chapter’s files and in the AFCC’s files for the Chapter. If the Chapter’s Articles of Incorporation or Bylaws are renewed or amended, a copy of the revised document shall be forwarded to AFCC in accordance with this document.

Name and Relationship

The name of this organization shall be the Ontario Chapter of the Association of Family and Conciliation Courts (or any other name deemed appropriate by the Chapter, the state or provincial government and AFCC).

The geographic boundaries of the Chapter as determined by the AFCC Board of Directors are the (Province) of Ontario. The Chapter shall have one vote in the annual election of the Chapter Council Liaison, who serves as a member of the AFCC Board of Directors.

The Chapter shall appoint one member to serve as a representative on the AFCC Chapter Council.

The Chapter is responsible to the duly elected Officers and Board of Directors of the AFCC and all rules made the AFCC Board.

By virtue of its independent incorporation and tax exempt status, a Chapter is a separate legal entity that operates independently and is self-supporting and responsible for administering and financing its own programs, solely responsible for the consequences of its own business affairs, except as provided for in this agreement.

Upon becoming a chartered Chapter, the Chapter will become responsible for those policies and procedures outlined in the Chapter Toolkit and Chapter Handbook, both of which can be found in the Chapter Resources section of the AFCC Web site. The Chapter shall be notified of any changes in these policies and procedures and shall continue to abide by them and by all policies and rules of the AFCC Board of Directors.

Bylaws for the Chapter

The Chapter shall adopt Bylaws to provide for the administration and regulation of its internal affairs, which shall be substantially similar to the AFCC Model Chapter Bylaws (available in the Chapter Toolkit Appendix I), but will be adapted to the Chapter's particular needs. The Chapter's Bylaws shall be approved by AFCC before formal adoption by the Chapter; and amendments to those Bylaws must also be approved by AFCC before formal adoption by the chapter membership. A draft of proposed by-laws changes will be submitted to the AFCC Chapter Committee chair(s) and AFCC will respond within thirty (30) days. Amendments to the Chapter's Bylaws that are not approved by AFCC may be voided at the discretion of AFCC. Chapter By-laws in existence at the time of execution of this Charter shall be considered approved.

Membership

All members of the Chapter must be members in good standing of the AFCC parent organization. Membership in the Chapter and parent organization will run concurrently.

Dues

Dues for the Chapter shall be established according to the Chapter Bylaws.

Membership dues invoicing, collections and quarterly disbursements shall be performed by the administrative office of the AFCC parent organization.

Any plans to increase or decrease dues amount shall be reviewed with the administrative office of the parent organization so that changes in membership applications materials and applications can be coordinated.

Revocation of this Charter

A Chapter charter may be revoked by the AFCC Board of Directors for failure to comply with Chapter requirements as established by the AFCC Board of Directors, changes in Bylaws that bring the Chapter into conflict with AFCC, fiscal impropriety, or failure to comply with legal obligations.

AFCC Parent Organization Responsibilities to the Chapter

Administrative Support

1. Invoice members for Chapter dues, assuming responsibility for costs associated with invoicing, credit card processing and banking.
2. Maintain data base of Chapter members.
3. Maintain ongoing online Chapter Membership Reports, and provide any necessary technical assistance in use of the reports.
4. Inform the Chapter of all new and revised policies of the organization.
5. Provide technical assistance through the Chapter Liaison and AFCC staff.
6. Maintain Chapter Toolkit and Chapter Handbook

Chapter Membership Development

7. Provide to the Chapter high quality AFCC membership brochures and other printed materials for dissemination at events.
8. Provide one complimentary AFCC membership per Chapter annually upon request.
9. Provide information on joining Chapters in the new member materials to all new parent organization AFCC members residing in a state with a Chapter.
10. Send an email on joining Chapters to all new parent organization AFCC members residing in a State with a Chapter who have not joined the Chapter.
11. Facilitate membership recruitment through joint programs marketing campaigns (e.g., direct mail to non-members attendees following Chapter conferences).

Website

12. Maintain Chapter Resources page of AFCC Web site to provide updated forms, reports and information on continuing education.
13. Post Chapter conference information and brochures on the Chapter Conferences page of the AFCC Web site.
14. Provide single page on AFCC Web site for information or link to Chapter Web site.
15. Provide guidance regarding Web site development.

Conference Services and Promotion

16. Sponsor continuing education for psychologists for one event per year for each Chapter, including program review and approval.
17. Consult and assist with speakers for Chapter conferences upon request.
18. Provide conference planning and management technical assistance upon request.
19. Review of Chapter promotional materials for consistency and accuracy.
20. Respond to email and telephone inquiries regarding Chapter conferences.

General Benefits

21. Provide each Chapter President with a reduced registration rate to AFCC conferences, equivalent to conference presenter rate, upon request.
22. Facilitate quarterly Chapter Council conference calls.
23. Promote Chapter events and activities through *AFCC NEWS* and *AFCC eNEWS*.
24. Maintain Chapter Leadership listserv.
25. Fulfill other obligations as outlined in this document, AFCC's Bylaws and in the policies, rules and orders of the AFCC Board of Directors.
26. Review and approve the unique logo the Chapter may develop incorporating the parent organization name with the Chapter name. Once approved, this unique logo should be used in all Chapter materials.
27. Maintain a dedicated seat of the AFCC Board of Directors for a representative of the AFCC Chapter Council.

Chapter's Responsibilities to AFCC

1. Ensure that all Chapter events and activities are consistent with the mission, vision and values of AFCC.
2. Maintain a Chapter membership of at least fifty percent (%) of the total AFCC members for that state or province, or a minimum of fifty (whichever is greater) Chapter members in good standing.
3. Ensure that Chapter Bylaws state the purpose of Chapters – to spread the AFCC mission and increase networking and educational opportunities at the local level.

4. Preserve records: Retain on file all copies of Chapter charters, articles of incorporation and Bylaws – both old and amended. Preserve all financial records, audited and reviewed financial statements, annual reports and all minutes of Board and Membership meetings.

5. Comply with the Chapter Toolkit and Chapter Handbook, including any subsequent revisions. This includes, but is not limited to:

- a. Providing parent organization with a copy of the Articles of Incorporation and Bylaws, and any subsequent revisions;
- b. Maintaining independent legal status;
- c. Providing a copy of Annual Report to their Chapter membership and to AFCC on the date that the Chapter selects as their reporting date;
- d. Maintaining appropriate non-profit or 501(c)(3) status and complying with all federal, state or provincial and local laws and tax requirements, including filing reports when required and confirming to AFCC that they were filed;
- e. Conducting an annual financial review by someone other than the Chapter's Treasurer who is not ordinarily involved with the Chapter's finances;
- f. Holding a minimum of one annual educational event;
- g. Holding a minimum of one annual meeting;
- h. Abiding by its Bylaws;
- i. Nominating and electing officers in accordance with the Chapter's Bylaws;
- j. Maintaining a member communication system;
- k. Designating one voting Chapter Representative for the Chapter Council;
- l. Responding in a timely fashion to requests from the AFCC administrative office or staff;
- m. Conducting activities in compliance with its tax exempt status;
- n. Disclosing immediately any threatened or actual legal action against the Chapter;
- o. Forwarding any press about the Chapter to the parent organization;

- p. Keeping the Chapter Consultant and the AFCC administrative office on all Chapter membership mailings;
- q. Submitting for approval to the parent organization any alteration of the AFCC logo for use by the Chapter;
- r. Using the AFCC parent organization logo and name only with the express permission from the parent organization;
- s. Informing parent organization of any changes to the Chapter's executive officers or Board of Directors;
- t. Scheduling any Chapter annual event at least 45 days prior to or after any AFCC Annual conference, and not on the same dates as AFCC's Fall conference;
- u. Maintaining a file that contains all relevant policies and procedures to be passed to the new Executive Committee to ensure continuity of leadership and communication of responsibilities;
- v. Complying with any new policy and procedures implemented by the AFCC parent organization Board of Directors.

Indemnification

The Ontario Chapter of AFCC shall indemnify and hold harmless the parent organization AFCC, its officers and directors, and employees from and against any and all claims, damages, losses and liabilities, including reasonable attorney's fees and costs, arising out of the sole negligence of the Ontario Chapter.

The parent organization of AFCC shall indemnify and hold harmless AFCC Chapters, their officers and directors, and employees from and against any and all claims, damages, losses and liabilities, including reasonable attorney's fees and costs, arising out of the sole negligence of the parent organization AFCC.