

Policies Governing Chapters  
Freedoms Foundation at Valley Forge  
Adopted February 16, 2021

**1. Purpose.**

The purpose of Freedoms Foundation at Valley Forge is to create and build an understanding of the spirit and philosophy of the Constitution and Bill of Rights—particularly among the rising generation. To that end, we welcome students and teachers to our campus for educational programs that inspire them to maintain the vitality of America’s founding charters and ideals.

The purpose of each local chapter of Freedoms Foundation at Valley Forge is to recruit and sponsor students and teachers to attend our on-campus programs and other programs of the Foundation. All chapter activities must support that objective. The Chapters may also engage in local events and programs as approved by the Foundation.

**2. Tax-exempt status.**

Freedoms Foundation at Valley Forge is a tax-exempt charitable and educational organization. Contributions to us are tax-deductible. In return for that favored tax status, we and our local chapters are prohibited from engaging in political activity. No communication, event, meeting, or program hosted or sponsored by or at the Foundation or a local chapter may be used to promote or oppose any political campaign, candidate, or party. No one may use any Foundation or chapter position, affiliation, or resource to promote or oppose any political campaign, candidate, or party.

Freedoms Foundation at Valley Forge annually prepares and submits Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, on behalf of its chapters. Each chapter must timely provide an annual financial report in compliance with our instructions. The fiscal year of the Foundation and each of its chapters runs with the calendar year. Local chapters are subject to audit at the Foundation’s discretion.

**3. Governance.**

Each chapter must adopt bylaws consistent with the current bylaws of Freedoms Foundation at Valley Forge (adopted October 19, 2019) and with these policies (adopted February 16, 2021). Chapter bylaws or other governing documents (e.g., standing rules) referring to prior Foundation bylaws or policies must be amended or replaced, and submitted to the Foundation for approval, by September 30, 2021.

The Foundation has promulgated model chapter bylaws (appended to this document). Local chapters are encouraged, but not required, to adopt the model bylaws. Any variation from the model bylaws requires the Foundation’s approval.

#### **4. Board, Officers and Membership.**

The business of the chapter shall be run by the chapter's board of directors, which must consist of at least a president (who shall also serve as the board chair), a secretary, and a treasurer. Additional officers may be designated if desired.

Chapters may set their own membership guidelines and dues. The Foundation imposes no dues or membership fees on its chapters. Chapters support the Foundation primarily by sending students and teachers to its programs. Chapters may also be invited, but not required, to participate in other fundraising efforts for the Foundation.

#### **5. Inclusion.**

If the Constitution prohibits discrimination on a particular basis, then so does Freedoms Foundation at Valley Forge. All participants in the American experiment are welcome in our chapters and programs.

#### **6. Insurance.**

Freedoms Foundation at Valley Forge does not provide Directors and Officers insurance for local chapters. It is recommended, but not required, that each chapter procure its own Directors and Officers Insurance.

Freedoms Foundation at Valley Forge does provide liability insurance for local chapter events. A Certificate of Insurance Request Form, located at [freedomfoundation.org](http://freedomfoundation.org), must be completed one month prior to each event.

#### **7. Youth and Adult Protection.**

All chapter officers, board members and chapter members working directly with students and/or chaperoning students to Freedoms Foundation at Valley Forge must obtain state required background clearances for working with youth and must adhere to the Youth and Adult Protection Policy of Freedoms Foundation at Valley Forge (appended to this document).

#### **8. Use of Logo.**

Each chapter is authorized and should use the name and logo of Freedoms Foundation at Valley Forge exactly as trademarked. The name and logo may not be used in conjunction with any other font, arrangement, symbol, or design.