ESTHER FUNDS FOUNDATION

Bylaws of Esther Funds Foundation

“Every Future Fulfilled”

2027–2030

REVISED 2026

Approved — in force

STATUS
In force

APPROVED BY
Shayna Vincent, Executive Director and Founder

DIRECTORS ON FILE WITH THE STATE OF FLORIDA AS OF OCTOBER 19, 2026
Shayna T. Vincent, Director. Louise E. Vincent, Director. Jasmine Glenn, Director. Shayla Vincent, Trustee. Aaliyah Wilson, Secretary. Portia Martey, Assistant Secretary.

NEXT FORMAL REVIEW
October 1, 2030

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PREAMBLE

About Esther Funds Foundation

We, the leaders and members of the Esther Funds Foundation (EFF), do hereby establish these 2027–2030 Bylaws as the supreme governing document of our organization. Rooted in Christ and committed to academic and spiritual retention, our goal is to fulfill the mission of Esther Funds Foundation: preventing college dropouts and supporting students through faith, leadership, and emergency resources. All operations of EFF shall be conducted with integrity, divine order, and a God-first standard.

Esther Funds Foundation (EFF) is a Christ-centered nonprofit ministry dedicated to preventing college dropouts by providing emergency support, educational resources, and faith-based encouragement to minority, first-generation, and low-income students. Founded on January 23, 2024, by Shayna Vincent, EFF began as a vision in 2023 to break the financial and systemic barriers that hinder students from completing their education. Shayna Vincent is a graduate of Florida A&M University, holding an A.A. in Education from Hillsborough Community College and a B.S. in Elementary Education from FAMU. She founded EFF after personally experiencing the realities that lead many students to leave college — having dropped out twice before returning to complete her degrees. Her lived experience, faith, and commitment to student success continue to shape the mission and direction of Esther Funds Foundation.

We believe that higher education should not be a privilege but an accessible reality for all students — especially those facing financial hardship and a lack of support. Through advocacy, mentorship, service, and donations, we equip students with the resources they need to persist in their education and graduate. Our initiatives include emergency support, financial assistance, access to books, groceries, tuition relief, electronic repairs, rent and gas assistance, and mental health resources.

While our primary focus started in Tallahassee, Florida, EFF is actively expanding throughout the entire United States, establishing collegiate chapters on campuses nationwide to provide on-campus support, mentorship, and ministry encouragement for students at risk of dropping out. We are working toward a future where higher education completion is the norm, financial barriers are eliminated, and every student has the support, knowledge, and faith to finish what they started.

By 2025, EFF had grown from its first chapter at Florida A&M University to chapters at institutions including the University of North Carolina Charlotte, Texas Southern University, Norfolk State University, Florida State University, Tallahassee State College, Southern University (Baton Rouge), Sam Houston State University, Prairie View A&M University, with others in progress. EFF trained over 200 student leaders and reached over 3 million students through national scholarship initiatives.

> *This document, the 2027–2030 Bylaws, supersedes all prior versions, including the 2026 Bylaws, and serves as the HIGHEST governing authority for the Esther Funds Foundation.*

FOUNDATION STATEMENT

Mission, Vision & What We Do

Our Mission

Esther Funds Foundation increases student retention and completion in education worldwide, with a focus on college students in the United States. Through a faith-centered, student-led chapter network, we give low-income, first-generation, and minority students — especially Black and Hispanic students — free resources, scholarships, ministry, and mentorship, so that they stay in school and finish what they started.

Our Vision

We see a world with no walls between any student and a higher education — a world where generational cycles of poverty are broken because students finish. We are working toward seven million (7,000,000) students served and kept on the path to graduation: students who receive or need the Federal Pell Grant, first-generation students, and minority students, counted as Article LIII provides, leaving Every Future Fulfilled.

What We Do

At Esther Funds Foundation (EFF), we are a Christ-centered nonprofit ministry dedicated to preventing college dropouts and ensuring that minority, first-generation, and low-income students complete their education. While we are still growing, we are actively establishing collegiate chapters across the United States to provide on-campus support, mentorship, and ministry encouragement for students at risk of dropping out. Through donation assistance and scholarship opportunities as funds allow, we work to relieve some of the burdens that make college completion difficult. Our long-term vision includes providing emergency financial support, essential resources like books and groceries, and tuition relief.

Our organizational tagline — “Every Future Fulfilled” — is not merely a slogan; it is a covenant commitment to every student we serve.

STRATEGIC FRAMEWORK

The Four Strategic Pillars

To fulfill our mission, EFF operates on four strategic pillars. Every national program, chapter activity, and growth decision must serve at least one of them:

Pillar 1 — Ministry

Christ-centered community on every campus — Bible study, prayer, worship, spiritual mentorship, and care — so no student faces their college journey alone. Ministry is led nationally through Esther's Light and on each campus by the chapter's Director of Ministry (Chaplain).

Pillar 2 — Chapter Expansion

Establishing student-led chapters at accredited colleges and universities nationwide, each chartered, trained, and held to these Bylaws, to provide mentorship, ministry, peer support, and local dropout prevention.

Pillar 3 — Scholarships & Knowledge

Awarding scholarships as funds allow, and making sure students know how to find, apply for, and keep the money and aid that keep them enrolled — financial aid, scholarships, appeals, and the rules that protect their eligibility.

Pillar 4 — Free Access to Resources

Every resource EFF publishes for students — through REACH, its workshops, its toolkits, and its help desks — is and will always remain one hundred percent (100%) free to the student.

NATIONAL BRANCHES

EFF Affiliates

Esther Funds Foundation is in a family relationship with **two (2)** affiliate organizations. An affiliate shares EFF's faith and mission but is separately organized, holds its own name and governance, and keeps its own money in its own accounts. An affiliate is not a chapter, branch, or department of EFF, and EFF is not responsible for an affiliate's debts, contracts, or obligations.

Each affiliate agrees, as a condition of using any EFF name, mark, platform, or program, to uphold these Bylaws' standards of conduct, faith, safety, and brand, including Article XXXIX (National Code of Conduct) and Article XLVII (Protection of Minors). EFF may end an affiliate relationship, in writing, when those standards are not kept.

Affiliate 1 — Black Girls Read and Rise Foundation

Black Girls Read and Rise Foundation is an affiliate of EFF devoted to literacy, academic enrichment, and student empowerment, dedicated to empowering young Black women through the power of reading, intellectual development, educational aspiration, confidence, and leadership growth. It supports EFF's mission by fostering a love of learning, promoting academic persistence, building resilience and professional readiness, and providing intentional community for Black women navigating higher education. Programming under Black Girls Read and Rise Foundation must reinforce college completion, literacy outcomes, and faith-centered leadership. All references within this document and in chapter materials shall use the full and correct name: **Black Girls Read and Rise Foundation**.

Affiliate 2 — Pretty Girls Who Serve

Pretty Girls Who Serve (PGWS) is an affiliate of EFF: a Christ-centered sisterhood that helps women become Proverbs 31 women through sisterhood, ministry, and service. PGWS is separately organized as its own company, with its own chapters, membership, leadership, scholarship pageants, and payment accounts. PGWS money is never collected through EFF's accounts, and EFF money is never collected through PGWS's. The correct name is **Pretty Girls Who Serve** (singular "Serve").

Affiliates and EFF: Any prior reference in chapter documents, websites, social media, or internal records to EFF "branches," to a third branch, or to the name "Rise" as a standalone branch is superseded by this provision. Men of EFF is not an affiliate; it is a program of EFF (Article XVIII).

ARTICLE I

Name & Legal Identity

Section 1 — Name

The name of this organization shall be the Esther Funds Foundation, hereafter referred to as "EFF" or "the Foundation." The name, logo, tagline, and all associated marks are the exclusive intellectual property of

EFF and may not be used, replicated, or repurposed without written approval from the National Executive Director.

Section 2 — Nonprofit Status

EFF is a Christian, student-serving nonprofit organization that operates in accordance with federal and state nonprofit guidelines and is in the process of maintaining its 501(c)(3) nonprofit designation. The Foundation abides by IRS policies and standards for charitable organizations. No individual, chapter, or affiliate shall act in any manner that jeopardizes EFF's nonprofit or tax-exempt status.

Section 3 — Legal Operation

The Foundation operates under nonprofit law, with its National Headquarters located in the Southeastern United States. All collegiate chapters, national branches, and national initiatives are subject to oversight by the Executive Director and National Board of Directors. Collegiate chapters are not independent entities; they operate as subordinate extensions of EFF National Headquarters.

Section 4 — Official Seal, Branding, and Symbols

EFF shall maintain an official seal, registered logos, and brand materials. The use of these marks must be approved by National Headquarters and must comply with the EFF Branding & Media Policy. The official national colors of EFF are Royal Purple and Pure White. The official national mascot is the Dove, symbolizing peace, purity, and the Holy Spirit. The official national pledge shall be recited at induction ceremonies:

> *"I pledge to serve with faith, lead with purpose, and never give up on the future God has called me to fulfill. I am Esther Strong — courageous, chosen, and committed to completion."*

Section 5 — Intellectual Property Protection

The name "Esther Funds Foundation," the tagline "Every Future Fulfilled," and all associated marks including logos, seals, slogans, course materials, graphics, initiatives, and documents are the exclusive intellectual property of EFF. Any attempt to duplicate, mimic, profit from, imitate, or rebrand EFF's identity will be treated as infringement and grounds for immediate legal action. EFF reserves the right to pursue civil or criminal charges against individuals or groups in violation.

Section 6 — Non-Compete & Conflict of Interest

No active national officer, regional coordinator, or chapter president may operate or create a nonprofit or initiative that conflicts with or directly mirrors the mission, identity, or structure of EFF. All national leaders must disclose current affiliations and leadership roles in outside organizations. Any potential conflicts of interest must be submitted in writing to the National Office for review. (See also Article XXIV — Conflict of Interest.)

ARTICLE II

Mission & Purpose

Section 1 — Mission

The mission of Esther Funds Foundation is stated in the Foundation Statement of these Bylaws and is incorporated here: EFF increases student retention and completion in education worldwide, with a focus on college students in the United States, by giving low-income, first-generation, and minority students — especially Black and Hispanic students — free resources, scholarships, ministry, and mentorship through a faith-centered, student-led chapter network.

Section 2 — Purpose

The Foundation exists to:

- Provide emergency assistance for food, housing, tuition, and academic needs.
- Equip students through workshops, leadership training, and mentorship.
- Create faith-based collegiate communities grounded in prayer, healing, and unity.
- Expand access to scholarships, internships, and career resources.
- Advocate for policy changes that support student success and equitable education access.
- Establish and sustain student-led collegiate chapters that serve as localized support hubs.

Section 3 — Vision

The vision of Esther Funds Foundation is a world with no walls between any student and a higher education, where generational cycles of poverty are broken because students finish. EFF is working toward seven million (7,000,000) students served and kept on the path to graduation — students who receive or need the Federal Pell Grant, first-generation students, and minority students — counted as Article LIII provides.

Section 4 — Tagline

The official organizational tagline of Esther Funds Foundation is: "Every Future Fulfilled." This tagline represents EFF's covenant commitment to every student served and may not be used by any outside entity without written permission.

ARTICLE III

Statement of Faith

Section 1 — Biblical Foundation

The Esther Funds Foundation is rooted in the truth of God's Word and guided by the teachings of Jesus Christ. We believe that spiritual growth is just as vital as academic success, and we are committed to integrating faith into every aspect of our work. Faith is not optional but foundational to the identity,

culture, and mission of EFF.

Section 2 — Core Beliefs

The Foundation affirms the following biblical truths:

- We believe in one God — Father, Son, and Holy Spirit.
- We believe that the Bible is the inspired, infallible Word of God.
- We believe that salvation is available through Jesus Christ alone.
- We believe in the power of prayer, worship, and spiritual deliverance.
- We believe that faith without works is dead; we are called to serve, uplift, and act.
- We believe that every student is created with divine purpose and infinite value.

Section 3 — Faith in Practice

EFF shall maintain a commitment to Christian character in all national and chapter operations. Faith-based practices include:

- Prayer before meetings and events
- Online and in-person devotionals and Bible studies
- Faith-based mentorship and leadership development
- Encouragement through scripture and worship
- Ministry programming at all chapter and national events

Section 4 — Required Faith Integration

All collegiate chapters must maintain an active Director of Ministry (Chaplain) (Article VI, Section 11) and integrate faith throughout their programming. The national organization shall maintain a National Ministry Team, through Esther's Light, to oversee spiritual direction, lead national devotionals or revivals, and support the faith development of national staff, ambassadors, and chapter leaders. Spiritual engagement is not optional. Habitual neglect of faith components may result in disciplinary action, including removal from leadership roles or chapter probation.

Section 5 — Chaplain & Minister Standards

All individuals serving in a Chaplain, Minister, or Ministry Director role within EFF — at the chapter or national level — are held to the highest standard of spiritual conduct. These leaders must demonstrate anti-hostility, respect, humility, and biblical integrity in all interactions. Any minister or chaplain found to be fostering division, hostility, or spiritual manipulation within EFF shall be subject to immediate disciplinary review and removal.

ARTICLE IV

National Governance & Authority

Section 1 — National Oversight and Governance

The Esther Funds Foundation is led by a National Executive Director and a National Board of Directors. These individuals are responsible for overseeing the integrity, mission, and operational success of the organization at the national level. The authority of Nationals supersedes the authority of all collegiate chapters, regional affiliates, branches, ambassadors, and individual members without exception.

Section 2 — Supremacy of National Authority

Esther Funds Foundation Nationals holds supreme authority over all chapters, branches, programs, events, communications, and financial matters conducted under the EFF name. No chapter, officer, branch, or affiliate may override, circumvent, or disregard directives issued by the National Office. In any matter of conflict between national policy and chapter-level decisions, national policy shall govern.

Section 3 — Headquarters and Divisions

EFF operates from its National Headquarters in the Southeastern United States. Regional divisions or hubs may be established as needed to manage chapters and programming in different geographic areas, under the oversight and appointment of the Executive Director.

Section 4 — National Board of Directors

The Foundation shall maintain a National Board of Directors to provide fiduciary oversight, organizational guidance, and accountability. The Board meets monthly. Directors are elected by the sole member from those who apply, as Article LV provides. The Board serves in an advisory and oversight capacity, and no Board action supersedes the authority of the Executive Director in matters of organizational governance and mission execution, except that these Bylaws are amended only as Article LIV provides: by a majority of the seated members of the National Board of Directors, including the Executive Director.

Section 5 — Collegiate Chapters Under National Authority

All EFF collegiate chapters operate under the authority of the National Office. Chapters must abide by national policies, branding standards, spiritual requirements, and reporting expectations. The National Office has the authority to approve, suspend, place on probation, or permanently deactivate chapters based on performance, compliance, and alignment with EFF's mission and these bylaws.

Section 6 — External Collaborations & Legal Protections

All collaborations, partnerships, or agreements entered on behalf of Esther Funds Foundation must be approved in writing by National Headquarters. No chapter, ambassador, leader, or volunteer may sign or authorize a memorandum of understanding, financial contract, sponsorship, or agreement without prior written consent from the National Office. EFF shall not be held liable for any unauthorized commitments, contracts, or activities made without official approval.

ARTICLE V

Role of the Executive Director

Section 1 — Authority of the Executive Director

The Executive Director of Esther Funds Foundation is Shayna Vincent, Founder and highest-ranking officer of the organization. The Executive Director holds ultimate authority over all organizational matters including governance, strategic direction, personnel decisions, chapter oversight, financial approvals, program development, branding, public communications, and national initiatives.

Section 2 — Scope of Final Decision-Making

The Executive Director shall have final decision-making authority in all matters affecting the Esther Funds Foundation. This authority includes but is not limited to:

- Approving or denying chapter applications, petitions, and appeals
- Appointing, restructuring, or removing national leadership positions
- Approving all national programs, campaigns, fundraising efforts, and partnerships
- Overriding or modifying decisions made by chapter leadership when necessary
- Issuing corrective action plans, probationary measures, or removal orders for any member, leader, or chapter
- Approving all amendments to these bylaws, which also require the National Board as Article LIV provides
- Serving as the final authority in all disciplinary and reinstatement proceedings

Section 3 — Compensation and Protection

The Executive Director shall be entitled to receive a fair and reasonable salary and compensation package as determined by the National Board of Directors, commensurate with the scope of responsibilities and national impact of the organization. The Executive Director shall not be removed or replaced except in the event of voluntary resignation, retirement, permanent incapacitation, or death. In any matter regarding alleged misconduct, a full and fair investigation must be conducted by an independent panel approved by the National Board. The Executive Director retains all legal rights and protections under nonprofit leadership law.

Section 4 — Succession

In the event of a temporary absence of the Executive Director, the Deputy Officer or highest-ranking appointed national leader shall serve as Acting Director until the Executive Director resumes duties or a successor is formally designated. Succession planning shall be documented by the National Board and reviewed annually.

ARTICLE VI

Officer Roles & Executive Board Duties

Each EFF collegiate chapter shall maintain a structured Executive Board composed of the twelve (12) required officers below, together with at least one Chapter Advisor (Section 13). All officers must be enrolled students at their respective institution, maintain good academic standing, sign the National Leadership Agreement (Article XLVI), and complete the required training in EFFective Learning (Article XIII) before operating in their roles. All officer positions are leadership commitments — not honorary titles — and require consistent performance, conduct, communication, and engagement.

Section 1 — President

The President is the primary leader and public face of the chapter. The President is responsible for presiding over all chapter meetings and events, serving as the primary liaison between the chapter and National Headquarters, ensuring all chapter members and officers fulfill their responsibilities, maintaining the chapter's compliance with EFF national bylaws and policies, consulting with the Executive Board before making major decisions, and representing the chapter at national calls, trainings, and conventions. The President may not act unilaterally on major chapter decisions without consultation with the Executive Board and, when applicable, National Headquarters. The President must follow these bylaws at all times.

Section 2 — Vice President

The Vice President supports the President in all leadership functions and assumes the full duties of the President in the President's absence. Additional responsibilities include: assisting with planning and coordination of chapter events and meetings, overseeing internal project timelines and officer accountability, and serving as a bridge between the President and the broader Executive Board. The Vice President must be prepared to assume presidential authority at any time.

Section 3 — Secretary

The Secretary is responsible for all chapter documentation and communications. Duties include: recording and distributing official minutes for all Executive Board and General Body meetings; maintaining an organized archive of chapter correspondence, meeting records, and compliance documents; drafting official chapter communications when directed; and submitting required reports and documents to National Headquarters on schedule.

Section 4 — Treasurer / Financial Officer

The Treasurer serves as the chief financial steward of the chapter. Duties include: maintaining a transparent, up-to-date ledger of all chapter income and expenses; ensuring all chapter funds are housed in a university-approved account or national-approved system (no personal accounts or personal payment apps); submitting financial reports to the chapter advisor and National Headquarters each semester; keeping all receipts, transaction records, and financial documentation for a minimum of three (3) years (Article XXX, Section 7); and overseeing all fundraising revenue management. The Treasurer may not authorize expenditures without chapter approval. Misuse of chapter funds is grounds for immediate

removal.

Section 5 — Parliamentarian

The Parliamentarian ensures order, procedure, and compliance in all chapter operations. Duties include: enforcing chapter bylaws and national policies during meetings and events; tracking and issuing participation strikes under the EFF Strike System; maintaining member participation point records; documenting all disciplinary actions and communicating them to the Chapter Advisor; and advising the President and Executive Board on matters of procedure. The Parliamentarian must be fair, impartial, and consistent in applying accountability standards.

Section 6 — Membership Chair

The Membership Chair oversees the growth and tracking of chapter membership. Duties include: managing the chapter recruitment process and interest meetings; tracking participation points for all general body members; maintaining accurate and current member rosters submitted to Nationals each semester; overseeing the "Esther Experience" onboarding process for new members; and coordinating membership events and engagement initiatives.

Section 7 — Community Service Chair

The Community Service Chair leads and coordinates all chapter community service activities. Duties include: organizing a minimum of 25 community service hours per chapter per semester; maintaining documentation and sign-in sheets for all service projects; submitting community service reports to National Headquarters; and identifying community partners and service opportunities aligned with EFF's mission.

Section 8 — Fundraising Chair

The Fundraising Chair leads all chapter fundraising efforts in coordination with the Treasurer and National Headquarters. Duties include: planning and executing approved chapter fundraisers each semester; leading the chapter's fundraiser with Nationals each semester (Article XI, Section 4); coordinating the chapter's part in the national Double Good popcorn fundraiser when the chapter chooses to join it; and submitting fundraising plans for national approval prior to execution. No fundraiser may be launched without prior national approval.

Section 9 — Social Media Chair

The Social Media Chair manages the chapter's officially approved social media accounts. Duties include: posting content that aligns with EFF branding, mission, and conduct standards; using only EFF's approved templates, logos, and colors; keeping the account's login registered with National Headquarters (Article XXIX); coordinating with National Headquarters on approved campaigns; and ensuring no unauthorized social media pages, websites, or digital presences are created under the chapter or EFF name. All chapter social media content must reflect EFF's Christian, professional, and mission-aligned values.

Section 10 — Communications Chair

The Communications Chair manages the chapter's official communications outside social media. Duties include: preparing chapter announcements, newsletters, flyers, and emails through the chapter's official EFF email and MyEFF; keeping members informed of meetings, deadlines, and national directives; coordinating messages with the President and the Social Media Chair so the chapter speaks with one voice; and making sure every communication follows EFF's branding and conduct standards. Where National approves in writing, one officer may hold both the Social Media Chair and Communications Chair offices until the chapter can fill both.

Section 11 — Director of Ministry (Chaplain)

The Director of Ministry (Chaplain) is responsible for the spiritual life of the chapter. This role is not optional. Duties include: planning and leading Bible study, prayer circles, or devotional sessions, including the two (2) Bible studies each semester required by Article XI; ensuring faith is integrated into all chapter activities and leadership decisions; partnering with the National Ministry Team through Esther's Light; providing spiritual encouragement to members; and maintaining a spirit of anti-hostility, respect, and biblical integrity in all ministry engagements. The Director of Ministry must complete the Director of Ministry (Chaplain) Certification and sign the Chaplain Covenant before serving (Article XLV). This officer is a student leader, not licensed clergy or a counselor, and is held to the highest standard of spiritual conduct.

Section 12 — Historian

The Historian documents and preserves the chapter's legacy and impact. Duties include: photographing and archiving chapter events, meetings, and milestones; maintaining a digital chapter archive submitted annually to National Headquarters; creating semester and annual recap materials; and managing official chapter memory books, presentations, or recap content.

Section 13 — Chapter Advisor

Each chapter must maintain at least one (1) designated Chapter Advisor who is a faculty or staff member at the institution. The Chapter Advisor serves as an institutional liaison and leadership mentor. A chapter may apply to charter without an advisor, but no chapter may be chartered until its advisor is on file (Article IX, Section 1).

Every Chapter Advisor must: be vetted both by the chapter's founders and by National Headquarters; sign EFF's Advisor Agreement and accept EFF's terms and conditions; keep an active account in MyEFF with current contact information; remain informed about chapter events and activities; be available for consultation and guidance; ensure that university policies and EFF national policies are followed; uphold impartiality in disputes; confirm or decline officer removals under Article XII; and be present (or provide written guidance) for critical events such as elections, disciplinary procedures, or fundraisers. Chapter Advisors are equally subject to the EFF Code of Conduct and, where the chapter serves anyone under eighteen, to Article XLVII. Advisors who fail to fulfill responsibilities or contribute to misconduct may be replaced at the discretion of EFF national leadership.

Section 14 — Additional Officers

The National Office may authorize the creation of additional chapter officer positions as needed to support chapter programming and growth. All such positions must be documented and submitted to National Headquarters for approval. No chapter may create officer positions that conflict with, duplicate, or supersede the roles established herein.

ARTICLE VII

Chain of Command

Section 1 — Mandatory Consultation Before Major Decisions

Chapter Presidents must consult with their full Executive Board before making any major decision affecting the chapter, its members, its finances, or its public representation. Major decisions include but are not limited to: hosting events, launching fundraisers, entering partnerships or collaborations, recruiting initiatives, disciplinary actions against members, and any decision that affects chapter resources or chapter standing with National Headquarters.

Section 2 — No Unilateral Action

No single officer — including the chapter President — may take unilateral action on behalf of the chapter without the knowledge and input of the Executive Board and, when required, National Headquarters. Unilateral decisions that bind the chapter financially, legally, or reputationally without board consultation shall be considered a violation of these bylaws and may result in officer removal.

Section 3 — Bylaws Compliance

All chapter officers and members must follow these bylaws at all times. The chain of command is as follows: **Sole Member and Executive Director -> National Board of Directors -> Director of Chapter Engagement and Success and the National Team -> Regional Directors -> Chapter Advisor -> Chapter President -> Chapter Executive Board -> General Body Members.** Who reports to whom at the national level is set in Article LV, Sections 8 and 9. No individual at any level may circumvent this chain. Disputes or concerns must be escalated through proper channels.

Section 4 — Reporting Obligations

Chapter Presidents are responsible for ensuring the full Executive Board is informed of all national directives, policy updates, training requirements, and compliance deadlines. Ignorance of a national directive is not grounds for non-compliance. The President is accountable for disseminating information within forty-eight (48) hours of receipt from National Headquarters.

ARTICLE VIII

Membership Types & Rights

Section 1 — Definition of Membership

Membership in the Esther Funds Foundation consists of students who join through a collegiate chapter, together with the national leaders, advisors, and volunteers appointed under these Bylaws. Every student member joins through one membership application in MyEFF and belongs to a chapter; there is no national-only membership. A student whose campus has no chapter cleared to take members may serve as a Campus Ambassador (Article XLIII) or apply to start a chapter (Article IX).

Membership is open to any student, regardless of race, color, ethnicity, national origin, sex, disability, or religion, who respects EFF's Christian mission and agrees to the Code of Conduct. Executive Board officers and the Director of Ministry affirm EFF's Statement of Faith (Article III).

Section 2 — Membership Categories

- **General Body Members:** Students who joined a collegiate chapter through MyEFF, paid national dues, completed onboarding, and agreed to uphold EFF's mission and Code of Conduct.
- **Executive Board Members:** Students elected or appointed to serve on a collegiate chapter's executive board.
- **Founders:** Chartering Presidents, Vice Presidents, and Co-Founders approved by National to form a chapter (Article IX).
- **National Leaders:** Individuals appointed to national leadership positions, including the Executive Director, the National Board of Directors, National Directors, the National Team, and Regional leaders.
- **Advisors & Mentors:** Faculty, staff, or approved adults who support EFF in an advisory or mentorship capacity.
- **Ambassadors:** Students approved to represent EFF on their campus through the Campus Ambassador Program (Article XLIII). Ambassadors are not chapter members unless they also join a chapter.
- **Royal Court:** Scholarship competition participants and titleholders (Article XLIV).
- **Men of EFF:** EFF members who also enroll in Men of EFF, EFF's brotherhood program. Men of EFF is part of an EFF membership, not a separate membership.

Section 3 — Membership Dues

National EFF membership dues are twenty-five dollars ($25.00), paid once for life. Beginning December 1, 2026, paid national dues are required to take part in a chapter; they are paid to Esther Funds Foundation through MyEFF or as National directs, and are never paid to an individual.

A chapter may set local chapter dues only through a dues plan approved in writing by National Headquarters, and local dues may not exceed the cap National sets, which is twenty dollars ($20.00) unless National announces a different cap in writing. Local dues are paid to the chapter's approved

account (Article XXX), never to a person or a personal payment application, and never through EFF's national payment accounts.

Section 4 — The Esther Experience

All new general body members must complete "The Esther Experience" before being formally inducted. The Esther Experience has two parts: the online course of the same name in EFFective Learning, which every new member completes first, and the chapter's in-person onboarding period, which includes an interest meeting, an EFF-aligned workshop, a bonding event, a fundraising participation, a Bible study, and a community service project. Only members who have completed onboarding may be invited to induction, request an official EFF recommendation letter, or receive member-only benefits. The Esther Experience is designed to ensure all new members understand and embrace EFF's mission, values, and expectations before becoming active members. The experience must be free from any form of hazing, intimidation, humiliation, or coercion.

Section 5 — Active vs. Inactive Status

Member status is determined by the 15-Point Participation System (see Article XII). Members who earn fifteen (15) or more participation points per semester are classified as Active. Members who fail to earn fifteen (15) points by the end of the semester shall be classified as Inactive. Inactive status may impact leadership eligibility, voting privileges, recognition, and continued participation as determined by chapter and national policy.

Section 6 — Termination of Membership

Membership may be revoked or suspended for: violation of the EFF Code of Conduct; failure to uphold the mission or values of EFF; inactivity or abandonment of role/responsibilities; or engagement in conduct that harms the reputation or integrity of the Foundation. Termination decisions shall be made by chapter or national leadership, with due process afforded to the member involved.

ARTICLE IX

Chapter Formation & Regulations

Section 1 — Chapter Establishment and Chartering

New chapters may be established at accredited colleges and universities in the United States only with the approval of National Headquarters, through the Road to Chartering:

1. **Application.** The Chartering President submits EFF's chartering application in full, with two (2) recommendations from people who are not family. A Vice President or Co-Founder named in the application is part of it.
2. **Vetting and interview.** The National Team vets the Chartering President, the Vice President, and every Co-Founder, and the Executive Director interviews them. No one may recruit, post, or describe themselves as an EFF chapter or interest group before conditional approval.

3. **Conditional approval.** National approves a founding team to begin only after the interview and National's chartering checklist. EFF may decline to charter any chapter, and will say why in writing; no application will ever be declined because of race, color, ethnicity, national origin, sex, disability, or any other characteristic protected by law.
4. **Commitment and training.** After conditional approval, the Chartering President pays the twenty-dollar ($20.00) Chartering President commitment fee, and every founder completes Such a Time (Article XIII, Section 2). The Road to Chartering is the name of this process, not a course. Training comes before everything else: no chapter social media account, chapter email, or use of EFF branding is issued until the Chartering President's training is complete, even if the university has already approved the organization.
5. **Advisor on file.** The founders find and vet their own advisor; National vets the advisor too; the advisor signs EFF's Advisor Agreement and terms and conditions and is entered in MyEFF. An advisor is optional to apply but required to charter.
6. **Founding board.** The founders recruit their founding Executive Board through the chapter's executive board application in MyEFF. Each officer pays a ten-dollar ($10.00) commitment fee, signs the National Leadership Agreement, and completes required training.
7. **University recognition and charter.** Once the institution recognizes the organization and every condition above is met, National charters the chapter.
8. **Foundation Semester and cleared to recruit.** A newly chartered chapter spends its first semester as a Foundation Semester, focused on visibility, community service and connecting with campus, and does not recruit (Article XI, Section 7). After that, a chartered chapter may recruit general body members only after National confirms that the university has recognized it, every required office is held, every officer is trained and has paid the commitment fee, and the advisor has been vetted; National then provides the chapter's account (Article XXX).

Section 2 — Minimum Chapter Requirements

To operate in good standing, each chapter must:

- Have at least seven (7) active student members
- Maintain a full Executive Board of the twelve (12) required officers: President, Vice President, Secretary, Treasurer, Parliamentarian, Membership Chair, Community Service Chair, Fundraising Chair, Social Media Chair, Communications Chair, Director of Ministry (Chaplain), and Historian
- Have a designated, vetted, and approved Campus Advisor on file in MyEFF
- Submit the Semester Report to National Headquarters at the end of each semester (Article XI, Section 5)
- Uphold EFF's branding, faith, and conduct standards
- Use the official chapter EFF email for all official communications (no personal email for chapter business)

Section 3 — Chapter Activities

Each chapter meets the requirements of Article XI, including at least two (2) Bible studies each semester (Article X, Section 2 and Article XI, Section 1), and accurately reports its volunteer hours and impact in the Semester Report. Beyond Article XI, chapters are encouraged to host donation drives, workshops or events focused on student success and dropout prevention, prayer gatherings and other faith-based events, and to take part in national initiatives and campaigns.

Section 4 — Recruitment & Membership Requirements

Collegiate chapters must follow a fair and inclusive recruitment process in accordance with the National Code of Conduct. A newly chartered chapter does not recruit during its Foundation Semester (Article XI, Section 7). Beginning December 1, 2026, a chapter may take new general body members only during a recruitment window approved in writing by National Headquarters; the chapter requests the window in MyEFF with its dates, goal, and plan. Every prospective member applies through the chapter's membership application in MyEFF, pays national dues, and agrees to the EFF Membership Agreement and Code of Conduct. Recruitment shall include an interest meeting, clearly communicated expectations, and completion of The Esther Experience. Induction is by invitation of the Membership Chair, President, or Vice President, and only for members who have completed onboarding. Inductions must be conducted with professionalism and respect, in alignment with EFF's faith-based mission, and free from any form of hazing, bullying, intimidation, or humiliation. EFF maintains a zero-tolerance policy for hazing in all forms.

Section 5 — Chapter Probation and Removal

Chapters may be placed on probation or removed by National Headquarters for: failure to meet chapter minimum requirements; non-compliance with EFF's Bylaws, Code of Conduct, or Branding Policy; misuse of funds or misrepresentation of the organization; or repeated failure to report or participate in national directives. Probationary status may include a restoration plan and timeline. Chapters that fail to comply after probation may be deactivated and must reapply for reinstatement through the Executive Director.

Section 6 — The First Ninety Days on an Executive Board

An officer's first ninety (90) days on an Executive Board are a probationary period. During that time, the Chartering President (for a chapter in formation) or National Headquarters may rescind the officer's appointment by written notice stating the reason, without the Strike System. The officer may ask National to review the decision within seven (7) days. During the first ninety (90) days an officer is not eligible for an EFF recommendation letter, letter of verification of leadership, or leadership award.

Section 7 — Chapter Bylaws and the Institution

Every chapter shall keep its own chapter bylaws or constitution, which may never conflict with these National Bylaws and must include Article XII word for word. Within sixty (60) days after National Headquarters adopts new or amended National Bylaws, every chapter must update its chapter bylaws to comply and submit them to National for approval.

Every chapter's bylaws must state that the chapter operates under the National Bylaws of Esther Funds Foundation and must give the address where anyone, including the institution, can read them: https://www.estherfundsfoundation.org/bylaws. Every chapter must give that address to its institution when it registers or renews as a student organization, and must state in its registration documents that the chapter is a chapter of Esther Funds Foundation and is governed by EFF's National Bylaws and Code of Conduct, in addition to the institution's own policies. Where an institution's policy and these Bylaws differ, the chapter follows whichever is stricter and tells National.

Section 8 — Annual Chapter Renewal

Every chapter renews with EFF National once a year. The renewal window opens April 1 and closes June 30, for the academic year that begins that fall. The first renewal is the Chapter Renewal Application for Fall 2027, due June 30, 2027.

The Chapter Renewal Application is submitted in MyEFF by the President, or by another officer the President names, and includes:

1. current names and contact information for the incoming Executive Board and the Chapter Advisor,
2. proof that the chapter is a recognized student organization at its institution for the coming year,
3. the chapter's continuity officer (Section 9),
4. an estimated budget for the coming academic year, listing each planned expense, its estimated cost and where the money will come from,
5. the institution's rules for student organization money, written down for the next board: how the chapter requests funds, which accounts it may use and who signs, how spending and reimbursements work, what fundraising needs approval, and what the institution asks the chapter to report,
6. confirmation that access to the chapter's account has been handed over (Section 9), and
7. agreement by the incoming board and the Advisor to these Bylaws and to the chapter expectations for the year.

A chapter that does not renew. A chapter that has not submitted its renewal by June 30 is no longer active and is closed. National Headquarters records the closure. A closed chapter may not hold events, recruit, collect money or use the EFF name. It may apply to be reinstated at any time (Article XVI, Section 4).

National reviews each renewal and approves it or returns it with a note the chapter reads. A returned renewal is corrected and sent again.

Section 9 — Continuity and Chapter Money Through Transitions

The continuity officer. Every chapter names a continuity officer at renewal: the Treasurer or the Vice President, or another officer who has access to the chapter's account. The continuity officer may not be graduating in the same academic year. Their job is to carry the chapter's money, records and logins from one board to the next.

Advisor reports. The Chapter Advisor completes a short Advisor Report in MyEFF twice a year, by

December 1 for the fall semester and by May 1 for the spring semester. It tells National how the chapter is doing, whether the Advisor has reviewed the chapter's account, and anything National should know. Missing an Advisor Report does not change the chapter's standing by itself, but National follows up with the Advisor.

Money through transitions. Chapter money is held in an account approved under Article XXX, Section 3. Every person who handles chapter money has their own login, and no login, password or card is ever shared. When officers change, the incoming officers are given access before the outgoing officers lose it, and the outgoing officers' access and cards end the same day their term ends. The continuity officer and the Advisor confirm the handover to National.

When a chapter closes. The money of a chapter that is closed or no longer active is held by National Headquarters for that campus, and no one may spend it, until the chapter is reinstated or National decides how it will be used for EFF's mission on that campus.

ARTICLE X

Faith Integration Standards

Section 1 — Christ-Centered Identity

The Esther Funds Foundation is a Christian nonprofit ministry. Every element of the Foundation — including national initiatives, leadership conduct, and chapter activities — shall reflect a commitment to the teachings of Jesus Christ. Faith is not optional but foundational to the identity and mission of the organization. The Esther Funds Foundation affirms that Jesus Christ is the foundation of this organization and we will continue to uphold His teachings in every aspect of our service to students.

Section 2 — Faith Programming Requirements

Both national and chapter operations must include intentional faith-based programming, including:

- Regular prayer before meetings and events
- Faith-led devotionals, Bible studies, or spiritual sessions (chapters must hold at least two (2) Bible studies per semester)
- Opportunities for students to grow in their relationship with God
- Access to virtual or in-person spiritual support
- Christian leadership development workshops

Section 3 — Required Ministry Leadership

All collegiate chapters are required to appoint a Director of Ministry (Chaplain) (Article VI, Section 11). This individual shall plan and lead weekly or bi-weekly Bible study, prayer, or fellowship gatherings; partner with the National Ministry Team through Esther's Light; and ensure faith remains central in all chapter activities and leadership conduct. At the national level, the National Ministry Team, through Esther's Light, shall oversee the organization's spiritual development.

Section 4 — Faith Accountability

Faith integration is monitored by the National Ministry Team. Chapters or individuals who fail to uphold the Foundation's faith requirements may be asked to meet with ministry leaders for support and redirection. Habitual neglect of faith components may result in disciplinary action, including removal from leadership roles or chapter probation.

Section 5 — Alignment with Biblical Values

All leadership, chapter decisions, and content produced under EFF's name must reflect biblical values including humility, love, respect, forgiveness, and integrity. Content or behavior that contradicts Christian values as outlined in the EFF Code of Conduct is prohibited and will be subject to review. All individuals serving in ministry-facing roles must demonstrate anti-hostility, spiritual maturity, and Christ-centered leadership at all times.

ARTICLE XI

Chapter Good Standing

Beginning January 1, 2027 (the Spring 2027 semester) and continuing for all later semesters, every EFF collegiate chapter in good standing meets the five requirements below. They are kept few on purpose, so a chapter can meet them every semester. Through December 31, 2026, the requirements of the earlier Article XI apply.

Section 1 — Bible Studies (Each Semester)

Each chapter hosts at least two (2) Bible studies each semester, led by its Director of Ministry (Chaplain) (Article VI, Section 11). Chapters may use the national Bible study EFF provides each month in MyEFF. Attendance is recorded in MyEFF and included in the Semester Report.

Section 2 — Community Service Hours (Each Semester)

Each chapter completes at least twenty-five (25) community service hours each semester as a chapter. Only EFF service counts: chapter service projects and EFF events, recorded in MyEFF with sign-in or check-in and approved by the chapter. Outside volunteering by individual members does not count toward this requirement.

Section 3 — REACH Workshop (Each Academic Year)

Each chapter conducts one (1) REACH Workshop on its campus each academic year. The REACH Workshop is provided by Nationals and run from MyEFF, which records who attended. A short summary of the workshop is included in that semester's Semester Report.

Section 4 — Fundraiser with Nationals (Each Semester)

Each chapter takes part in one (1) fundraiser with Nationals each semester, held within the dates and format National Headquarters provides. A chapter may not substitute an independent fundraiser for it

without written approval from the Executive Director. All money raised is handled under Article XXX.

Section 5 — The Semester Report (End of Each Semester)

At the end of each semester, by the deadline National Headquarters sets, each chapter submits its Semester Report in MyEFF. The Semester Report tells National what the chapter did that semester, its community service hours, and its finances: the income and expense ledger, receipts, fundraising results and dues records where they apply. It replaces the Semesterly Compliance Form and the separate financial records submission. The President and the Treasurer are responsible for it, and every officer helps.

Section 6 — Good Standing

A chapter is in good standing for a semester when it has met all five requirements of this Article that apply that semester. A chapter that misses one or more is placed in Chapter Not in Good Standing (CND) status until it catches up, and may be placed on probation under Article IX, Section 5 if it does not. The Executive Director may grant a written extension or exemption for good cause, such as a campus closure or emergency.

Section 7 — The Foundation Semester

A chapter's first semester after it is chartered is its Foundation Semester. Students on campus do not know a new chapter yet, so its focus is being seen, serving, and connecting, not recruiting.

- The chapter does not recruit general body members during its Foundation Semester and may not request a recruitment window until its second semester (Article IX, Sections 1 and 4).
- It builds visibility on campus, completes its community service hours, and connects with students, campus offices and other organizations.
- It may host Informational Meetings to tell students who EFF is. No membership applications are taken at them.
- It meets the five requirements of this Article like every chapter, and submits its first Semester Report at the end of the semester.

A chapter chartered during a semester counts its next full semester as its Foundation Semester if fewer than eight weeks of the semester remained when it was chartered.

Section 8 — Encouraged, Not Required

Chapters are encouraged, but not required, to take part in the national Double Good popcorn fundraiser, to raise money toward a local chapter scholarship (awards are subject to national review), and to host donation drives, student success workshops and other faith-based gatherings. None of these affects a chapter's good standing.

Section 9 — Chapter Funding, the Executive Board Scholarship and Recommendation Letters

Beginning January 1, 2027, a chapter qualifies for funding from EFF Nationals, including money for events, stipends and other support National offers, when all six of the following are true:

1. the chapter is active,
2. the chapter has completed twenty-five (25) community service hours that semester (Section 2),
3. every member of its executive board is trained (Article XIII),
4. its advisor is seated in MyEFF,
5. it has been cleared by EFF National, and
6. it has completed at least one (1) membership recruitment cycle approved by National.

The EFF Collegiate Executive Board Scholarship. An officer of a chapter that qualifies under this Section may apply for the EFF Collegiate Executive Board Scholarship, provided the officer has no more than one (1) strike in that semester (Article XII). An officer with two (2) or more strikes in a semester does not qualify that semester. Eligibility to apply is not an award. Awards, amounts and deadlines are announced by National.

Recommendation letters. The same rule applies to recommendation letters from Esther Funds Foundation. A member of a chapter may receive a recommendation letter from EFF when the chapter qualifies under this Section and the member has no more than one (1) strike in that semester. National may approve a letter in an exceptional case, and records why.

MyEFF shows every chapter its progress on these six conditions, and shows each officer their own strikes, so that no one is surprised.

ARTICLE XII

Accountability & Participation Standards

The following section is required to be included verbatim in all EFF chapter bylaws per national mandate. This language may not be altered, abridged, or omitted.

National Accountability and Participation Standards

All Esther Funds Foundation (EFF) chapters shall adhere to the National Accountability and Participation Standards established by Esther Funds Foundation Nationals. These standards are mandatory for every chapter.

Membership Participation and Active Status

All members of the chapter are required to earn a minimum of fifteen (15) participation points per semester to maintain active membership status. Participation points shall be awarded as follows: three (3) points for fundraising participation, two (2) points for internal chapter events including General Body Meetings, two (2) points for external events including workshops and collaborations, two (2) points for community service activities, and one (1) point for bonding or fellowship events. Points are cumulative throughout the semester and must be documented through official event sign-in sheets. All events must require member sign-in on the day of the event. Failure to notify the Parliamentarian or designated executive board member of an absence within twenty-four (24) hours before or after an event may result

in a one-half (½) point deduction. Members who do not meet the fifteen (15) point requirement by the end of the semester shall be classified as INACTIVE with the chapter. Inactive status may impact leadership eligibility, voting privileges, recognition, and continued participation as determined by chapter and national policy. The Membership Chair shall be responsible for tracking participation points and maintaining accurate records. The Parliamentarian shall oversee documentation and compliance with this system.

Executive Board Accountability and Strike System

All Executive Board members are subject to the EFF National Executive Board Strike System, which is enforced on a per-semester basis and which every officer agrees to in the National Leadership Agreement. Executive Board positions are leadership commitments requiring consistent attendance, engagement, communication, and fulfillment of responsibilities. Each Executive Board member is permitted one (1) excused absence per semester for a mandatory meeting or event, provided the absence is communicated in advance and approved. Mandatory meetings and events must be scheduled and communicated in advance. Meetings or events scheduled the same day shall not result in a strike. Deadlines must be given in advance, and officers are reminded before a deadline or meeting counts.

Executive Board members are permitted a maximum of three (3) strikes per semester. A third strike opens the removal process in this Article.

Issuance of Strikes

A strike may be issued for failure to attend a mandatory Executive Board meeting scheduled in advance, failure to attend a mandatory chapter event scheduled in advance, failure to fulfill assigned Executive Board responsibilities, failure to meet deadlines associated with one's role, or repeated lack of responsiveness or engagement. Failure to complete assigned responsibilities shall be considered non-participation. The Parliamentarian is authorized to document and issue strikes; when no Parliamentarian is seated, the Chapter Advisor or National Headquarters issues them. The Chapter President or Vice President may recommend a strike to the Parliamentarian. Every strike is recorded in MyEFF with its reason, and the officer may give their side in writing. The Chapter Advisor shall be notified of all probationary actions and removals. Esther Funds Foundation Nationals reserves the right to review, uphold, clear, or enforce strike decisions at any time.

Strike Progression and Removal Process

The first strike shall result in an official warning. The second strike shall result in placement on probation. The third strike opens a removal: the officer is told in writing and has seventy-two (72) hours to give their side, and the Chapter Advisor then confirms or declines the removal in writing with the reason (National Headquarters decides when no Chapter Advisor is seated). Serious misconduct is not handled through strikes and goes directly to National under Article XVI. Upon confirmed removal, the Executive Board member shall relinquish all duties, access, and authority associated with their position effective immediately. The chapter shall initiate the leadership replacement process in accordance with chapter bylaws and national guidelines. Removal decisions under this system may not be appealed at the chapter level; they may be appealed to National under Article XXXIV.

Mandatory Compliance

This National Accountability and Participation Standards section must be included verbatim in all chapter bylaws. Failure to implement or enforce this system may result in the chapter being placed on Chapter Not in Good Standing (CND) by Esther Funds Foundation Nationals.

ARTICLE XIII

Leadership Training Requirement

Section 1 — Mandatory Training for All Leaders

All collegiate chapter Executive Board members, Chapter Advisors, and national leaders must complete official EFF leadership training in EFFective Learning, the training system inside MyEFF, before operating in their positions. No individual may exercise officer authority, make chapter decisions, represent EFF publicly, or access organizational resources without completing this required certification. This training is mandatory without exception, other than an exemption granted under Section 6.

Section 2 — Such a Time: EFF Officer Certification

EFF's officer certification is **Such a Time: EFF Officer Certification**. It replaces Called to Completion and Rooted, which are retired; no earlier certificate or exemption satisfies this Article. Every officer completes it to be certified, and again each year to be re-certified, including every Chartering President and Co-Founder and every officer of a chapter that has operated for years.

There is one way to complete it: with National. The chapter books a two-hour session with National Headquarters, and the majority of the Executive Board attends it together, each officer with their camera on. National records who attended, and each officer who attended is certified. An officer who cannot attend completes the course individually in EFFective Learning.

An officer who joins the Executive Board after the chapter's session, including an officer recruited to fill a vacancy, completes the course individually in EFFective Learning before exercising any officer authority, except as Article XXXII, Section 4 provides when the President or Vice President leaves office.

The Blossom & Impact Leadership Seminar remains an EFF leadership development event presented by the National Team; it supplements but does not replace Such a Time.

Section 3 — National Leadership Training Certification

Officer certificates expire on July 31 of each year and must be renewed for the next academic year. EFF shall also host National Leadership Training sessions as announced, which may include virtual or in-person sessions, ministry development, and organizational onboarding. Upon completion of certification, leaders receive an official certificate recognized by EFF Nationals, verifiable online. Leaders are encouraged to post certifications on LinkedIn and professional profiles.

Section 4 — Onboarding Requirements

All new national and chapter leaders must: complete their required training in EFFective Learning; sign the National Leadership Agreement (Article XLVI); and complete any required ministry, conduct, or background clearances (Articles XLV and XLVII). Founders — the Chartering President, Vice President, and every Co-Founder — must complete Such a Time (Section 2) after conditional approval and before the chapter is chartered (Article IX, Section 1). The Director of Ministry (Chaplain) must complete the Director of Ministry (Chaplain) Certification. Chapters that fail to ensure their officers complete training and onboarding prior to operating may be placed on probation.

Section 5 — Training Audience

Leadership training, Such a Time, and the Blossom & Impact Seminar are intended for: EFF Executive Board Members, General Body Members, National Leadership, and Campus Ambassadors. These sessions are not open to the general public and are specifically designed for current EFF affiliates serving in active leadership capacities.

Section 6 — Training Records and Exemptions

Completion is recorded only in EFFective Learning: by the course itself, or, for a session with National, by the record National keeps of who attended. Nobody else marks training as finished. National Headquarters alone may grant a training exemption, in writing, with a reason and an end date; an exemption is not a certificate and ends on its end date. MyEFF may hold back officer tools from an officer whose required training is not finished.

Section 7 — Additional Training

Beyond the required certifications, the chapter President may assign other EFFective Learning courses to members and officers as resources. The President decides whether the chapter requires them.

ARTICLE XIV

Social Media & Communications Governance

Section 1 — Prohibition on Unauthorized Social Media

No chapter, member, officer, or affiliate of Esther Funds Foundation may create, manage, or operate an unauthorized social media page, account, website, or digital platform under the Esther Funds Foundation name, chapter name, EFF logo, or any EFF-affiliated branding without prior written approval from National Headquarters. A chapter's only website is its chapter website in MyEFF (Article XX, Section 5). Unauthorized social media pages will be subject to takedown requests and the responsible party may face disciplinary action up to and including removal. (See also Article XXIX — Social Media, Accounts & Credentials Ownership for expanded provisions.)

Section 2 — Official EFF Chapter Email Required

All official chapter business — including but not limited to correspondence with National Headquarters, partner organizations, campus officials, vendors, and members — must be conducted through the official EFF chapter email address provided or approved by Nationals. Personal email addresses may not be used for official EFF chapter business. The use of personal email for official communications is a violation of this policy and may result in corrective action.

Section 3 — Prohibition on Public Disparagement

No member, officer, volunteer, advisor, or affiliate of EFF — current or former — may publicly disparage, defame, slander, or make false or misleading statements about the Esther Funds Foundation, its leadership (including the Executive Director and National Team), its programs, or its members through any platform including social media, public forums, campus communications, press, or third-party channels. This prohibition applies online and offline. Violations shall be grounds for immediate removal and may result in legal action.

Section 4 — Digital Conduct Standards

All members and leaders must maintain Christ-centered conduct on all public and private digital platforms when associated with EFF. This includes:

- Refraining from posting profane, hateful, discriminatory, or inappropriate content
- Avoiding arguments, drama, or public disputes under EFF-branded posts or accounts
- Including at least one Chapter Advisor or National Leader in all group chats used for official organizational communication
- Refraining from indirect posts, vague social media captions, or "subtweeting" that reference internal EFF matters or members
- Keeping internal disputes, sensitive updates, and organizational business off public social media entirely
- Not leaking, sharing, or reposting confidential internal documents, screenshots, or planning materials

Section 5 — Branding Compliance

All chapter social media content, flyers, promotional materials, and digital communications must comply with EFF's official branding standards. Chapters must use only approved EFF logos, colors, fonts, and materials. Content produced under the EFF name must be professional, mission-aligned, and faith-based. EFF reserves the right to remove, retract, or request correction of any digital content that compromises its spiritual or professional integrity.

Section 6 — Consequences for Violations

Violations of this article may result in: an official warning; probationary status; required retraining; removal from chapter or national leadership; chapter CND designation; or, when applicable, legal action. The severity of consequences shall be determined by the Executive Director in consultation with National Leadership.

ARTICLE XV

Financial Accountability

Section 1 — Financial Transparency

Esther Funds Foundation operates as a nonprofit organization. All financial activity — whether occurring at the national or chapter level — must reflect the highest standards of legal compliance, stewardship, ethical fundraising, and transparency. All chapters must submit complete financial records and documents to National Headquarters each semester. Financial records are subject to review at any time by the Executive Director or National Board. (See also Article XXX — Financial Controls & Safeguards for expanded provisions.)

Section 2 — Chapter Financial Governance

Each chapter is required to have a Treasurer or Financial Chair who works alongside the chapter President and Campus Advisor to manage funds. Chapters must: open and maintain a university-approved agency account or a system approved by the national office (no personal accounts, no personal payment apps including but not limited to Venmo, CashApp, or Zelle); maintain a transparent, up-to-date ledger of all income and expenses accessible to the chapter advisor and National Headquarters upon request; record all donations, ticket sales, merchandise revenue, reimbursements, and event expenses with proof; and keep all receipts and transaction records for a minimum of three (3) years.

Section 3 — Dues Limitations

National dues and local chapter dues are governed by Article VIII, Section 3: national dues of twenty-five dollars ($25.00) once for life, required to take part in a chapter from December 1, 2026; local chapter dues only under a dues plan approved in writing by National Headquarters and never above National's cap. Chapters collect their own approved local dues into their approved account; EFF does not collect chapter dues.

Section 4 — Fundraising Protocol

All fundraising conducted under the EFF name must be pre-approved by National Headquarters. No chapter or individual may conduct a fundraiser, collect donations, or represent EFF in a fundraising capacity without prior written national approval. Chapters must: submit fundraising plans for approval before launching; ensure all funds raised are deposited into approved accounts; and report fundraising outcomes and revenue to National Headquarters within two (2) weeks of completion.

Section 5 — Prohibited Financial Conduct

The following financial conduct is strictly prohibited and grounds for immediate investigation and potential removal:

- Misuse, misappropriation, or personal use of chapter or EFF funds
- Withholding or concealing financial information from Nationals or the chapter advisor
- Collecting dues or donations through personal accounts or unapproved platforms

- Signing financial contracts or agreements without national approval
- Conducting fundraisers using the EFF name without approval
- Housing chapter funds in any personal bank account, personal Venmo, CashApp, Zelle, or similar personal payment service

Section 6 — IRS & Nonprofit Compliance

All chapters and national departments must follow IRS guidelines for nonprofit management and ethical fundraising. No individual shall take any action that jeopardizes EFF's nonprofit or tax-exempt status. Chapters are part of Esther Funds Foundation and are not separate legal entities: no chapter may apply for its own 501(c)(3) status, obtain its own federal Employer Identification Number (EIN), or issue tax receipts. Where a bank or institution requires a federal EIN for a chapter account, National Headquarters provides and documents it. Any chapter or leader whose financial conduct places EFF in legal jeopardy shall be subject to immediate removal and may face legal referral.

Section 7 — Refunds

National dues, commitment fees, Royal Court votes, and donations are non-refundable, except that EFF refunds any charge made in error or made twice. Merchandise follows the store's published return policy. Local chapter dues follow the chapter's approved dues plan.

ARTICLE XVI

National Removal Authority

> *Esther Funds Foundation Nationals reserves the right to remove any member or Executive Board leader, at any time and for any reason, in accordance with these bylaws and the Code of Conduct.*

Section 1 — Scope of Removal Authority

The National Executive Director and National Board of Directors hold full authority to remove any individual — including but not limited to: general body members, Executive Board officers, chapter Presidents, Chapter Advisors, national team members, ambassadors, branch leaders, and volunteers — from their role within EFF. This authority is not subject to chapter-level appeal. A person removed by action of the National Office may appeal as Article XXXIV provides (and a national leader as Article XVII, Section 5 provides), and the Executive Director's decision, including the decision on an appeal, is final.

Section 2 — Grounds for Removal

Removal may be initiated for, but is not limited to, the following:

- Violations of the EFF Code of Conduct or these Bylaws
- Financial misconduct or misuse of EFF funds
- Failure to fulfill role responsibilities or meet national requirements

- Repeated absence, non-responsiveness, or abandonment of duties
- Public disparagement of EFF, its leadership, or its members
- Creation of unauthorized social media, websites, or branding materials
- Unauthorized use of the EFF name, logo, or affiliation
- Conduct harmful to the reputation, mission, or legal standing of EFF
- Any ethical, moral, or ministry negligence

Section 3 — Removal Process

When a violation is identified, the National Office shall notify the individual of the concern and, when appropriate, provide an opportunity for response. However, in cases of serious breach of ethics, financial misconduct, legal concerns, or imminent harm to EFF's integrity, immediate removal without prior notice may be enacted. All removal decisions shall be documented in writing.

Section 4 — Reinstatement

Any individual or chapter removed from EFF must submit a formal reinstatement request and corrective action plan to the National Office. Reinstatement is not guaranteed and must be reviewed and approved by the Executive Director. No individual may rejoin EFF in any capacity — including as a member, volunteer, or advisor — without official reinstatement approval.

Section 5 — Blacklisting

Individuals removed for severe violations — including harassment, financial fraud, public defamation, or repeated conduct violations — may be permanently blacklisted from future EFF affiliation in any capacity. Blacklisting decisions are made solely by the Executive Director and are not subject to appeal.

ARTICLE XVII

National Leadership Structure

Section 1 — Executive Leadership

The Esther Funds Foundation shall be led by the National Executive Director, supported by the National Board of Directors and a National Leadership Team. The team includes National Directors, the National Chaplain, and Regional leaders. Additional roles may be appointed by the Executive Director as the organization expands. The current National Board and National Team, with their titles, are published on EFF's website (www.estherfundsfoundation.org/team) and kept in MyEFF; that published list, not this Article, names who holds each role.

Section 2 — National Leadership Roles

National leaders may include, but are not limited to: Executive Director, Deputy Officer, Director of National Ministry, Director of Programs and Outreach, Director of Communications and Media, Director of Chapter Development, Director of Chapter Expansion, Director of Chapter Engagement &

Onboarding, National Chaplain, National Treasurer, National Secretary, Conflict Resolution Officers, and Regional Coordinators. The seats of the National Board are set in Article LV, Section 6, and the current National Team roles, with their job descriptions and reporting lines, in Article LV, Sections 8 and 9.

Section 3 — National Responsibilities

National leaders are responsible for: supporting and guiding collegiate chapters; upholding the faith, branding, and integrity of EFF; creating national campaigns and initiatives; providing training and oversight for campus leaders; and overseeing national programs, communications, and partnerships.

Section 4 — Appointments and Terms

National positions are appointed by the Executive Director or the National Board. Terms may be reviewed annually with room for reappointment, rotation, or restructuring based on organizational needs. Every national leader must be in agreement with EFF's Statement of Faith, sign the National Leadership Code of Conduct (Article LVI, Section 13) and the Branding Agreement, demonstrate maturity, reliability, and integrity, and attend required trainings, meetings, and retreats.

Section 5 — National Leader Removal

National leaders may be removed by the Executive Director or National Board for: failure to fulfill responsibilities, repeated absence, violation of the Code of Conduct, misrepresentation of the organization, or misconduct. Written documentation, warning, and an opportunity for appeal under Article XXXIV shall be provided unless the offense is deemed a breach of ethics, ministry, or legal trust. The Executive Director's decision on an appeal is final (Article XVI, Section 1). Vacant national roles may be filled temporarily by appointment until the next scheduled national review. Strikes for national leaders other than directors are set in Article LVI, Section 16.

Section 6 — Royal Court & Scholarship Titleholders

EFF maintains an official scholarship competition program, the Royal Court, including Miss Esther Funds National, Miss Esther Funds University, and Mister Esther Funds National, and any further titles National announces. As of 2026, titleholders included Brooklyn Reives (Miss Esther Funds National) and Tryanna Prince (Miss Esther Funds University). Miss Pretty Girl Who Serves is now crowned by Pretty Girls Who Serve, an affiliate. Titleholders serve as scholarship ambassadors for EFF and are governed by Article XLIV.

ARTICLE XVIII

National Projects & Initiatives

Section 1 — Mission-Aligned Initiatives

EFF operates several national initiatives that reflect the mission to prevent college dropouts and increase student support across the United States. These initiatives provide structured programs to address emergency needs, increase access to resources, and uplift students through spiritual and academic

development. All initiatives are overseen by National Leadership and evolve based on need and student engagement. New projects must be approved by the National Office and align with EFF's mission and vision.

Section 2 — Current National Initiatives

The current official national programs of EFF include:

1. **REACH** — EFF's home for student resources, workshops, and scholarships, always free to students (Article XLII). REACH Workshops are provided by Nationals; chapters are required to conduct one REACH Workshop per academic year.
2. **EFF Campus Ambassador Program** — Students approved to represent EFF and host workshops on their campus (Article XLIII).
3. **EFF Scholarships and the EFF Lift Fund** — Scholarships and emergency assistance for tuition, housing, groceries, technology, and transportation to help students stay enrolled, as funds allow (Article XLII).
4. **Esther's Light** — EFF's ministry: Bible study, mentorship, worship, spiritual healing, and the training and covenant of every chapter's Director of Ministry (Chaplain) (Article XLV).
5. **The Royal Court** — EFF's national scholarship competitions and titleholders (Article XLIV).
6. **EFFective Learning** — EFF's training and certification system in MyEFF (Article XIII).
7. **Men of EFF** — EFF's brotherhood program for men who are EFF members; it is part of EFF, not a separate membership.
8. **Double Good Popcorn Fundraiser** — A national week-long popcorn fundraiser that chapters are encouraged, but not required, to join each academic year (Article XI, Section 8).

Section 3 — Campus Integration

Collegiate chapters are required to promote and participate in national initiatives. Chapters must host at least one (1) event per semester tied to a national initiative and report outcomes to the National Office. Failure to participate in mandatory national initiatives may result in CND status.

Section 4 — Branding and Consistency

All national initiatives must maintain consistent branding and messaging in accordance with the EFF Branding & Media Policy. No chapter may create a variant or unofficial version of a national initiative without written approval.

ARTICLE XIX

Meetings & National Conventions

Section 1 — National Meetings

The National Executive Director and National Board shall coordinate annual meetings to provide updates, review policies, and cast vision for the organization. These meetings may be held virtually or in person.

Section 2 — Chapter Leadership Calls

Chapter Executive Board members are required to attend national leadership calls each semester. These meetings serve as training opportunities, planning sessions, and updates on national expectations. Absence from mandatory national calls without prior written excuse from the Executive Director may be treated as non-compliance.

Section 3 — National Leadership Training Sessions

EFF shall host at least two (2) official National Leadership Training sessions per year — typically in May and December. These trainings are mandatory for all chapter leaders and ambassadors and may be supplemented by additional workshops, ministry development sessions, and certification opportunities, including the Blossom & Impact Leadership Seminar.

Section 4 — Annual National Convention

EFF aims to host an annual National Convention for students, leaders, supporters, and partners to: celebrate organizational progress; recognize outstanding leaders and chapters; equip students with tools for success; and foster spiritual growth and corporate worship. National Convention planning and location are determined by the Executive Director and Planning Committee. Attendance is strongly encouraged for all chapters.

Section 5 — Chapter-Level Meetings

Each chapter must hold regular General Body Meetings and Executive Board Meetings throughout each semester. Each chapter meets at least as often as Article XXXI, Section 1 requires, and sets any further meeting schedule, format and documentation in its chapter bylaws. All meetings must be documented, with attendance tracked and archived by the Secretary and Parliamentarian.

ARTICLE XX

National Standards & Organizational Bylaws

Section 1 — Scope of Standards

The following standards apply to all national departments, collegiate chapters, ambassadors, volunteers, and partners affiliated with Esther Funds Foundation. These standards exist to protect the legal, spiritual, and organizational integrity of the Foundation.

Section 2 — Branding, Representation, and Communication

All individuals and chapters must: use official EFF logos, fonts, and colors per the Branding & Media Policy; refrain from creating separate social media pages or merchandise without national approval, and

from creating any website other than the chapter's website in MyEFF (Section 5); use professional, faith-based language in all communications; and represent EFF positively online and in person at all times.

Section 3 — Email & Correspondence Policy

All national and chapter leaders must: use official EFF email signatures and addresses; maintain regular communication with advisors and national liaisons; respond to official emails within 3–5 business days; and ensure all correspondence is respectful, grammatically correct, and mission-aligned.

Section 4 — Recordkeeping and the Semester Report

Chapters and departments must: submit the Semester Report to the National Office (Article XI, Section 5); maintain records of member participation, service hours, and finances; and document meetings, decisions, and major events. Failure to meet national standards may result in corrective action as determined by the Executive Director or National Board.

Section 5 — Website and Digital Regulations

All chapters must submit updates for publication on the official EFF website. A chapter's official website is its chapter website in MyEFF, which its Executive Board builds and keeps current and which is published with National's approval. Chapters are not permitted to create any other independent website or domain. Only the National Office may manage the official Esther Funds Foundation web presence, which includes content approval, scholarship updates, partner listings, press releases, and initiative rollouts.

Section 6 — External Collaborations & Legal Protections

All collaborations, partnerships, or agreements entered on behalf of EFF must be approved in writing by National Headquarters. No chapter, ambassador, leader, or volunteer may sign or authorize any MOU, financial contract, sponsorship, or agreement without prior written consent from the National Office. EFF shall not be held liable for any unauthorized commitments.

Section 7 — Long-Term Initiatives & Research Commitment

EFF's national initiatives are projected to operate and evolve over the next 5–7 years as core components of the Foundation's national strategy. Each initiative will be supported by annual surveys, participant evaluations, retention data, and impact reports. Chapters must contribute to data-gathering efforts by completing evaluation forms, member surveys, and program assessments.

Section 8 — Collegiate Chapter Performance Policies

Collegiate chapters must meet minimum expectations in attendance, event execution, reporting, and spiritual alignment. Chapters that fail to meet expectations for two consecutive semesters may be placed on probation. Each chapter shall be evaluated annually based on activity, engagement, data reporting, fundraising efforts, and overall alignment with EFF's mission.

ARTICLE XXI

Chapter Lifecycle & Compliance

Section 1 — Onboarding New Chapters

All new chapters must complete the Road to Chartering (Article IX, Section 1) before being recognized as an active, chartered EFF chapter. This includes: a complete chartering application with recommendations; National's vetting and the Executive Director's interview; conditional approval; the founders' training; a vetted Chapter Advisor on file; a founding Executive Board with every required office held, trained, and committed; recognition by the institution; and execution of the Chapter Agreement & Compliance Form and the National Leadership Agreement by all Executive Board officers.

Section 2 — Good Standing Status

A chapter is in Good Standing when it has met all five requirements of Article XI that apply for the current semester: two Bible studies, twenty-five community service hours, the REACH Workshop for the academic year, the fundraiser with Nationals, and the Semester Report. Every chapter is also expected to maintain active and responsive communication with National Headquarters.

Section 3 — Chapter Not in Good Standing (CND)

A chapter designated as Chapter Not in Good Standing (CND) has failed to meet one or more mandatory national compliance requirements. CND designation may result in: loss of access to national resources; suspension of the chapter's ability to host public events under the EFF name; ineligibility for national recognition awards; and prohibition from participating in national scholarship competitions and programs. CND status must be communicated to the chapter in writing by National Headquarters.

Section 4 — Probation

Chapters placed on probation will receive a written corrective action plan from National Headquarters outlining the specific requirements that must be met within a defined timeline to restore good standing. Chapters on probation remain responsible for all ongoing compliance requirements during the probation period. Failure to complete the corrective action plan may result in chapter deactivation.

Section 5 — Removal & Deactivation

Chapters that fail to comply with the corrective action plan, repeatedly violate EFF standards, or engage in conduct that damages EFF's reputation, mission, or legal standing may be permanently deactivated by the Executive Director. Deactivated chapters must cease all operations under the EFF name immediately upon notification. Reapplication for reinstatement is subject to approval by the Executive Director.

Section 6 — Chapter Grievance Process

Chapters must provide a pathway for members to report complaints, misconduct, or neglect by their executive boards. EFF shall maintain an anonymous Chapter Grievance Form submitted directly to National Headquarters. EFF prohibits retaliation against whistleblowers and will take necessary disciplinary actions to protect the safety and well-being of members. Grievances may include misuse of

chapter authority, bullying, exclusion, hazing, unfair disciplinary action, or lack of communication from leadership.

ARTICLE XXII

Investigations & Disciplinary Procedures

Section 1 — Authority to Investigate

The National Office and/or designated investigative committee holds full authority to investigate complaints, allegations, and misconduct related to any EFF member, leader, chapter, or affiliate.

Section 2 — Types of Incidents Investigated

Investigations may be conducted in response to:

- Violations of the Code of Conduct or these Bylaws
- Financial misconduct or misappropriation of funds
- Safety or Title IX concerns reported through campus or national partners
- Ethical, moral, or leadership negligence
- Violations of branding, ministry, or event guidelines
- Public disparagement or misrepresentation of EFF

Section 3 — Investigation Protocol

The National Office shall: notify all parties involved and provide a timeframe; collect evidence, including witness statements or documents; maintain confidentiality and fairness throughout the process; and conclude the review with written findings and recommendations.

Section 4 — Possible Outcomes

Following investigation, possible outcomes include:

- No action
- Official warning or required training
- Probation with a corrective action plan
- Removal from role or leadership
- Temporary or permanent chapter deactivation
- Legal referral when applicable

Section 5 — Reinstatement Procedures

Any individual or chapter removed must submit a reinstatement request and action plan to the National Office. Reinstatement is not guaranteed and must be approved by the Executive Director.

Section 6 — Confidentiality and Integrity

All parties involved in investigations are expected to uphold confidentiality, truthfulness, and cooperation throughout the process. Breach of confidentiality may result in separate disciplinary action.

ARTICLE XXIII

Organizational Protection Clauses

Section 1 — Intellectual Property & Identity Protection

The name "Esther Funds Foundation," the tagline "Every Future Fulfilled," and all associated marks — including logos, seals, slogans, course materials, graphics, initiatives, and documents — are the exclusive intellectual property of EFF. Esther Funds Foundation is a trademarked entity, and any attempt to duplicate, mimic, profit from, imitate, or rebrand EFF's identity will be treated as infringement and grounds for immediate legal action. Unauthorized use is strictly prohibited. EFF reserves the right to pursue civil or criminal charges against individuals or groups in violation.

Section 2 — Executive Director & Staff Compensation Protection

The Executive Director of Esther Funds Foundation shall be entitled to receive a fair and reasonable salary and compensation package as determined by the National Board of Directors. All paid roles must have clearly documented contracts and role descriptions approved by the National Board. Staff compensation shall be documented in the annual operating budget. Any malicious attempts to slander, withhold pay, or undermine the role of the Executive Director or paid staff may result in immediate legal review. The Executive Director shall not be removed or replaced except in the event of voluntary resignation, retirement, permanent incapacitation, or death.

Section 3 — Volunteer & Chapter Role Clarification

All chapter members, volunteers, and student leaders serve in unpaid capacities. They are not considered employees and shall not receive wages, tips, or benefits unless formally hired by the National Office. Volunteer service is acknowledged with hour verification, awards, and letters of recommendation at the discretion of the Foundation.

Section 4 — Non-Liability Statement

By participating in EFF, all individuals acknowledge and agree that: Esther Funds Foundation is not liable for any personal misconduct, negligence, or illegal activity committed by individual members, advisors, or leaders; EFF is not responsible for injury, trauma, or loss experienced at unofficial events, third-party collaborations, or social gatherings held without national approval; and legal actions resulting from harassment, discrimination, injury, defamation, fraud, or misrepresentation will be directed at the individual responsible — not the organization as a whole.

Section 5 — Notice of Agreement

By accessing the Esther Funds Foundation website, participating in any of our events or programs, joining a chapter, applying for scholarships, or engaging with our content in any form (digital or physical), you agree to abide by the terms, conditions, and governing policies outlined in these Bylaws. Esther Funds Foundation reserves the right to pursue legal action against any party who violates these terms or misrepresents our organization.

Section 6 — National Identity and Symbols

The official national mascot of Esther Funds Foundation shall be the Dove, symbolizing peace, purity, and the Holy Spirit. The official national colors of EFF are Royal Purple and Pure White. These colors must be used across all national branding, merchandise, and chapter representation unless otherwise authorized. The national anthem or song of Esther Funds Foundation shall be selected and published by the Executive Director and National Ministry Team, reflecting EFF's core values of faith, perseverance, and divine identity.

Section 7 — Volunteer & Intern Protections

All volunteers, interns, and service learners must: sign confidentiality and liability forms prior to engaging in service; complete training or onboarding procedures; work under the supervision of approved EFF leaders only; and refrain from acting on behalf of EFF in any official capacity without written permission. Volunteer hours may be validated for school credit or internship requirements with national approval.

Section 8 — Chapter Grievance & Member Protection

EFF maintains an anonymous Chapter Grievance Form submitted directly to National Headquarters to receive reports of misconduct, neglect, or harassment by chapter or national leaders. EFF strictly prohibits retaliation against individuals who report violations in good faith. Substantiated grievances shall result in disciplinary action up to and including removal of responsible parties.

Section 9 — Paid National Staff

Two national roles are paid staff of Esther Funds Foundation: the Executive Director and the Director of Chapter Engagement and Success (the Chapter Director). Every other national, regional, Board, chapter and volunteer role is unpaid unless the National Board approves another paid role in writing (Section 3).

Paid staff are paid by commission, not salary, until the National Board approves a different plan. Commission is a set percentage of the national payments made to EFF through MyEFF, as written in each staff member's signed pay agreement. It is figured each week and paid on Friday for the payments made that week (Saturday through Friday, Eastern time). There is no guaranteed minimum.

Every paid role has a written pay agreement and role description, signed by the staff member, kept by the National Office and shown to the staff member in MyEFF, together with what they have earned. Staff pay is recorded in EFF's books and in the annual operating budget (Section 2).

The National Board of Directors reviews and approves the pay of every staff member each year, including

the Executive Director, and may set a yearly cap or change a plan going forward. The Executive Director also serves as Royal Court Program Director (Article LV, Section 12). The Executive Director does not vote on or decide their own pay. Commission already earned under a signed agreement is paid even if the plan later changes or ends.

ORGANIZATIONAL PROTECTIONS & LEGAL PROVISIONS

Protective Articles XXIV – XXXVIII

> *The following articles (XXIV through XXXVIII) are protective provisions. These provisions strengthen the legal, operational, and ethical framework of Esther Funds Foundation and apply to all national and chapter-level leadership, members, volunteers, and affiliates. These articles are consistent with and supplement the existing articles of these bylaws. In the event of any conflict, the more protective provision shall prevail.*

ARTICLE XXIV

Conflict of Interest

Section 1 — Purpose and Scope

This Article establishes the Esther Funds Foundation's policy governing conflicts of interest to protect the integrity of organizational decision-making and to ensure that the Foundation's resources and authority are exercised for the benefit of EFF and the students it serves — not for the personal gain of any individual. This policy applies to all national leaders, chapter executive board officers, advisors, board members, and anyone exercising organizational authority on behalf of EFF.

Section 2 — Definition of Conflict of Interest

A conflict of interest arises when a leader or officer has a personal, financial, familial, or professional interest that could — or could appear to — impair their ability to make decisions in the best interest of EFF. Conflicts include, but are not limited to:

- Holding a financial stake in a vendor, contractor, or partner being considered by EFF
- Receiving personal financial benefit from an EFF program, contract, or transaction
- Participating in a competing organization while serving in an EFF leadership role
- Making decisions that benefit a family member, close associate, or personal business
- Using EFF's name, reputation, membership, or resources for personal advancement

Section 3 — Duty to Disclose

Each leader, officer, and board member who has, or reasonably should know they have, a conflict of interest with respect to any matter being considered by EFF must promptly and fully disclose the conflict in writing to the Executive Director (or, in matters involving the Executive Director, to the National Board). Disclosure must occur before any vote, decision, or action is taken on the matter. Failure to disclose a known conflict of interest is a violation of these bylaws and grounds for disciplinary action, including removal.

Section 4 — Recusal Requirement

Upon disclosure of a conflict of interest, the disclosing individual shall recuse themselves from: (a) any deliberation or discussion of the matter; (b) any vote relating to the matter; and (c) any access to related documentation or communications, except as necessary to provide factual background. The recusal shall be documented in the meeting record or correspondence file.

Section 5 — Annual Disclosure

All national officers and chapter executive board members shall, at the beginning of each academic year or term of service, complete and submit an Annual Conflict of Interest Disclosure Form to National Headquarters. The form shall list all known affiliations, outside leadership roles, financial interests, and potential conflicts. These forms shall be maintained in EFF's official records.

Section 6 — Enforcement

The Executive Director, in consultation with the National Board, shall review all disclosed conflicts and determine appropriate action. Any individual found to have participated in a decision in which they had an undisclosed conflict of interest may be subject to removal from their role, nullification of the conflicted decision, and referral for legal review if warranted.

ARTICLE XXV

Grievance, Complaint, Investigation & Due Process

Section 1 — Purpose

This Article establishes a formal, documented, and defensible grievance and due process procedure applicable to all EFF members, officers, volunteers, advisors, and affiliates at both the chapter and national level. These procedures are designed to ensure that disciplinary actions and removals are fair, well-documented, and legally sound, while preserving Nationals' existing authority to act swiftly when the organization, its members, or its reputation are at risk.

Section 2 — Who May Submit a Complaint

Any member, officer, advisor, volunteer, or affiliate of EFF may submit a formal complaint regarding misconduct, policy violations, financial irregularities, harassment, bullying, retaliation, or any violation of these bylaws or the Code of Conduct. Complaints may be submitted anonymously through EFF's official Chapter Grievance Form or in writing to National Headquarters at info@estherfundsfoundation.org.

Section 3 — Complaint Submission Process

All formal complaints must be submitted in writing and shall include: (a) a clear description of the alleged misconduct or violation; (b) the date(s) and location(s) of the incident(s); (c) the name(s) of the individual(s) involved, if known; (d) any available supporting documentation, screenshots, or witness information; and (e) the desired resolution, if applicable. Anonymous complaints will be accepted but may limit the scope of investigation.

Section 4 — Acknowledgment and Intake

Upon receipt of a complaint, the National Office shall acknowledge receipt in writing within five (5) business days. The complaint shall be logged, assigned a reference number, and reviewed by the Executive Director or designated national officer to determine whether it warrants a formal investigation.

Section 5 — Notice to Involved Party

Except in cases of Emergency Suspension (see Article XXXIII), the individual(s) named in a complaint shall be notified in writing of the nature of the complaint — without disclosing the identity of the complainant if submitted anonymously — within ten (10) business days of the complaint's acceptance for investigation. The notice shall: describe the nature of the concern; identify the relevant bylaw or policy provisions at issue; and advise the individual of their right to respond.

Section 6 — Opportunity to Respond

The involved party shall have not fewer than five (5) business days from receipt of the notice to submit a written response to the National Office. The response shall be reviewed and included in the investigation record. Failure to submit a response within the designated timeframe shall not prevent the investigation from proceeding.

Section 7 — Interim Suspension During Investigation

The Executive Director may place an individual or chapter on interim suspension pending the outcome of a formal investigation when there is reasonable cause to believe that: (a) continued participation poses a risk of harm to other members, the organization, or its reputation; or (b) the individual may interfere with the investigation process. Interim suspension does not constitute a finding of wrongdoing. See Article XXXIII for Emergency Suspension provisions.

Section 8 — Investigation Process

The National Office or a designated investigative body shall conduct a fair and thorough investigation, which may include: reviewing written submissions and supporting documentation; interviewing witnesses; consulting with chapter advisors or campus officials as appropriate; and reviewing relevant social media, email, or organizational records. All parties shall cooperate fully with the investigation. Failure to cooperate is itself a violation of these bylaws.

Section 9 — Written Findings

Upon conclusion of the investigation, the National Office shall issue written findings stating: (a) a summary of the investigation; (b) the factual conclusions reached; (c) any determination of policy or bylaw violations; and (d) the disciplinary outcome or recommendation. Written findings shall be provided to the involved party and retained in EFF's official records.

Section 10 — Confidentiality

All complaints, investigations, and findings shall be maintained in strict confidence by all parties involved, including witnesses, investigators, and administrators. Unauthorized disclosure of investigation

information is a separate violation of these bylaws and may result in disciplinary action. This confidentiality obligation survives the conclusion of the investigation and any separation from the organization.

Section 11 — Resolution and Outcome

Following the investigation, outcomes may include — but are not limited to — no action, official warning, required retraining, probation with a corrective action plan, removal from office, chapter deactivation, blacklisting, or legal referral, as appropriate and consistent with Article XVI (National Removal Authority) and Article XXII (Investigations & Disciplinary Procedures).

ARTICLE XXVI

Anti-Harassment & Anti-Retaliation

Section 1 — Statement of Commitment

Esther Funds Foundation is committed to maintaining a safe, respectful, Christ-centered environment for all members, leaders, officers, volunteers, advisors, and affiliates at both the chapter and national level. EFF has a zero-tolerance policy for harassment, bullying, intimidation, and retaliatory conduct in any form. This policy applies in all organizational settings — including in-person meetings, events, digital communications, and social media — regardless of the roles or positions held by the individuals involved.

Section 2 — Prohibited Conduct

The following conduct is expressly prohibited and grounds for disciplinary action up to and including immediate removal:

- **Harassment:** Any unwelcome conduct — verbal, written, digital, or physical — that is based on race, gender, religion, disability, age, sexual orientation, or any other characteristic, and that creates a hostile, intimidating, or demeaning environment.
- **Bullying and Intimidation:** Repeated, deliberate behavior intended to harm, humiliate, coerce, or intimidate another member, leader, or affiliate.
- **Public Disparagement:** Any statement — spoken, written, or posted online — that defames, demeans, or maliciously misrepresents EFF, its leadership (including the Executive Director and National Team), its programs, its members, or its affiliates. This prohibition applies to all platforms including social media, group chats, campus forums, and public comment.
- **Social Media Attacks:** Posting, sharing, or amplifying content that attacks, mocks, or harasses any EFF member, leader, or affiliate on any social media or digital platform.
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature that creates a hostile or offensive environment.
- **Ministry-Based Abuse:** Using one's position as a Chaplain, Minister, or Director of Collegiate Ministry to manipulate, spiritually coerce, or impose authority over members beyond the scope of the

role.

Section 3 — Leadership and Ministry Standard

All leaders — including but not limited to chapter Presidents, Executive Board members, national officers, Chaplains, Ministers, and Directors of Collegiate Ministry — are held to an elevated standard of conduct. A leadership or ministry title does not exempt an individual from this policy; to the contrary, leaders who engage in harassment, bullying, or disparagement may face expedited disciplinary action given the trust placed in their roles. Chaplains and ministry leaders who engage in spiritual manipulation, coercive behavior, or public attacks on members shall be subject to immediate removal.

Section 4 — Anti-Retaliation

EFF strictly prohibits retaliation against any person who, in good faith: (a) reports harassment, bullying, or other misconduct; (b) participates in an investigation as a witness or complainant; or (c) exercises any right protected under these bylaws. Retaliation includes but is not limited to: adverse organizational action, exclusion, threats, intimidation, social pressure, or any conduct that discourages the reporting of misconduct. Retaliation is a standalone violation of these bylaws and shall result in independent disciplinary action regardless of the outcome of the original complaint.

Section 5 — Reporting

Any individual who experiences or witnesses harassment, bullying, or retaliation is encouraged to report the conduct promptly to National Headquarters via email at info@estherfundsfoundation.org or through the official EFF Chapter Grievance Form. Reports will be handled in accordance with Article XXV (Grievance, Complaint, Investigation & Due Process). Reports may be submitted anonymously.

Section 6 — Consequences

Substantiated findings of harassment, bullying, intimidation, public disparagement, or retaliation shall result in consequences commensurate with the severity and pattern of the conduct, up to and including: official warning, probation, mandatory retraining, removal from chapter or national leadership, chapter deactivation, permanent blacklisting, and legal action where applicable.

ARTICLE XXVII

Whistleblower Protection

Section 1 — Purpose

Esther Funds Foundation is committed to ethical governance, legal compliance, and the responsible stewardship of its resources. To that end, EFF encourages and protects individuals who report, in good faith, concerns about misconduct, financial impropriety, illegal activity, or material violations of organizational policy. This Article establishes whistleblower protections consistent with sound nonprofit governance practice.

Section 2 — Protected Disclosures

A "protected disclosure" is any report made in good faith by a member, officer, advisor, volunteer, or affiliate regarding:

- Financial misconduct, misappropriation, or fraud involving EFF funds or assets
- Violations of applicable federal, state, or local law in the conduct of EFF's operations
- Material violations of these bylaws or the EFF Code of Conduct
- Conflicts of interest that have not been properly disclosed or managed
- Retaliation against another individual for making a good-faith report
- Any conduct that poses a material risk to the safety, reputation, or legal standing of EFF

Section 3 — Reporting Channels

Protected disclosures may be submitted to National Headquarters by any of the following means: (a) in writing via email to info@estherfundsfoundation.org; (b) through the EFF Chapter Grievance Form; or (c) in writing directly to the National Board of Directors. Reports may be submitted anonymously; however, providing identifying information may assist in a thorough investigation.

Section 4 — Protection from Retaliation

No member, officer, leader, advisor, or affiliate of EFF shall take any adverse action — including but not limited to removal from a position, exclusion from activities, public disparagement, threats, or intimidation — against any individual who makes a good-faith protected disclosure. Any individual found to have engaged in retaliation against a whistleblower shall be subject to independent disciplinary action, up to and including immediate removal and permanent blacklisting.

Section 5 — Good Faith Requirement

Whistleblower protections apply to reports made in good faith — meaning the reporting individual sincerely and reasonably believes the reported information to be true. Individuals who knowingly make false reports or who submit reports for malicious purposes are not entitled to whistleblower protections and may themselves be subject to disciplinary action.

Section 6 — Confidentiality

To the extent possible, the identity of a whistleblower who requests confidentiality shall be protected throughout the investigation process. However, EFF cannot guarantee absolute confidentiality in all circumstances, particularly where the identity of the reporter is essential to a fair investigation or where disclosure is required by law.

Section 7 — National-Level Oversight

The Executive Director, in coordination with the National Board, shall be responsible for ensuring that whistleblower reports are reviewed promptly, that investigations are conducted fairly and thoroughly, and that no retaliation occurs as a result of a protected disclosure. Records of all whistleblower reports and investigations shall be retained in EFF's confidential files.

ARTICLE XXVIII

Brand, Name, Intellectual Property & Logo Ownership

Section 1 — Absolute Ownership by EFF

Esther Funds Foundation is the sole and exclusive owner of all intellectual property associated with the organization, including without limitation: the name "Esther Funds Foundation"; the tagline "Every Future Fulfilled"; all EFF logos, seals, and emblems; all branch identities and names (including "Black Girls Read and Rise Foundation" and "Pretty Girls Who Serve"); all national program names (including the REACH Project, Esther's Light, EFF Lift Fund, and Blossom & Impact); all branded templates, materials, course content, training curricula, and documents; all social media handles, usernames, and digital identities created under or associated with EFF; and any derivative works based upon EFF's identity or programs. These marks collectively constitute the "EFF Brand." No individual, chapter, branch, or affiliate owns, co-owns, or holds a perpetual license to the EFF Brand.

Section 2 — Revocable License to Active Chapters

Each EFF chapter, while in good standing and active status, is granted a limited, non-exclusive, non-transferable, revocable license to use the EFF Brand solely for the purpose of fulfilling its chapter responsibilities under these bylaws. This license: (a) does not grant ownership of any EFF Brand element; (b) may be revoked at any time by the Executive Director; (c) automatically terminates upon the chapter's suspension, probation placement, CND designation, deactivation, or dissolution; and (d) does not extend to any individual officer upon their departure from the chapter.

Section 3 — Immediate Cessation Upon Removal or Dissolution

Upon the suspension, removal, deactivation, or dissolution of a chapter or branch, or upon the removal or resignation of any officer or member, all rights to use the EFF name, logos, taglines, branding materials, and any associated intellectual property shall immediately cease and terminate without further notice or action required. The former chapter, branch, or individual must:

- Immediately cease using the EFF name or any variation thereof in any context
- Remove all EFF branding from any social media accounts, websites, flyers, or materials under their control
- Return or destroy all EFF-branded materials, documents, and digital assets within five (5) business days
- Transfer all EFF-associated social media accounts, email accounts, and credentials to National Headquarters
- Refrain from representing themselves as a chapter, affiliate, or representative of EFF in any capacity

Section 4 — Enforcement

Unauthorized use of the EFF Brand following removal or cessation of active status may result in: a formal cease-and-desist demand; civil litigation for trademark infringement or misappropriation; and referral to law enforcement where applicable. EFF reserves all legal rights and remedies available under applicable

law to protect its intellectual property.

Section 5 — No Individual Claim to Brand

No individual officer, founder of a chapter, or member of EFF — regardless of their level of contribution to the organization — shall acquire any personal right, title, or interest in the EFF Brand, name, logo, or intellectual property as a result of their service or affiliation. All creative works, program materials, documents, logos, and content created by individuals in the course of their EFF service are the sole property of EFF from the moment of creation.

ARTICLE XXIX

Social Media, Accounts & Credentials Ownership

Section 1 — National Ownership of All Official Accounts

All official social media accounts, email addresses, website domains, digital platforms, group chats, and any other online presences created for or on behalf of Esther Funds Foundation or any EFF chapter are the property of and controlled by Esther Funds Foundation Nationals. This includes but is not limited to: Instagram, Facebook, TikTok, Twitter/X, LinkedIn, YouTube, Snapchat, Discord, GroupMe, and WhatsApp accounts bearing the EFF name, chapter name, or EFF branding. No individual officer, member, or affiliate holds personal ownership over any official EFF or EFF chapter digital account or handle.

Section 2 — Registration with Nationals Required

All existing and newly created official chapter social media accounts, email accounts, and communication platforms must be registered with National Headquarters, including: the platform name, the account handle or username, the primary email address associated with the account, and the current login credentials. Chapters must maintain updated credentials records with Nationals and must notify National Headquarters within forty-eight (48) hours of any change to account passwords, associated emails, or administrative access.

Section 3 — Credentials Accessible to Nationals at All Times

National Headquarters shall have access to all login credentials for all official chapter and branch social media accounts and email accounts at all times. This access requirement is a condition of chapter good standing. Failure to provide credentials upon request by the Executive Director or designated national officer is a compliance violation and grounds for immediate CND designation.

Section 4 — Prohibition on Personal Pages for Chapter Business

No officer, member, or affiliate shall conduct official EFF chapter business through personal social media accounts, personal email addresses, or any platform that is not registered with and accessible to Nationals. The creation of shadow accounts, unofficial chapter pages, or personal social media profiles representing EFF chapter activities is prohibited. All chapter business must flow through officially approved and

registered accounts. (This provision supplements Article XIV — Social Media & Communications Governance.)

Section 5 — Credential Transfer Upon Officer Transition or Removal

At the conclusion of any officer's term, resignation, removal, or suspension, the departing officer must immediately transfer all relevant credentials, account access, email passwords, and account recovery information to the chapter President and National Headquarters. Withholding credentials from the chapter or Nationals following a transition or removal is a violation of these bylaws and may result in: disciplinary action, blacklisting, legal action, and a formal complaint to relevant platform providers. The incoming officer or chapter shall be granted full administrative access within five (5) business days of the transition.

Section 6 — Account Freeze and Takeover Authority

In the event that a chapter is suspended, deactivated, or dissolved, the National Office holds the authority to: freeze or deactivate all official chapter social media accounts; request platform-level removal or transfer of any account bearing EFF branding; and take full administrative control of any EFF-associated digital asset. Chapters and officers shall cooperate fully with this process.

ARTICLE XXX

Financial Controls & Safeguards

Section 1 — Purpose and Scope

This Article establishes comprehensive financial controls and safeguards for all EFF chapters and national departments. These provisions supplement Article XV (Financial Accountability) and are binding upon all chapters, officers, and individuals who handle EFF funds in any capacity. EFF is committed to the ethical, transparent, and legally compliant stewardship of all organizational funds.

Section 2 — Prohibition on Personal Accounts

Under no circumstances shall any EFF chapter funds, collected dues, donated monies, fundraising proceeds, or any other funds raised under or associated with the EFF name be deposited into, held in, or transferred through: any personal bank account; any personal payment application including but not limited to Venmo, CashApp, Zelle, PayPal Personal, Apple Pay, or any similar personal platform; or any account not approved in writing by National Headquarters. This prohibition is absolute. It applies regardless of the amount of money involved, the purpose of the transfer, or the individual's role within the chapter. Violation of this provision is grounds for immediate removal from all EFF roles and potential referral for legal action.

Section 3 — Approved Account Structures

All chapter funds must be held in one of the following approved account structures: (a) a university-approved student organization agency account administered through the institution's student

activities office; (b) an account provided or arranged by National Headquarters for the chapter; or (c) another organizational account approved in writing by National Headquarters before use. Chapters must provide National Headquarters with proof of account establishment within thirty (30) days of being cleared to recruit and must notify Nationals of any changes to their account status.

Section 4 — Dual Authorization and Oversight

No single officer may authorize, approve, or execute any chapter expenditure exceeding fifty dollars ($50.00) without the co-authorization of at least one additional Executive Board member and notification to the Chapter Advisor. All expenditures must be documented with receipts and recorded in the chapter ledger within forty-eight (48) hours of the transaction. The Treasurer shall maintain all financial records and provide a monthly financial summary to the chapter President and Chapter Advisor.

Section 5 — No Commingling of Funds

Chapter funds shall not be commingled with any personal funds under any circumstances. The chapter Treasurer shall maintain a clear separation between organizational funds and any personal monies at all times. Any officer found to have commingled personal and chapter funds — even temporarily — shall be subject to immediate removal and a full financial audit of all chapter funds managed under their stewardship.

Section 6 — Fiscal Year

The official fiscal year of Esther Funds Foundation and all of its collegiate chapters begins on or around July 1 and concludes on or around June 30 of the following calendar year, unless the National Board adopts a different fiscal year on the advice of EFF's accountant. Membership dues years, officer terms, training certificates, and chapter compliance follow the academic year, August 1 through July 31. The two calendars are intentional: EFF's money follows the fiscal year so that its books match its yearly Form 990, and its people follow the academic year so that terms, certificates and dues years match the school year. Program reviews follow the fiscal year (Article LVII, Section 2). Chapter financial records are submitted to Nationals at the end of each semester (Section 8), and a complete set at the close of each academic year (Section 7). National Headquarters closes its own books on the fiscal year.

Section 7 — Retention of Financial Records

All chapter financial records — including but not limited to bank statements, income and expense ledgers, receipts, invoices, fundraising reports, dues records, and reimbursement documentation — must be retained for a minimum of three (3) years from the date of creation. Records shall be stored in an organized format accessible to the chapter advisor and National Headquarters upon request. At the close of each academic year, a complete set of financial records shall be submitted to National Headquarters as part of the annual compliance reporting process.

Section 8 — Mandatory Submission of Financial Records to Nationals

All chapters must submit complete and accurate financial records to National Headquarters at the end of each semester, as part of the Semester Report (Article XI, Section 5). Required submissions include: a

complete income and expense ledger; copies of all receipts and transaction documentation; fundraising outcome reports; dues collection records if applicable; and any other financial documentation requested by National Headquarters. Failure to submit financial records on time is a compliance violation and may result in CND designation. (See Article XI, Section 5 and Article XV.)

Section 9 — Financial Audit Authority

The National Executive Director and/or National Board of Directors reserve the right to conduct or commission a financial audit of any chapter's financial records at any time and without prior notice. Chapters must cooperate fully with any audit request and provide all documentation within five (5) business days of the request. Refusal to cooperate with an audit is a material violation of these bylaws and grounds for immediate chapter deactivation.

Section 10 — Consequences for Financial Misconduct

Financial misconduct — including but not limited to misappropriation of funds, unauthorized use of personal accounts, commingling, concealment of records, or fraudulent reporting — shall result in: immediate removal of the responsible officer(s) from all EFF positions; a complete financial audit of the chapter; notification to campus officials and the chapter advisor; and, where applicable, referral to law enforcement authorities. EFF reserves the right to pursue civil recovery of any misappropriated funds.

ARTICLE XXXI

Meetings, Quorum & Voting

Section 1 — Chapter Meeting Frequency

Each EFF collegiate chapter shall hold meetings at the following minimum frequency: Executive Board Meetings: not fewer than two (2) times per month during the active academic semester. General Body Meetings: not fewer than one (1) time per month during the active academic semester. A chapter may meet more often, as its chapter bylaws set. Meeting schedules must be communicated to all members and the Chapter Advisor in advance. All meetings must be documented with official minutes, attendance records, and action items, maintained by the Secretary and filed with the chapter's records.

Section 2 — Definition of Quorum

For the purpose of conducting chapter business and taking binding votes: (a) Executive Board quorum requires a majority of the seated Executive Board members (more than fifty percent (50%) of filled positions); and (b) General Body quorum requires at least thirty percent (30%) of Active members in good standing to be present. No binding chapter vote or official decision shall be made without quorum. If quorum is not met, the meeting may proceed informally for discussion purposes only, and a quorum meeting must be scheduled within two (2) weeks for any binding action.

Section 3 — Voting Thresholds

The following voting thresholds shall apply to chapter decisions:

- **Routine Chapter Decisions** (events, programming, internal scheduling): Simple majority of those present and voting (more than 50%)
- **Major Chapter Decisions** (entering partnerships, financial commitments above chapter-approved budget, disciplinary recommendations): Two-thirds (2/3) majority of the full Executive Board
- **Officer Removal:** A removal after three strikes follows Article XII. A removal for serious misconduct goes to National under Article XVI. Any other removal of an officer is requested in MyEFF by the President, Vice President or Chapter Advisor with the reason, the officer has seventy-two (72) hours to give their side, and the Chapter Advisor confirms or declines it in writing (National Headquarters decides when no Chapter Advisor is seated or the Advisor made the request), with notice to National Headquarters

Section 4 — Proxy and Abstention

No proxy voting shall be permitted in EFF chapter meetings. Each member present must cast their own vote. Abstentions are permitted but shall be counted neither for nor against the motion. A member who abstains for a documented conflict-of-interest reason shall have that abstention noted in the meeting minutes. Officers who abstain without stated reason on more than two (2) votes per semester may be subject to review for engagement compliance.

Section 5 — National-Level Decisions

Decisions at the national level, including but not limited to amendments to these bylaws, dissolution proceedings, and major organizational changes, are governed by the authority of the Executive Director and National Board as described in Articles IV, V, XL, and XLI of these bylaws. The voting procedures in this article apply primarily to chapter-level governance. National Board voting thresholds and procedures shall be established by the Executive Director in the National Board governance policies.

ARTICLE XXXII

Officer Terms, Transition & Succession

Section 1 — Chapter Officer Terms

All collegiate chapter Executive Board officer positions shall serve for one (1) academic year (the full fall and spring semesters), beginning at the start of the fall academic semester and concluding at the end of the spring academic semester, unless: (a) the officer is removed pursuant to the Strike System (Article XII), the National Removal Authority (Article XVI), or the Grievance and Due Process procedure (Article XXV); (b) the officer voluntarily resigns; or (c) the officer becomes ineligible due to academic standing or enrollment status. Officers wishing to serve a second consecutive term must re-apply or be re-affirmed through a chapter process consistent with national guidelines and with written notification to National Headquarters.

Section 2 — Orderly Transition Required

At the conclusion of each term, departing officers are responsible for conducting an orderly leadership transition. This transition shall include: (a) a formal transition meeting with the incoming officer; (b) written handover of all role-specific responsibilities, ongoing projects, and pending deadlines; (c) transfer of all EFF property, equipment, and materials; (d) transfer of all account credentials, email access, and social media passwords (see Article XXIX); and (e) completion and submission of a Transition Handover Checklist to National Headquarters. Failure to complete an orderly transition is a violation of these bylaws and may result in loss of future EFF leadership eligibility.

Section 3 — Property and Records Handover

All departing officers must return to the chapter (or, where directed by Nationals, directly to National Headquarters): any EFF-owned property or equipment; all organizational files, records, documentation, and correspondence maintained during their term; all account credentials and access codes; and any unused chapter funds or petty cash under their stewardship. Retention of EFF property or records beyond five (5) business days following departure from a role constitutes a violation of these bylaws.

Section 4 — Filling Vacancies

In the event of a mid-term vacancy in any Executive Board position due to removal, resignation, academic ineligibility, or other cause: (a) the chapter President shall notify National Headquarters in writing within forty-eight (48) hours of the vacancy; (b) the chapter shall initiate a replacement process within two (2) weeks of the vacancy, consistent with these bylaws and national guidelines; (c) an interim officer may be appointed by the chapter President with Executive Board approval to serve until a permanent replacement is confirmed; and (d) the replacement officer must complete Such a Time individually in EFFective Learning before exercising any officer authority (Article XIII, Section 2). Presidential vacancies shall be filled by the Vice President until a new President is formally designated.

If the President or the Vice President leaves office, or the chapter's Advisor leaves, the chapter is placed in Chapter Not in Good Standing (CND) until the new President or Vice President completes Such a Time with National and is approved and vetted by National, or, for the Advisor, until National vets and approves a new Advisor.

Section 5 — National Officer Terms

National leadership positions are appointed by the Executive Director and serve at the pleasure of the Executive Director, subject to annual review and the provisions of Article XVII. National Team roles serve one-year terms from August 1 to July 31 (Article LV, Section 9), and every national role remains at the pleasure of the Executive Director and may be reappointed, restructured, or removed consistent with these bylaws.

ARTICLE XXXIII

Emergency Suspension Power

Section 1 — Authority and Purpose

Notwithstanding any other provision of these bylaws, the National Executive Director is vested with the authority to immediately suspend any member, officer, leader, advisor, or entire chapter from all EFF activities, rights, and privileges pending a formal investigation, when the Executive Director determines, in their reasonable discretion, that continued participation presents an imminent risk of: (a) harm to the physical, emotional, or psychological well-being of any EFF member or affiliate; (b) significant harm to the reputation, legal standing, or financial integrity of Esther Funds Foundation; or (c) interference with an ongoing investigation or disciplinary proceeding. This power exists to protect EFF and its members and shall be exercised responsibly and documented in writing.

Section 2 — Scope of Emergency Suspension

An emergency suspension may apply to: an individual member or officer of a chapter; one or more national leadership positions; an entire collegiate chapter; or an EFF branch or affiliate. An emergency suspension shall result in the immediate removal of the suspended individual(s) or chapter from: all EFF-sponsored activities and events; access to EFF systems, accounts, and resources; public representation of EFF in any capacity; and any decision-making authority within EFF. The suspension shall take effect from the time of written notice from National Headquarters.

Section 3 — Notice and Timing

Emergency suspension does not require advance notice. Written notice of the suspension, the grounds for suspension, and the anticipated timeline for investigation shall be provided to the suspended individual or chapter as soon as practicable, but no later than five (5) business days following the suspension. Emergency suspension is not a final disciplinary action; it is a protective measure pending resolution of the underlying concern.

Section 4 — Investigation Following Emergency Suspension

Following an emergency suspension, the National Office shall initiate a formal investigation pursuant to Article XXV (Grievance, Complaint, Investigation & Due Process) within ten (10) business days. The suspended individual or chapter shall have the opportunity to respond in accordance with that procedure. The investigation shall be conducted promptly and resolved within a reasonable timeframe. Suspension does not constitute a finding of wrongdoing.

Section 5 — Lifting of Suspension

An emergency suspension may be lifted by the Executive Director at any time upon determination that: (a) the investigation has concluded with no finding of wrongdoing; (b) the risk that prompted the suspension has been adequately mitigated; or (c) other appropriate conditions have been satisfied. Alternatively, the emergency suspension may be converted into a formal disciplinary action — including removal or blacklisting — based on the investigation findings.

ARTICLE XXXIV

Appeals & Reinstatement (National Level)

Section 1 — Scope and Limitations

These appeal and reinstatement provisions apply at the national level and do not create appeal rights at the chapter level. Consistent with Article XII (Accountability & Participation Standards), an Executive Board removal under the strike system may not be appealed at the chapter level and may be appealed to National under this Article. This Article governs appeals of removals, suspensions and other adverse decisions ordered by National Headquarters or confirmed under a strike system (Article XII, Article LV, Section 11 and Article LVI, Section 16).

Section 2 — Who May Appeal

Any individual removed from an EFF role or chapter, whether by action of the National Office or through a strike system, may submit a written appeal to National Headquarters, through MyEFF or in writing, within thirty (30) calendar days of receiving the written notice of removal. Appeals submitted after this deadline will not be considered, and the right to appeal shall be permanently waived.

Section 3 — Content of Appeal

A valid appeal must be submitted in writing to info@estherfundsfoundation.org and must include: (a) a respectful and professional statement of disagreement with the removal decision; (b) a factual and specific timeline of the relevant events; (c) any supporting documentation, witness statements, or evidence that was not considered during the original investigation; and (d) the specific remedy requested. Appeals that are disrespectful, threatening, or that contain false statements will be dismissed without review.

Section 4 — Review Process

Properly submitted appeals shall be reviewed by the Executive Director and/or a designated National Review Panel within fifteen (15) business days of receipt. The appealing party will not receive a personal hearing as a matter of right; the review shall be conducted based on the written record. The Executive Director may, at their discretion, request additional information from any party. The decision of the Executive Director following appeal review is final.

Section 5 — Possible Outcomes of Appeal

Following review of the appeal, the Executive Director may: (a) affirm the original removal decision; (b) modify the sanction to a lesser disciplinary action; or (c) reinstate the individual to their prior role, with or without conditions. The outcome of the appeal shall be communicated in writing to the appealing party within five (5) business days of the review decision.

Section 6 — Conditions for Reinstatement

Whether through the appeal process or through a separate reinstatement request (see Article XVI, Section 4), reinstatement to EFF is not guaranteed and shall require, at minimum: (a) submission and acceptance

of a written corrective action plan; (b) completion of any required retraining, counseling, or other corrective measures specified by the Executive Director; (c) demonstration of genuine understanding of and commitment to the EFF Code of Conduct and these bylaws; and (d) approval by the Executive Director. Reinstatement may be conditioned on a probationary period, and any violation of the terms of reinstatement shall result in immediate permanent removal without further right of appeal.

ARTICLE XXXV

Confidentiality

Section 1 — Purpose

Esther Funds Foundation is committed to protecting the privacy of its members, the security of its financial data, and the integrity of its internal governance deliberations. This Article establishes binding confidentiality obligations for all EFF national leaders, chapter officers, members, advisors, volunteers, and affiliates.

Section 2 — Protected Information

The following categories of information are designated as confidential and shall not be shared, disclosed, posted, or disseminated without the express written authorization of the Executive Director:

- **Member Personal Information:** Names, student ID numbers, home addresses, phone numbers, financial information, academic records, and any other personally identifiable information of EFF members, applicants, or scholarship recipients
- **Financial Data:** Chapter and national financial records, donor information, fundraising outcomes, budget documents, and any non-public financial communications
- **Internal Deliberations:** The substance of Executive Board deliberations, national leadership discussions, disciplinary proceedings, and investigation records
- **Personnel Matters:** Information regarding the hiring, compensation, performance, or disciplinary status of any EFF staff, officer, or volunteer
- **Strategic Plans:** Unpublished program plans, expansion strategies, partnership negotiations, and proprietary organizational materials

Section 3 — Confidentiality Obligations

All individuals who have access to protected information by virtue of their role within EFF agree, as a condition of their service, to: (a) use such information only for the purposes of their EFF responsibilities; (b) refrain from sharing such information with any unauthorized person, entity, or platform; (c) take reasonable steps to secure confidential information in their possession; and (d) report to National Headquarters any suspected or actual unauthorized disclosure of confidential information.

Section 4 — Social Media and Digital Confidentiality

No confidential information — including but not limited to meeting minutes, financial records, investigation findings, internal communications, or member data — shall be posted, shared, or disclosed on any social media platform, group chat, website, or public forum. Screenshots and forwarding of internal communications are prohibited without express authorization. (This provision supplements Article XIV — Social Media & Communications Governance.)

Section 5 — Duration of Obligation

The confidentiality obligations established by this Article survive any individual's departure from EFF — whether by resignation, removal, or expiration of term. Former officers, members, and affiliates remain bound by their confidentiality obligations with respect to information accessed during their service.

Section 6 — Consequences for Breach

Unauthorized disclosure of confidential information shall constitute a violation of these bylaws and may result in: disciplinary action up to and including immediate removal and blacklisting; civil legal action for misappropriation of confidential organizational information; and notification of campus authorities where applicable. EFF reserves all rights and remedies available under applicable law.

ARTICLE XXXVI

Indemnification & Limitation of Liability

Section 1 — Indemnification of Officers and Directors

Esther Funds Foundation shall indemnify and hold harmless each current and former officer, director, employee, and authorized agent of EFF (collectively, "Covered Persons") against any and all claims, demands, proceedings, liabilities, losses, damages, costs, and expenses — including reasonable attorneys' fees — arising out of any act or omission taken by the Covered Person in the good-faith performance of their authorized duties on behalf of EFF, to the fullest extent permitted by applicable Florida nonprofit law and any other applicable law. This indemnification does not extend to acts of gross negligence, fraud, willful misconduct, bad faith, or actions taken outside the scope of the individual's authorized EFF responsibilities.

Section 2 — Advancement of Expenses

To the extent permitted by law and authorized by the Executive Director, EFF may advance reasonable legal defense expenses to a Covered Person who is a party to any proceeding by reason of their EFF service, subject to an undertaking by the Covered Person to repay such advances if it is ultimately determined that they are not entitled to indemnification.

Section 3 — Limitation of Personal Liability

No director, officer, or authorized volunteer of EFF shall be personally liable for the debts, obligations, or liabilities of Esther Funds Foundation solely by reason of serving in such a capacity, to the fullest extent

permitted by applicable law. This limitation does not apply to liabilities arising from an individual's own fraud, gross negligence, willful misconduct, or breach of fiduciary duty.

Section 4 — Member and Chapter Non-Liability

Consistent with Article XXIII, Section 4, EFF is not liable for any personal misconduct, negligence, or illegal activity committed by individual members, officers, or advisors acting outside the scope of their authorized EFF responsibilities. Members and chapter officers shall be individually and personally responsible for any acts or omissions that exceed or violate their authorized EFF roles.

Section 5 — Insurance

EFF shall, to the extent financially practicable, maintain such insurance coverages as deemed appropriate by the Executive Director and National Board to protect the organization and its officers against covered risks, which may include general liability, directors and officers (D&O) liability, and other appropriate coverages.

ARTICLE XXXVII

Severability

Section 1 — Severability of Provisions

If any provision of these Bylaws — or the application of any provision to any person or circumstance — is held to be invalid, illegal, unconstitutional, or unenforceable by a court or administrative body of competent jurisdiction, the remainder of these bylaws shall not be affected thereby and shall continue in full force and effect. The invalid or unenforceable provision shall be modified by the Executive Director and National Board, consistent with applicable law, to achieve as closely as possible the original intent and purpose of the invalid provision.

Section 2 — Preservation of Intent

No finding of invalidity with respect to any individual provision shall invalidate or diminish the authority of any other provision of these bylaws, including without limitation the supremacy of Nationals, the removal authority of the Executive Director, the financial accountability obligations of chapters, or any protective provision established by these bylaws. The remaining provisions shall be construed broadly to effectuate the purposes of EFF as set forth in the Preamble and Articles I and II hereof.

ARTICLE XXXVIII

Governing Law

Section 1 — Florida Law Governs

These Bylaws and all matters arising under or in connection with the governance and operations of Esther Funds Foundation shall be governed by, construed, and enforced in accordance with the laws of the State

of Florida, without regard to its conflict-of-law rules. EFF was founded in Tallahassee, Florida, and its National Headquarters is located in the Southeastern United States. Florida law, including the Florida Not For Profit Corporation Act (Chapter 617, Florida Statutes), shall govern the corporate governance, authority, and obligations of EFF and its officers and directors to the extent applicable.

Section 2 — Jurisdiction and Venue

Any legal dispute, claim, or proceeding arising from or related to the interpretation, enforcement, or alleged breach of these bylaws or of any organizational policy of EFF shall be subject to the exclusive jurisdiction of the state or federal courts located in Leon County, Florida. All parties who agree to be bound by these bylaws — by joining, serving, or affiliating with EFF — hereby consent to the personal jurisdiction of such courts for purposes of any such proceeding.

Section 3 — Compliance with Applicable Law

EFF and all of its chapters, branches, officers, and affiliates shall at all times operate in compliance with applicable federal law, the laws of the State of Florida, the laws of any state in which a chapter is located, and all applicable university or campus regulations. In the event of any conflict between these bylaws and applicable law, applicable law shall control, and EFF shall take prompt action to bring its governing documents into compliance.

ARTICLE XXXIX

National Code of Conduct

This Article represents the complete Esther Funds Foundation National Code of Conduct and Chapter Governance Policy. All members — national and collegiate — must abide by this Code. Nationals must also be in full compliance with these standards. This is a legally binding agreement for all collegiate chapters, members, leaders, and advisors.

Section 1 — Introduction and Purpose

The Esther Funds Foundation (EFF) is a Christ-centered nonprofit organization that provides support and advocacy for college students, with a particular focus on increasing graduation rates among underrepresented, low-income, and first-generation students. As EFF continues to grow and be implemented across various campuses, it is critical that we maintain a unified, enforceable, and legally sound Code of Conduct that protects the organization, its brand, and the students and advisors who represent it.

This Code of Conduct is applicable to all individuals affiliated with EFF collegiate chapters, including but not limited to: executive board members, general body members, volunteers, ambassadors, royal court members, advisors, campus collaborators, and any student or professional participating in chapter functions. Compliance is mandatory and foundational to maintaining national recognition as a chapter.

Violations of this Code may result in formal warnings, probation, removal from the organization, blacklisting from future affiliation, and when necessary, legal reporting to campus or civil authorities.

Section 2 — Agreement of Participation & Legal Protection

Participation in EFF is entirely voluntary. However, once an individual has chosen to engage with the organization in any capacity, all words, actions, and decisions made while representing EFF — online or offline — fall under the jurisdiction of this national policy. By submitting a membership application, accepting an appointed or elected position, joining an EFF group communication channel, creating content for EFF social media, or leading or attending EFF-sponsored events, the participant acknowledges that:

- Their behavior reflects directly on a national nonprofit organization.
- Their actions may impact EFF's reputation, legal standing, donor trust, and community presence.
- Their compliance with this Code of Conduct is not optional but mandatory.

Each participant also agrees not to: misrepresent the Foundation's mission, logo, values, or name; speak on behalf of the organization without approval; share confidential planning materials or internal conflicts with individuals outside the organization; create unauthorized email addresses, websites, or merchandise using EFF's name; or use EFF affiliation to gain influence or opportunities under false pretenses.

Section 3 — Professional and Personal Conduct Expectations

Every member, leader, advisor, and affiliated participant is expected to embody a standard of professionalism, personal integrity, and spiritual alignment at all times. Expected professional conduct includes:

- **Respectful Communication:** All emails, texts, and in-person conversations must reflect respect and professionalism. Sarcasm, condescension, passive-aggressive language, and gossip are prohibited.
- **Conflict Resolution:** Conflicts should be addressed directly, calmly, and privately, following a Matthew 18 approach. Public arguments, vague social media posts, or third-party gossip will not be tolerated.
- **Reliability and Follow-Through:** Leaders and members must show up to meetings, events, and assignments on time and prepared.
- **Emotional Maturity:** Participants are expected to process their feelings in a healthy way and avoid bringing personal emotions into group environments in a harmful or distracting way.
- **Appropriate Attire and Behavior:** At all EFF events, students should dress modestly and appropriately. Inappropriate gestures, disrespectful jokes, or flirting in group spaces are prohibited.
- **Boundaries and Leadership Submission:** Members must honor the authority of executive board members, advisors, and national leadership. Disagreement is allowed; dishonor is not.

Digital Behavior Standards require all members to: avoid arguments or slander online; refrain from posting about other members or EFF-related issues indirectly; not repost inappropriate or offensive content while visibly associated with EFF; and keep internal business, group chat drama, or sensitive updates off social media entirely.

Section 4 — Financial Accountability and Fundraising Protocol

All financial activity — whether at the national or chapter level — must reflect the highest standards of legal compliance, stewardship, ethical fundraising, and transparency. Chapters must: open and maintain university-approved accounts (no personal accounts or personal payment apps); maintain transparent ledgers accessible to the advisor and National HQ; record all donations, sales, and expenses with proof; and keep all receipts for a minimum of three (3) years.

All fundraising conducted under the EFF name must be pre-approved. Before launching any fundraiser, chapters must: submit a fundraising request form; provide clear details on purpose, money handling, and expenditure; receive written approval from the advisor and/or EFF national; and provide a post-fundraiser report. Unauthorized fundraising is strictly prohibited. Financial violations — including misuse, misreporting, or unauthorized personal use of funds — will result in immediate investigation.

Section 5 — Prohibited Behavior and Zero Tolerance Policies

EFF enforces a zero-tolerance policy for behaviors that contradict its mission, compromise student well-being, or place the organization at legal, spiritual, or reputational risk. Violations may result in immediate removal without warning and may be reported to university or civil authorities.

1. **Hazing and Coercion:** Any behavior — intentional or implied — that humiliates, intimidates, manipulates, or pressures an individual as a condition for inclusion is strictly prohibited. EFF is not a fraternity, sorority, or secret society. Any chapter found hazing members will face national investigation and permanent banning of involved individuals.
2. **Sexual Misconduct and Harassment:** Sexual harassment of any kind — verbal, physical, digital, or implied — will not be tolerated. The accused will be immediately suspended pending review. Consequences may include permanent removal, campus referral, and legal escalation.
3. **Discrimination, Bullying, and Hostile Environments:** Discrimination based on race, ethnicity, gender, sexual orientation, disability, faith background, or economic status is strictly prohibited. Bullying, verbal abuse, intimidation, gossip, exclusion, and digital harassment are unacceptable. Hostile behavior that goes unchecked may result in chapter deactivation.
4. **Public Defamation or Organizational Disrespect:** Members may not speak negatively about EFF on social media, publicly accuse leaders without due process, create social division or false narratives about decisions, or leak confidential documents. Students who disagree must address concerns privately and respectfully through proper channels.
5. **Financial Misconduct or Unauthorized Fundraising:** Any individual who collects, holds, or distributes money on behalf of EFF without authorization will be subject to disciplinary action and possible legal referral.
6. **Substance Use at EFF Events:** No student may consume, promote, or arrive under the influence of alcohol, marijuana, or other drugs at any EFF meeting, service activity, event, or retreat. Chapters may not partner with bars, clubs, hookah lounges, or alcohol-based brands.
7. **Tampering with National Materials:** Members may not alter EFF logos or templates without permission, change passwords or remove admin access from EFF platforms, or create new accounts

representing EFF without submitting credentials.

8. **Repeated Disrespect Toward Leadership:** Members who consistently challenge leadership, undermine decisions, talk back in meetings, or foster rebellion may be removed. Passive-aggressive rebellion will not be entertained.
9. **Arrests and Criminal Charges:** Any member, officer, ambassador, Royal Court titleholder, advisor, volunteer, or national leader who is arrested for or charged with a crime must tell National Headquarters in writing within seventy-two (72) hours. National may suspend the person from leadership, from work with students, or from EFF activities while it reviews the matter under Article XXXIII. An arrest is not proof of guilt, and no one is removed for an arrest alone without the process in these Bylaws; failing to report one is itself a violation.
10. **Work with Minors without Clearance:** No one may work with or supervise students under eighteen (18) years of age in any EFF program without the background check and safeguards required by Article XLVII.
11. **Representing EFF in EFF Clothing:** No one may wear EFF letters, apparel, or branding while drinking, at parties, bars, or clubs, or anywhere alcohol is the focus, or post photographs of themselves or others that way.
12. **Relationships Where There Is Power:** No officer may date or romantically pursue a member they are onboarding, vetting, inducting, or deciding on; no Director of Ministry may date or romantically pursue someone receiving their care; and no adult may pursue any relationship with a minor.
13. **Recording without Consent:** No one may record a meeting, call, or private conversation without the consent of those present, unless the meeting announces at the start that it is recorded.
14. **Impersonation and Fakes:** No one may pretend to be National Headquarters or another person; forge or alter any letter, certificate, screenshot, or record; or present an AI-generated image, video, or voice of a real person as real (Article L).
15. **Personal Fundraisers in EFF's Name:** No one may run a GoFundMe, crowdfunding page, raffle, Cash App or other personal collection, or any donation request using EFF's name, except a campaign National has approved in writing.
16. **Sponsorships, Endorsements, and Press:** No one may accept a sponsorship, brand deal, paid post, or influencer agreement, or give a press interview, on behalf of EFF without National's written approval. Only National speaks for EFF to the media.
17. **Weapons and Threats:** No one may bring a weapon to any EFF activity, other than sworn law enforcement on duty, or threaten violence in person or online.
18. **Political Activity in EFF's Name:** No one may endorse or oppose a candidate for public office, or campaign, in EFF's name or while representing EFF (Article LII). Members remain free to take part in politics on their own.

Section 6 — Social Media and Branding Expectations

All chapter social media accounts must be approved by National Headquarters before creation or launch. All login credentials must be submitted to EFF National HQ. Each account must use the chapter's official

name, approved naming conventions, approved logos, and only approved brand colors, fonts, and designs. Content must reflect the mission and values of EFF including faith-based content, leadership development, campus engagement, and member recognition. Content must avoid: profanity, sensual or suggestive material, party promotions, memes that make light of trauma or faith, and spreading rumors or creating division.

Social media violations follow a progression: first offense — written warning; second offense — loss of posting access; third offense — member may be removed from the chapter. National HQ reserves the right to revoke chapter posting privileges, disable accounts, or take disciplinary action if content becomes a threat to the brand or witness of EFF.

Section 7 — Spiritual Alignment and Core Values

EFF is a Christian nonprofit ministry. All who affiliate with EFF must acknowledge, respect, and preserve the faith-based nature of this ministry. EFF's core values are: Christ-Centered Leadership, Integrity and Accountability, Community and Belonging, Bold Faith in Action, and Excellence and Purpose.

All executive board members, advisors, and national ambassadors are expected to maintain a personal walk with Christ and to model Christlike leadership. Spiritual violations — including publicly mocking EFF's Christian identity, creating division during spiritual programming, practicing theology contradicting EFF's beliefs, or using spiritual language to control or manipulate others — may result in removal from leadership or the chapter.

Spiritual safety is a priority. The following practices are prohibited: inviting guest speakers who preach contrary to biblical truth; using spiritual language as a tool of control or shame; and allowing spiritual abuse, fear tactics, or manipulation. EFF welcomes the presence of the Holy Spirit with order, wisdom, and spiritual maturity.

Section 8 — Membership Status, Suspension, and Removal Process

Membership in EFF is a privilege, not a right. Disciplinary action may be taken against individuals who violate EFF's expectations, policies, or values. The disciplinary process includes:

1. **Informal Correction (Optional):** A private conversation for minor issues, allowing the member to correct behavior without a formal record.
2. **Written Warning:** A formal written warning documenting the violation, expectations for correction, and a timeline for follow-up, copied to the advisor and national leadership.
3. **Probation:** Placement on probation during which leadership, speaking, or planning privileges may be suspended and a behavior plan assigned.
4. **Suspension:** Suspension from all EFF involvement for a designated period in cases of escalated misconduct.
5. **Immediate Removal Without Warning:** Bypassing all steps and proceeding directly to permanent removal when a zero-tolerance policy is violated, when actions place the organization at legal or reputational risk, or when an individual intentionally undermines national leadership.

Anyone who believes they have been wrongfully removed may appeal to National under Article XXXIV, through MyEFF or in writing to National Headquarters. The appeal must include a respectful statement of disagreement, a factual timeline, and any supporting documentation. Appeals are reviewed under Article XXXIV, and the Executive Director's decision is final.

Section 9 — Legal and Organizational Protection

EFF retains sole legal ownership of its intellectual property, including the name "Esther Funds Foundation," all slogans and taglines, logos, digital designs, brand graphics, branded templates, program names, and proprietary frameworks. No chapter or member may use, replicate, alter, or distribute EFF intellectual property without prior written permission. Violation may result in an immediate cease-and-desist order, legal action, chapter deactivation, and permanent blacklisting.

Chapters function as extensions of the national organization but are not separate legal entities. Chapters may not enter into contracts without advisor oversight and written notice to National. Chapters may not open separate business accounts, apply for grants, or act as independent organizations using the EFF name. Chapters are prohibited from claiming 501(c)(3) status independently or distributing tax receipts without national approval.

EFF National Headquarters, its Board of Directors, and affiliated leadership are not liable for injuries sustained during chapter activities (unless caused by direct national staff negligence), emotional distress or personal disagreements among students, or actions taken by individual members or officers outside of officially approved activities.

Section 10 — Final Acknowledgement

By participating in Esther Funds Foundation in any capacity, every member, officer, advisor, volunteer, and affiliate acknowledges that they have read, understood, and agreed to comply with this National Code of Conduct in its entirety. This is a binding agreement, and compliance is required for continued participation in EFF. Esther Funds Foundation nationals must also be in full compliance with all standards contained in this Code.

> *Contact: info@estherfundsfoundation.org | www.estherfundsfoundation.org*

ARTICLE XL

Dissolution Clause

Section 1 — Organizational Continuity

In the event of potential dissolution of Esther Funds Foundation (EFF), every reasonable effort must be made to preserve the mission, brand identity, and support systems developed by the Foundation. Dissolution may only occur through a unanimous vote of the Executive Director and National Board, with a 60-day public notice issued in writing.

Section 2 — National Oversight & Legal Wrap-Up

The National Office shall initiate an orderly wind-down process to: notify all chapters, ambassadors, volunteers, and program partners; cease operations of all national programs in a phased, ethical manner; and secure all branding, trademarks, financial records, and internal data.

Section 3 — Collegiate Chapter Protections

In the event of dissolution: chapters will be formally decommissioned with written notice; members shall receive closure acknowledgments and service certificates; advisors and campus partners will be informed with documentation; and all chapter records and leadership logs will be archived for legal and historical record.

Section 4 — National Programs & Initiatives

The following national initiatives must either be dissolved ethically or transferred to a trusted Christian nonprofit organization: EFF Campus Ambassador Program, The REACH Project, The EFF Lift Fund, and Esther's Light. All scholarship or emergency fund distributions must be completed or transferred to a like-minded nonprofit within 60 days of dissolution approval.

Section 5 — Financial Obligations

Before final closure: all debts must be paid in full (staff stipends, vendor contracts, outstanding reimbursements); any remaining assets shall be distributed to 501(c)(3) organizations that align with EFF's mission; and no staff, founder, or board member shall receive personal gain from EFF's remaining assets.

Section 6 — Protection of Legacy

The name, logos, slogans, website, and intellectual property of EFF will be legally protected in perpetuity. No individual or external party may restart, rebrand, or repurpose EFF programs or resources without the written legal consent of the Executive Director and the National Board. A digital memorial archive of EFF's impact, awards, and student work may be established to honor the organization's mission beyond its closure.

ARTICLE XLI

Chapters Under National Law

Every collegiate chapter of Esther Funds Foundation operates under these National Bylaws, the National Code of Conduct, and every policy National Headquarters adopts under them.

Section 1 — Compliance after National Changes

When National Headquarters adopts new or amended National Bylaws, every chapter must bring its chapter bylaws, practices, and documents into compliance within sixty (60) days of adoption and submit its updated chapter bylaws to National for approval (Article IX, Section 7). Until a chapter's bylaws are

updated, the National Bylaws govern wherever the two differ. A chapter that has not complied after sixty (60) days may be designated Chapter Not in Good Standing.

Section 2 — Notice to the Institution

Every chapter must give its institution the address of the National Bylaws, https://www.estherfundsfoundation.org/bylaws, whenever it registers or renews as a student organization, and must keep that address in its chapter bylaws. A chapter's registration with its institution must identify the chapter as a chapter of Esther Funds Foundation governed by these National Bylaws. National Headquarters publishes the Bylaws at that address so that any institution, advisor, member, or family can read the laws that apply to its chapter.

Section 3 — Signing Each Year

Every officer signs the Chapter Agreement & Compliance Form (Appendix A) and the National Leadership Agreement (Article XLVI) at the start of each academic year, in MyEFF.

ARTICLE XLII

REACH, Workshops, Scholarships and REACH Boxes

Section 1 — REACH Is Always Free

REACH is EFF's home for student resources, workshops, toolkits, help, and scholarships. Every REACH resource, workshop, and tool is and will always remain one hundred percent (100%) free to students. No chapter, ambassador, or host may charge a student, sell access, or ask for payment or personal financial information in exchange for any EFF resource.

Section 2 — Who May Host an EFF Workshop

EFF Workshops — including REACH Workshops, EFF Signature Workshops, and chapter meetings presented on EFF's workshop system — may be hosted only by an approved EFF Campus Ambassador, a general body member, or a chapter or national leader in good standing. Anyone else must have written permission from a National staff leader before hosting. Every host must complete EFF's short workshop host training before presenting, must present EFF's materials without altering their facts, and is responsible for the conduct of the room under the Code of Conduct.

Section 3 — Workshop Funding

Workshops are hosted free of charge. EFF does not fund food or other costs for a workshop unless the host requests it in advance and National approves it in writing. Approval to host a workshop is not approval of funds: National may approve a workshop with no funds, or with funds as they are available.

Section 4 — Scholarship Selection

EFF selects scholarship recipients at its discretion, under each scholarship's published criteria and applicable law. Where a scholarship is funded by a restricted grant or gift, the funder's written terms

govern selection. A chapter scholarship is selected by the chapter under the same standard, subject to National review (Article XI, Section 8). No student is entitled to an award by applying, and EFF does not owe an applicant the reasons for a selection decision.

Section 5 — Conduct toward Scholarship Decisions

A student who responds to a scholarship decision with abusive, threatening, or harassing conduct toward EFF, its volunteers, its donors, or its staff — including profanity directed at them — may be disqualified from future EFF scholarships. The student is told in writing and may appeal under Article XXXIV.

Section 6 — Protecting Student Information

EFF collects scholarship and program applications only through its own secure systems (MyEFF and REACH), never through outside forms or personal accounts. Student information collected by EFF is used only for the purpose it was collected for, is seen only by the people who must see it, and is never sold or shared outside EFF without the student's consent or a legal requirement (Article XLVIII).

Section 7 — REACH Boxes

REACH Boxes are assembled and distributed only through approved EFF collegiate chapters, with the written approval of Esther Funds Foundation for each drive. Chapters must complete EFF's REACH training before running REACH Boxes. REACH Boxes are always free to students and are never sold; only unopened items are accepted, and no cash is collected or handed out.

ARTICLE XLIII

Campus Ambassadors

Section 1 — Who Ambassadors Are

Campus Ambassadors are students approved by EFF to represent it on their campus. Ambassadors are bound by the Code of Conduct (Article XXXIX), the Protection of Minors (Article XLVII), and these Bylaws' rules on branding, social media, and money, and they may be removed from the program by National. An ambassador is not a chapter member unless they also join a chapter.

Section 2 — Ambassadors and Chapters

An ambassador may not start an EFF chapter, interest group, or any organization using EFF's name without National's approval through the Road to Chartering (Article IX). An ambassador on a campus with an EFF chapter may serve there only while that chapter has chosen to work with Campus Ambassadors (Section 4), and must have the approval of that chapter's Executive Board before hosting or acting on that campus; a chapter may seat an Ambassador Lead on its Executive Board under Article VI, Section 14, who may give that approval. An ambassador on a campus without a chapter works under National Headquarters and reports to the Executive Director, or to whomever the Executive Director designates.

Section 3 — Ambassadors and Workshops

Ambassadors may host EFF workshops free of charge under Article XLII. Funding for food or other costs is available only on request and with National's written approval, as funds allow.

Section 4 — Chapters Choose Whether to Work with Ambassadors

Opt in or opt out. Each chapter chooses whether to work with Campus Ambassadors on its campus. The chapter's Executive Board decides by a majority vote, and the President records the choice in MyEFF. A chapter that has made no choice is opted in.

When it can change. A chapter may change its choice once each semester, in the first thirty (30) days of the semester. The change takes effect fourteen (14) days after it is recorded, and the National Office tells the ambassadors on that campus.

Opted in. Ambassadors may serve on the campus with the chapter's approval (Section 2). The chapter may give approval for each activity or a standing approval for the semester, and may vet new ambassador applicants as National provides.

Opted out. No ambassador hosts or acts as an EFF Campus Ambassador on that campus. Ambassadors there may join the chapter as members, or serve EFF in ways that do not take place on that campus as National directs. Ambassadors already approved are not removed from the program because of the choice.

Campuses without a chapter. A chapter's choice affects only its own campus. Ambassadors on a campus without a chapter continue under National Headquarters (Section 2).

ARTICLE XLIV

The Royal Court

Section 1 — Titleholders

The Royal Court consists of EFF's national scholarship competition titleholders and participants, including Miss Esther Funds National, Miss Esther Funds University, Mister Esther Funds National, and any title National announces. Titleholders represent EFF publicly and serve as scholarship ambassadors for the length of their reign.

Section 2 — Rules of the Competition

The rules, eligibility, judging, scholarship amounts, and dates of each Royal Court competition are set and published by the Executive Director before the competition opens. An expression of interest is not an entry. A scholarship is awarded under the competition's published terms and is paid as those terms state.

Section 3 — Standards for Titleholders

Every titleholder, whether or not they belong to a chapter, must sign the National Leadership Agreement (Article XLVI), follow the Code of Conduct and EFF's branding and social media standards, complete any training National requires, keep the appearances and duties of the title, and respond to National in a

timely way. A title may be suspended or revoked for violating these standards, after written notice and a chance to respond, and the titleholder may appeal under Article XXXIV.

Section 4 — Votes Are Donations

Votes in Royal Court competitions are donations to Esther Funds Foundation and are receipted as donations. They are non-refundable (Article XV, Section 7). Votes are cast only through EFF's official channels. Votes paid with someone else's money without their consent, with stolen or disputed payments, or by automated or fake means, and any attempt to change a count, are void and may disqualify the participant. National confirms every total before results are announced, and National's count is final.

Section 5 — Fair Judging

No judge or National leader may score or decide a competition in which a family member, roommate, romantic partner, or someone they mentor is competing (Article XXIV). Only National announces results.

ARTICLE XLV

Esther's Light and the Director of Ministry

Section 1 — Esther's Light

Esther's Light is EFF's national ministry. It sets the standards for Bible study, prayer, worship, and spiritual care in every chapter and trains every chapter's Director of Ministry (Chaplain).

Section 2 — Cleared to Serve

No one may serve as a chapter's Director of Ministry (Chaplain) until they have completed the Director of Ministry (Chaplain) Certification in EFFective Learning and signed the Chaplain Covenant for the current academic year. Until the Director of Ministry is cleared, care requests meant for them go to the chapter President or to National.

Section 3 — The Limits of the Role

A Director of Ministry is a student leader, not licensed clergy, a counselor, or a therapist. They may not promise legal confidentiality, may not counsel anyone in crisis alone, and must refer anyone at risk of harm to emergency help (911 or the 988 Suicide & Crisis Lifeline) and to National. Spiritual abuse, manipulation, or the use of faith to control anyone is prohibited (Article XXXIX, Section 7).

ARTICLE XLVI

The National Leadership Agreement

Section 1 — Who Signs

Every Executive Board officer, Chapter Advisor, regional leader, national leader, Royal Court titleholder,

and Ambassador Lead — with or without a chapter — must sign the National Leadership Agreement before serving and again at the start of each academic year, in MyEFF. National leaders also sign the National Leadership Code of Conduct at the same time (Article LVI, Section 18).

Section 2 — What Signers Agree To

By signing, each leader agrees to: the duties of their role; the expectations their board sets; communication within the time their board or National sets; following through on assigned tasks and deadlines; the Strike System (Article XII); the Code of Conduct (Article XXXIX); and being held accountable to the Agreement by their board and by National.

Section 3 — Removal after Appointment

An appointment or election does not protect a leader from removal. A leader may be removed after appointment for failing to keep the Agreement — including being unresponsive to communication, not following through on tasks, or any conduct prohibited by the Code of Conduct — under the Strike System, Article XVI, or Article IX, Section 6. Except in an emergency suspension under Article XXXIII, the leader is told in writing and given a chance to respond, and may appeal under Article XXXIV.

ARTICLE XLVII

Protection of Minors

Section 1 — Background Checks

Before anyone works with, supervises, mentors, or is alone in a program with students under eighteen (18) years of age — in a chapter, a national program, or for the National Board — they must pass a criminal background check through the provider National Headquarters designates, renewed as National requires. No one may work with minors while a check is pending.

Section 2 — Safeguards

In every EFF activity that includes minors: at least two (2) cleared adults are present; no adult is alone with a minor, in person or in private messages; a parent or guardian's written consent is required to take part; overnight activities require National's written approval; and photographs of a minor are taken or shared only with a parent or guardian's written consent.

Section 3 — Reporting Abuse

Anyone who suspects that a minor is being abused or neglected must report it to the proper authorities as the law requires and tell National Headquarters within twenty-four (24) hours. No one may investigate on their own or delay a report to protect EFF's reputation.

ARTICLE XLVIII

Privacy, Photographs and Care

Section 1 — Student Information

Member and student information lives in EFF's own systems. No officer, ambassador, or volunteer may copy, export, screenshot, sell, or share another person's personal information outside EFF, or collect it through outside forms or personal accounts, except as National permits in writing.

Section 2 — Photographs and Stories

No one's photograph, video, or personal story may be used by EFF or a chapter in promotion without that person's consent, and never a minor's without a parent or guardian's written consent. A person may withdraw consent for future use at any time.

Section 3 — Crisis and Care

Anyone in immediate danger is directed to 911 or to the 988 Suicide & Crisis Lifeline. Chapters do not handle sensitive matters — including sexual assault, threats of harm, abuse, or legal matters — on their own; they connect the person to emergency help and to National Headquarters through MyEFF. Every chapter must show the 988 line wherever its members ask for support.

ARTICLE XLIX

Effective Date and Transition

Section 1 — Effective Date

These 2027–2030 Bylaws take effect October 1, 2026, and replace the 2026 Bylaws. Article IX, Sections 8 and 9 and Article XI take effect January 1, 2027, and the first Chapter Renewal is due June 30, 2027. Any other provision that states its own start date takes effect on that date. Actions taken under the 2026 Bylaws, and under earlier versions of these Bylaws, remain valid. The record of each change, with who adopted it and when, is kept in MyEFF and is not part of this text. Every change requires the National Board as Article LIV provides.

Section 2 — Transition

Officers serving on the date these Bylaws take effect continue in office, and must complete Such a Time (Article XIII) and sign the National Leadership Agreement (Article XLVI) by the dates National announces to remain active. Chapters must update their chapter bylaws within sixty (60) days of adoption (Article XLI).

ARTICLE L

Artificial Intelligence, Branding and Marketing

Section 1 — AI Is Welcome, with Care

Members, chapters, ambassadors, and National may use artificial intelligence tools to draft captions, flyers, graphics, presentations, and marketing for EFF, under the rules in this Article. The person who publishes AI-assisted content is responsible for it as if they had made it by hand.

Section 2 — EFF's Marks Are Never Altered

No one may alter, redraw, recolor, regenerate, stretch, or "enhance" with AI the name, logos, seal, tagline, or program marks of Esther Funds Foundation or of its affiliates, or create an AI version of them. Use only the official files National provides, exactly as provided, with EFF's approved colors, fonts, and templates (Articles XIV and XXVIII).

Section 3 — Truth in Graphics and Marketing

AI may not be used to make EFF look like something it is not. No one may publish AI-generated images that show real members, titleholders, leaders, or recipients without their consent; fake photographs of EFF events, crowds, checks, awards, or recipients; or invented testimonials. Every fact, date, amount, and number in EFF marketing must be true and approved, never invented by a tool.

Section 4 — Private Information Stays Out of AI

No one may put member records, applications, recommendations, care or help requests, information about minors, financial records, or anything confidential under Article XXXV into a public AI tool.

Section 5 — Faith and Dignity

AI-assisted content must meet the Code of Conduct and EFF's faith standards. It may not mock scripture, faith, or any person. National may require any content to be corrected or taken down.

ARTICLE LI

Events, Travel and Safety

Section 1 — Approval of Trips and Off-Campus Activities

Every off-campus, overnight, or out-of-town EFF activity needs National's written approval in advance, must follow the institution's rules, and requires a signed participation waiver from each participant (from a parent or guardian for anyone under eighteen). Travel uses licensed and insured transportation, and no one drives after drinking or using drugs.

Section 2 — Reporting an Incident

Any incident at an EFF activity — an injury, police involvement, an allegation of misconduct, a mental health crisis, or property damage — is reported to National Headquarters through MyEFF within twenty-four (24) hours. In an emergency, call 911 first.

Section 3 — No EFF Money for Alcohol or Drugs

No EFF or chapter funds may be spent on alcohol, tobacco, vaping products, or drugs. Events are registered with the institution wherever its rules require.

ARTICLE LII

Fair Governance and Records

Section 1 — Complaints about the Executive Director

A complaint about the Executive Director is made to the Chair of the National Board of Directors, or to any other Board member, and is decided by the Board without the Executive Director taking part.

Section 2 — Accommodations

Any member may ask National or their chapter for a reasonable accommodation for a disability in events, training, deadlines, or participation. Accommodations are provided where reasonable, and asking for one never counts against anyone.

Section 3 — Written Notice and Electronic Signatures

A notice sent through MyEFF or to the email address a person keeps on file with EFF is written notice under these Bylaws. Typed names, drawn signatures, initials, and agreements made in MyEFF are binding signatures.

Section 4 — Membership after Graduation

National dues are paid once for life. A member who graduates or leaves their institution becomes an Alumni Member: they may stay connected, attend, mentor, and give, but do not vote in chapter business or hold a collegiate office. National may establish an alumni program with its own standards.

Section 5 — Political Campaigns

As a 501(c)(3) organization, Esther Funds Foundation does not take part in any political campaign for or against a candidate for public office. Nonpartisan voter education and registration are permitted with National's approval.

ARTICLE LIII

Measuring Our Impact

Section 1 — Who We Count

Toward its vision of seven million (7,000,000) students, EFF counts each student once who has been served by EFF — as a member, a REACH or My REACH user, a workshop participant, a scholarship or program applicant, or a student EFF helped directly — and who receives or needs the Federal Pell Grant, is a first-generation college student, or is a member of a racial or ethnic minority.

Section 2 — How We Track

EFF tracks this through MyEFF membership and REACH. Students are asked, privately and optionally, whether they receive or need the Pell Grant, whether they are first-generation, and how they describe their background; anyone may decline to answer. Each student is counted once.

Section 3 — Privacy of These Answers

These answers are confidential. They are reported only as totals, never shown by name to chapters or the public, never sold, and never used to decide membership, office, or discipline. A scholarship may consider them only where its published criteria say so (Article XLII).

Section 4 — Reporting

National reports progress toward the vision to the National Board of Directors at least once a year.

ARTICLE LIV

Amendments

Section 1 — Authority to Amend

These Bylaws may be amended only with the approval of a majority of the seated members of the National Board of Directors, including the Executive Director, recorded by vote at a meeting or by electronic signature in MyEFF, and with the approval of the sole member (Article LV, Section 1). The protected articles listed in Article LV, Section 2 also require the Founder's written consent while she is living. No chapter, ambassador, volunteer, or external party shall modify, revise, duplicate, or omit any portion of this document. Only an amendment approved under this Section changes it. Any unauthorized alteration or use shall be considered null, invalid, and subject to disciplinary or legal action.

Section 2 — Amendment Process

Proposed amendments must be submitted in writing to the National Office for review. The Executive Director and National Board shall review all proposed amendments within thirty (30) days of submission. Amendments may be opened for comment by members and the community before the Board decides.

Sixty days' notice. The text of any proposed change to these Bylaws is sent to the National Board and to

every chapter at least sixty (60) days before it is voted on or adopted. The only exception is an absolute emergency: a legal requirement, a risk to a person's safety, or a risk to EFF's exemption under Section 501(c)(3) of the Internal Revenue Code. In an absolute emergency, notice is given as soon as possible, and the change follows the emergency rules in Section 3 of this Article.

Approved amendments shall be documented, dated, and distributed to all active chapters and national team members, published on the official EFF website, and take effect on the date stated in the amendment record. Chapters then have sixty (60) days to comply (Article XLI).

Section 3 — Laws Review Every Three Years

These National Bylaws are reviewed section by section every three (3) years, in October, at EFF's Laws Review hosted by the National Office, so that they stay in line with how EFF operates and with state and federal law. Changes adopted at a Laws Review are for the following year's Bylaws. The next official Laws Review is in October 2030, and a Laws Review is held every three (3) years after that.

Bylaws and policies. These Bylaws hold EFF's foundation: its mission, membership, the National Board, officers, voting and amendments. Operating rules may be set in written policies approved by the National Board, which the Board may change without amending these Bylaws. A policy may not conflict with these Bylaws and may not change a protected article (Article LV, Section 2).

Chapter bylaws every year. Each chapter reviews its own bylaws once a year and sends them to the National Office with its annual renewal (Article IX, Section 8). The National Office approves every chapter's bylaws every year, whether or not they changed.

Between Laws Reviews. Until the next official Laws Review, these Bylaws are reviewed and changed only in an emergency review. Changes to EFF's programs follow the program review cycle and the emergency rule in Article LVII, Sections 2 and 3.

When the Bylaws may be reviewed before the next Laws Review. An emergency review of these Bylaws may be held before the next Laws Review only when one of the following occurs:

1. **New legal or regulatory requirements.** Federal law, the rules or guidance of the Internal Revenue Service, Florida law, including the Florida Not For Profit Corporation Act, Chapter 617, Florida Statutes, or local law changes and conflicts with these Bylaws, or a change is needed to keep EFF's exemption under Section 501(c)(3) of the Internal Revenue Code.
2. **Major operational shifts.** EFF experiences significant growth, a change in its mission or purpose, or a change in the structure of its programs.
3. **Governance or leadership changes.** The structure of the National Board, the duties of a committee or a leadership role changes, or virtual or hybrid meetings need to be formally authorized.
4. **Voting or quorum issues.** Quorum or voting requirements consistently prevent the National Board from reaching a decision.
5. **Conflict-of-interest gaps.** Recurring disputes or risk exposures reveal gaps in oversight or in conflict-of-interest procedures.

How an emergency review is decided. An emergency review is proposed in writing, stating which of

these circumstances applies and its documented basis, and is sent to every seated director. Its text is sent to the National Board and every chapter with the sixty (60) days' notice Section 2 of this Article requires, except in an absolute emergency. A change is adopted only with the approvals Section 1 of this Article requires, of the National Board and the sole member, and, for a protected article, the Founder's written consent, and is made in accordance with these Bylaws and Section 617.1020, Florida Statutes. The National Board decides at a meeting or by electronic vote (Section 5). When waiting would put a person's safety, EFF's legal standing or its tax exemption at immediate risk, the Executive Director may put a change in effect at once. She tells the National Board in writing within forty-eight (48) hours, and the change ends unless it is approved under Section 1 of this Article within fourteen (14) days or at the National Board's next meeting, whichever comes first.

IRS reporting. Any significant change to these Bylaws or the Articles of Incorporation is reported to the Internal Revenue Service on the Foundation's next annual information return (Form 990, Part VI, Line 4, with the changes described on Schedule O), or as the Internal Revenue Service otherwise requires for the return EFF files.

Every proposed change, at a Laws Review or in an emergency review, must be based on something documented: feedback from members, chapters, officers or partners, data, a legal requirement, or a problem that has been recorded. The proposal states that basis in writing. A change is not made on feeling alone. Article LVII, Section 1 applies the same rule to every program and policy decision.

Section 4 — Annual Bylaws Training

Every national leader and every chapter officer completes Bylaws training once each academic year.

Directors. Every fall, before the National Board's first meeting of the academic year, each director reviews these Bylaws with the National Office. A new director completes the review when seated and before voting for the first time. The review covers what changed since the last one, how the Board votes, and the protected articles.

National staff and the National Team. Every member of national staff, the National Team, every Regional Director, every National Program Lead and every member of the Men of EFF National Team completes the Bylaws course in EFFective Learning by August 31 each year, or within thirty (30) days of starting in a role.

Chapter officers. Every chapter officer completes the Bylaws portion of Such a Time each year (Article XIII, Section 2) and reviews the chapter's own bylaws with the executive board each fall.

Section 5 — Meetings by Video and Electronic Votes

Meetings by video. The National Board may meet by video or telephone. A director who takes part that way is present for the meeting and counts toward a majority.

Electronic votes between meetings. The National Board may act without a meeting by an electronic vote in MyEFF. The vote is sent to every seated director at the same time and states the motion, the reason for it and a deadline at least seventy-two (72) hours away. The motion passes when a majority of the seated directors, including the Executive Director, vote for it before the deadline. Any director may ask, before

the deadline, for the matter to be discussed at a meeting first, and it then goes to the next meeting. An electronic vote under this Section has the same effect as a vote at a meeting. Each electronic vote, with how each director voted, is recorded in the minutes of the next meeting.

Matters that the law requires to be decided at a meeting are not decided by electronic vote.

Section 6 — Supremacy

This document — the 2027–2030 Bylaws of Esther Funds Foundation — serves as the highest governing authority for the Esther Funds Foundation. In the event of any conflict between these Bylaws and any chapter-level bylaw, policy, or practice, these National Bylaws shall govern. Esther Funds Foundation holds the right to enforce, protect, and preserve the integrity of this document.

ARTICLE LV

Governance of the National Board and National Staff

This Article sets how Esther Funds Foundation is governed at the national level: its sole member, the articles that are protected, the Founder's seat, the National Board and its seats, the monthly Board report, the job of every national staff member and National Team role and to whom each reports, the Advisory Councils, the strike system for directors, how staff are paid, the program freeze, the yearly evaluation of the Executive Director, the Board Code of Ethics and the Standing Governance Committee.

Section 1 — The Sole Member

Esther Funds Foundation has one member: Shayna Vincent, its Founder. As sole member she alone may:

1. elect and remove directors,
2. approve any amendment to these Bylaws or to the Articles of Incorporation, and
3. approve any merger, dissolution, sale of all or most of EFF's assets, or change to EFF's mission.

These powers belong to the sole member and not to the National Board. The Articles of Incorporation filed with the State of Florida shall say the same. When Shayna Vincent can no longer serve as sole member, her membership passes to the person or trust she names in a signed writing kept with the National Board Secretary. If she has named no one, the powers of the sole member pass to the National Board of Directors.

Section 2 — Protected Articles

While the Founder is living, none of the following may be changed, removed or suspended without her written consent:

- Article II, Mission & Purpose, and the founding verse, Esther 4:14, wherever these Bylaws state it
- Article III, the Statement of Faith
- Article V, the Role of the Executive Director
- every Article naming EFF's programs, houses and affiliates, including Pretty Girls Who Serve, Black

Girls Read and Rise and Men of EFF

- Article LIV, Amendments
- this Article LV

Section 3 — The Founder's Seat

The Founder holds a permanent, voting seat on the National Board of Directors, titled Founder & Executive Director. The seat is not up for election and has no term.

The Founder may be removed from the National Board only for cause, meaning:

1. she commits fraud or a crime involving EFF, or
2. a physician confirms in writing that she is unable to serve.

Removal requires a written finding of the cause and a unanimous vote of every other voting director. She is told in writing, may answer, and may be represented. Article V, Section 3 continues to govern the role of Executive Director.

Section 4 — What the National Board Is For

The National Board protects EFF. It:

1. protects EFF's money, approves the yearly budget and reviews the money report at every meeting,
2. reviews and approves the pay of every staff member each year, including the Executive Director, using pay data from similar organizations. No one votes on, or takes part in the discussion of, their own pay,
3. keeps EFF legal: its filings, the yearly Form 990, insurance and policies, and
4. opens doors through giving and partnerships. Each director gives or helps raise support each year, in an amount they choose.

The National Board does not run EFF's programs, chapters, MyEFF, staff or brand. The Executive Director does.

Meetings. The National Board meets once a month, online, on one Saturday at 9:00 AM Eastern. Board service takes one to two hours a month. A director's first meeting covers these Bylaws, the strike system and how the monthly meetings run.

Terms. A director serves a two-year term beginning August 1 and may apply again. The Student Advisory Council Chair serves a one-year term. Directors are volunteers and are not paid for Board service.

Section 5 — Who May Serve

Every director:

- applies through EFF's leadership application and interviews with the Executive Director,
- signs EFF's Statement of Faith for directors before being seated, and again each year,
- signs a conflict-of-interest statement each year,

- keeps Board business and student information confidential, and
- checks email and MyEFF and answers EFF within forty-eight (48) hours.

Most voting directors are people who are not paid by EFF and are not related to anyone who is.

Section 6 — The Seats of the National Board

The National Board has six voting seats and one non-voting seat.

Founder & Executive Director. Described in Section 3 and Section 8.

Board Chair. Runs the monthly meeting and sets the agenda with the Executive Director. Leads the yearly review of all staff pay. Signs the minutes. Must have nonprofit experience and hold a college degree, and may not be a current college student.

National Treasurer. Protects the money. Reviews the money report at every meeting and leads the yearly budget. Keeps EFF in good standing with the IRS by working with the CPA on the yearly Form 990. Makes sure gifts and grants are spent the way the giver intended. Makes sure every chapter reports its money each semester, so it is counted in EFF's Form 990 (chapters have no EIN of their own and file no 990). Must have nonprofit experience and hold a college degree, and may not be a current college student.

National Board Secretary. Keeps EFF legal and on record. Takes the minutes and keeps the National Board's records. Keeps the filings calendar: the Florida annual report, the Form 990 deadline and charitable solicitation renewals. Collects each director's yearly conflict-of-interest statement and Statement of Faith. Records directors' strikes (Section 11). May be a current college student.

Director at Large, Partnerships & Giving. Opens doors. Leads the National Board's giving and fundraising: introductions, sponsors, partners and grants. May not be a current college student.

Student Advisory Council Chair. The students' voice on the National Board, with a vote. Leads the Student Advisory Council and gives the student report at every meeting, so the National Board hears from students before it decides anything that affects them. Must be a current college student, eighteen (18) or older.

Staff seat (non-voting). Held by the Director of Chapter Engagement and Success, who is paid staff. Attends every meeting and gives the chapters report, but does not vote.

Section 7 — The Monthly Board Report

Before every meeting the Executive Director sends the National Board one report with seven parts:

1. The Executive Director's report.
2. Progress on the year's focus goals.
3. Money: what came in, what went out and what is in the bank.
4. Chapters and members.
5. Legal and safety.

6. Fundraising and grants.
7. Board business: votes, filings and anything a director has asked for.

The Student Advisory Council Chair and the staff seat each give a short report at the meeting.

Section 8 — Paid Staff: Job Descriptions and Reporting

Executive Director. Over all of EFF's work: vision and direction, programs, chapters, MyEFF, staff and volunteers, the brand, partnerships and fundraising, and the Royal Court (Section 12). Reports to the National Board through the monthly Board report (Section 7), and holds the powers of the sole member (Section 1). Reports on the seven parts of the Board report. The Director of Chapter Engagement and Success and every National Team role except the Regional Directors report to the Executive Director. Paid by commission under a signed pay agreement (Article XXIII, Section 9), reviewed by the National Board each year.

Director of Chapter Engagement and Success (the Chapter Director). Over every chapter's health and good standing: onboarding new boards, supporting chapter leaders and leading the Regional Directors. Reports to the Executive Director each week. Reports on chapters in good standing, chapters that need help, new and forming chapters, and what the Regional Directors reported. The Regional Directors report to the Chapter Director each week. Paid by commission under a signed pay agreement, and holds the non-voting staff seat on the National Board.

Section 9 — The National Team: Job Descriptions and Reporting

National Team roles are volunteer roles, serve one-year terms from August 1 to July 31, and follow EFF's accountability system (Article XII and the National Leadership Agreement, Article XLVI).

Regional Director. Keeps track of the health of each chapter the Director of Chapter Engagement and Success assigns in writing, builds a working relationship with each assigned chapter's Advisor, President and executive board, gives each assigned chapter support every month, and completes only the tasks the Chapter Director assigns in writing. Reports to the Director of Chapter Engagement and Success. The full definition is Article LVI, Section 6.

National Director of Leadership Development. Over training for chapter leaders: one two-hour training each month, and complete, accurate training records in MyEFF for every required officer. Reports to the Executive Director on trainings held and on which officers are and are not trained.

Campus Ministry Manager. Over EFF's chapter chaplains: a monthly meeting with all of them and a relationship with each. Reports to the Executive Director each month on what the chaplains shared and what they need help with.

EFF Relationships Chair. Over EFF's outside relationships: finding partners and keeping a current list of every partner and relationship in progress. Reports to the Executive Director on new and growing partnerships.

Event Planning Chair. Over planning EFF's national conference from start to finish. Reports to the Executive Director on conference plans, budget and ticket sales. May be paid a commission on ticket

sales, set with the Executive Director, only once the National Board approves this paid role in writing (Article XXIII, Section 9).

Chain of command. The sole member and Executive Director, then the National Board of Directors, then the Director of Chapter Engagement and Success and the National Team, who report to the Executive Director, then the Regional Directors, who report to the Director of Chapter Engagement and Success, then each Chapter Advisor, Chapter President, Chapter Executive Board and General Body Members.

The Executive Director may add, change or end National Team roles. Each role is given a complete written definition under Article LVI, Section 2, and the full definitions of the roles above are in Article LVI.

Section 10 — The Advisory Council and the Student Advisory Council

The Advisory Council. The Executive Director may invite pastors, professors, alumni, partners and others to the Advisory Council. It gives advice and connections. It has no vote, holds no office and cannot bind EFF.

The Student Advisory Council. The Student Advisory Council brings students' voices to the National Board. It is led by the Student Advisory Council Chair, who sits on the National Board with a vote. Its members give advice and have no vote of their own.

Section 11 — The Strike System for Directors

Directors are held to the highest standard. A director earns a strike for:

1. missing a Board meeting without telling the National Board Secretary or the Executive Director before it begins,
2. not answering EFF within forty-eight (48) hours, or
3. missing a deadline the National Board set.

A director also earns a strike for breaking the National Leadership Code of Conduct (Article LVI, Section 13). Serious misconduct, as Article LVI, Section 16 describes it, goes directly to a removal review. No strike is given for an emergency, an illness or a family crisis.

The National Board Secretary records each strike. When the Secretary is the director concerned, the Executive Director records it. The director is told in writing when a strike is given and why, and may give their side.

- **Strike 1** is an official warning.
- **Strike 2** is probation.
- **Strike 3** opens a removal review. The sole member decides the review after reading the director's side.

Before a director is removed after a removal review, the director receives written charges, time to respond, a hearing and a written decision, as Article LVI, Section 16 provides.

Strikes clear each August 1. A director may appeal under Article XXXIV. The Founder's seat is governed

by Section 3, not this Section.

Section 12 — Payroll

1. **Where pay comes from.** Staff are paid only from unrestricted funds. Money given or raised for a stated purpose, including scholarships, emergency grants and named funds, is spent only on that purpose and never on pay.
2. **A written agreement first.** Every paid role has a signed pay agreement before any pay begins. It states the title, how pay is figured, the pay period and the payday. Pay is processed and taxes handled as EFF's CPA directs.
3. **The National Board reviews all staff pay.** Each year the National Board reviews and approves the pay of every staff member, including the Executive Director, using pay data from similar organizations. A person never votes on, or takes part in the discussion of, their own pay.
4. **Commission.** Commission is paid only on money EFF has actually received, after refunds and chargebacks. It is never paid on money restricted to a stated purpose.
5. **Royal Court Program Director.** The Executive Director holds the title Royal Court Program Director and runs the Royal Court in full. Forty percent (40%) of the money the Royal Court raises each season, after refunds and chargebacks, supports EFF's administrative operations.
6. **Each season's split is public.** Before each Royal Court season opens, EFF announces what share of votes and gifts goes to scholarships and what share supports operations, and keeps to it. Until the National Board approves another split, sixty percent (60%) goes to scholarships and forty percent (40%) supports operations.

Section 13 — Program Freeze

Esther Funds Foundation is on a program freeze until October 2030. During the freeze EFF adds no new programs. It strengthens the programs it already has.

A program freeze cannot be changed, lifted or shortened while it is in effect. Program freezes are reviewed every four (4) years, in October. The first review is in October 2030.

Section 14 — Paid Staff on the Board and Compensation Decisions

Paid staff on the Board. A staff member who is paid by the Foundation, other than the Executive Director, may sit on the National Board but may not vote.

The Executive Director's own pay. The Executive Director does not vote on, and is not present for the deliberation and vote on, her own pay or any other matter in which she has a financial interest.

How pay is approved. The pay of the Executive Director and of every paid staff member is approved only by voting directors who have no conflict of interest in it, using pay data from comparable organizations, and the decision and its basis are recorded in the minutes at the time the decision is made. This is consistent with Internal Revenue Code Section 4958 and the rebuttable presumption of reasonableness in Treasury Regulations Section 53.4958-6 (approval by an authorized body with no conflict of interest, reliance on comparability data, and contemporaneous documentation), the

conflict-of-interest guidance in the IRS Instructions for Form 1023, and the governance questions on IRS Form 990, Part VI (independent voting members and the process for setting compensation).

Until independent directors are seated. Until at least two (2) voting directors without a conflict of interest are seated, the Executive Director's pay terms stay as already set in her signed pay agreement and are not increased.

This Section works with Section 12 of this Article and Article XXIII, Section 9: the National Board approves all staff pay, and the Executive Director does not decide her own pay.

Section 15 — Yearly Evaluation of the Executive Director

Once at least two (2) independent voting directors are seated, those directors evaluate the Executive Director every year, in writing, against goals agreed with her at the start of the year. An independent voting director is one who is not paid by EFF, is not related to anyone who is, and has no conflict of interest in the matter (Section 5 and Section 14 of this Article).

The written evaluation is shared with the Executive Director, who may add a written response that is kept with it. The independent directors consider the evaluation together with any decision on the Executive Director's pay under Section 14 of this Article.

Until at least two (2) independent voting directors are seated, no evaluation is required.

Section 16 — Board Code of Ethics

Every director keeps this Board Code of Ethics. It is separate from, and in addition to, the National Leadership Code of Conduct (Article LVI, Section 13), which also applies to directors.

1. **Duty of care.** A director prepares for each meeting, reads the monthly Board report and other materials before it, asks questions, and decides with the care a reasonable person would use in the same position.
2. **Duty of loyalty.** A director acts in the best interest of EFF and the students it serves, and never for their own benefit or the benefit of anyone close to them.
3. **Duty of obedience.** A director keeps EFF faithful to its mission and Statement of Faith (Articles II and III), these Bylaws, its Articles of Incorporation and the law.
4. **Financial oversight.** The National Board reviews the financial reports at each meeting, approves the annual budget, and reviews EFF's annual information return to the Internal Revenue Service (Form 990) before it is filed.
5. **Independence.** A director discloses in writing every relationship with EFF, its staff, vendors and partners that could affect their judgment. Once voting directors are seated, a majority of them are independent, as Section 5 of this Article provides.
6. **Conflicts of interest.** Each year a director completes a written conflict-of-interest disclosure. A director with a conflict in a matter discloses it, steps out of the discussion and the vote, and the minutes record it (Article XXIV and Section 14 of this Article).
7. **Confidentiality.** A director keeps Board business, personnel matters and student information

confidential (Article XXXV).

8. **No personal benefit.** A director receives no personal benefit from Board service and does not accept a payment, gift or favor worth more than fifty dollars ($50.00) from a chapter, member, vendor or partner (Article LVI, Section 13).
9. **One voice.** A director may disagree in a meeting. Once the National Board decides, every director supports and represents the decision, and raises any further concern only through the proper channel (Article LVI, Section 14).
10. **Attendance.** A director attends every Board meeting and takes part, and tells the National Board Secretary or the Executive Director before a meeting they cannot attend (Section 11 of this Article).

Signing each year. Each director signs this Board Code of Ethics before being seated and again each year, together with the Statement of Faith for directors and the conflict-of-interest statement (Section 5 of this Article) and the National Leadership Code of Conduct (Article LVI, Section 18). A breach of this Code is handled under Section 11 of this Article.

Section 17 — Standing Governance Committee

Once voting directors are seated, the National Board establishes a standing Governance Committee of directors. It is expected to be formed in 2027. Throughout the year the Governance Committee:

1. reviews the Articles of Incorporation, these Bylaws, National policies and chapter bylaws,
2. gathers requests for review and feedback about them, including feedback recorded in the EFF survey (Article LVII, Section 4),
3. checks chapter bylaws for consistency with these Bylaws, and
4. recommends changes to the National Board in writing.

The Governance Committee does not change these Bylaws itself and does not move the Laws Review (Article LIV, Section 3). Its recommendations follow Article LIV. Until it is formed, the Executive Director carries out these duties.

ARTICLE LVI

National Leadership Roles, Conduct and Boundaries

This Article sets what every national body and national role does and does not do, the National Leadership Code of Conduct, the proper channel for concerns, boundaries, accountability for the National Team and national staff, and the quarterly role review. It applies to the National Board, national staff, the National Team, Regional Directors, National Program Leads and the Men of EFF National Team.

Section 1 — Purpose and Who It Covers

EFF's students are served best when every national leader knows exactly what their role is and stays inside it. This Article covers every member of the National Board of Directors, every member of national staff, every member of the National Team, every Regional Director, every National Program Lead and

every member of the Men of EFF National Team (together, "national leaders").

Pretty Girls Who Serve and Black Girls Read and Rise are affiliates with their own governance and are not covered by this Article, except as the affiliate terms in these Bylaws provide.

Section 2 — How Every Role Is Defined

Every national role has a written definition with the same ten parts:

1. **Purpose,** in one sentence.
2. **Reports to and tasked by,** naming the one person the role answers to. Only that person gives the role tasks.
3. **Assigned scope,** naming exactly which chapters, programs or people the role covers, and who assigns them in writing.
4. **Duties,** a complete numbered list, with how often and what is delivered.
5. **Authority,** a short and closed list of the decisions the role may make.
6. **Does not and may not,** a list of what the role may never do.
7. **Communication,** the channels, response times and hours the role keeps.
8. **Hand-off and escalation,** where everything else goes.
9. **Training and agreements** the role completes before serving and each year.
10. **Term, review and removal.**

The definitions in Sections 3 to 12 are the definitions for the roles named there. When the Executive Director adds or changes a National Team role (Article LV, Section 9), the new definition uses these ten parts, is given to the person in writing before they serve, and is kept in MyEFF.

Nothing outside the written definition. Any duty or authority not written in a role's definition belongs to the person that role reports to. No national leader acts outside the written definition of their role.

Section 3 — The National Board of Directors

Purpose. The National Board protects EFF's money, legal standing and mission, as Article LV, Section 4 sets out.

Reports to and tasked by. The National Board answers to the sole member (Article LV, Section 1). It is led at meetings by the Board Chair. It gives no tasks to staff, the National Team or chapters. It asks for information through the Executive Director.

Assigned scope. The whole organization, at the level of governance only. Each seat's job is set in Article LV, Section 6.

Duties.

1. Meet once a month (Article LV, Section 4) and read the monthly Board report before each meeting (Article LV, Section 7).
2. Approve the yearly budget and review the money report at every meeting.

3. Review and approve the pay of every staff member once a year (Article LV, Section 12).
4. Keep EFF's filings, Form 990, insurance and policies current, through the National Treasurer and National Board Secretary.
5. Vote on proposed amendments (Article LIV), on major program changes, and on emergency program changes between program reviews (Article LVII, Section 3).
6. Hear complaints about the Executive Director (Article LII, Section 1).
7. Give or help raise support each year, in an amount each director chooses.

Authority.

1. Act only by a vote of the Board at a meeting or by electronic vote (Article LIV, Section 5).
2. Approve or decline the budget, staff pay, Board policies and amendments.
3. Approve or decline a major program change, and an emergency program change between reviews (Article LVII, Section 3).

Does not and may not. The National Board, and each director, may not:

- run EFF's programs, chapters, MyEFF, staff, volunteers or brand (Article LV, Section 4)
- give tasks, directions or deadlines to staff, the National Team, chapters, officers or members
- act through one director alone. A director has no authority alone, only the Board voting together
- contact a chapter or member to direct, correct or question their chapter business
- speak for EFF to the press or the public, unless the Executive Director authorizes it in writing
- see student records, except totals in the Board report or what a vote requires
- change a protected article without the Founder's written consent (Article LV, Section 2)

Communication. Board business goes through the Executive Director, the Board Chair or the National Board Secretary, by MyEFF or official EFF email. Directors answer EFF within forty-eight (48) hours (Article LV, Section 5).

Hand-off and escalation. A director's concern about a program, chapter or person goes to the Executive Director, or to the Board Chair when it is about the Executive Director, and is recorded in the EFF survey (Article LVII, Section 4). It is never raised with chapters or members.

Training and agreements. The Statement of Faith for directors and the conflict-of-interest statement each year (Article LV, Section 5), the annual Bylaws training (Article LIV, Section 4) and the National Leadership Code of Conduct (Section 13).

Term, review and removal. Two-year terms (Article LV, Section 4). Strikes and removal under Article LV, Section 11. Directors are not reviewed under the quarterly role review (Section 17).

Section 4 — The Executive Director

Purpose. The Executive Director leads all of EFF and speaks and decides for the whole organization (Article V).

Reports to and tasked by. The National Board, through the monthly Board report (Article LV, Sections

7 and 8). The Executive Director holds the powers of the sole member (Article LV, Section 1).

Assigned scope. All of EFF: vision, programs, chapters, MyEFF, staff and volunteers, brand, partnerships, fundraising and the Royal Court (Article LV, Section 8).

Duties.

1. Send the monthly Board report before every Board meeting (Article LV, Section 7).
2. Give every national staff and National Team role a written definition under this Article, and keep it current.
3. Hold the quarterly role review for every staff member and National Team member (Section 17).
4. Publish the Program Review Schedule and lead each program review (Article LVII, Section 2).
5. Decide for the whole organization on documented data (Article LVII, Section 1).

Authority.

1. Everything Article V gives the Executive Director. Nothing in this Article narrows Article V.
2. Delegate a decision to a role in writing, and take it back.
3. Put an emergency program change in effect at once in an absolute emergency (Article LVII, Section 3).

Does not and may not. The Executive Director may not:

- vote on, or take part in the discussion of, her own pay (Article LV, Section 12)
- decide a complaint about herself (Article LII, Section 1)
- make a decision that rests on personal feeling or personal dislike of anyone rather than documented data (Article LVII, Section 1)

Communication. Through MyEFF, official EFF email and the National Office's published channels.

Hand-off and escalation. Matters that need the Board, such as the budget, pay, amendments and emergency program changes, go to the Board.

Training and agreements. The annual Bylaws training and the National Leadership Code of Conduct, like every national leader.

Term, review and removal. Article V, Section 3 and Article LV, Section 3. Evaluated each year under Article LV, Section 15.

Section 5 — The Director of Chapter Engagement and Success

Purpose. The Chapter Director keeps every chapter healthy and in good standing and leads the Regional Directors.

Reports to and tasked by. The Executive Director, and only the Executive Director, who alone gives the Chapter Director tasks.

Assigned scope. Every EFF collegiate chapter, and the Regional Directors. The Executive Director may limit or add to this scope in writing.

Duties.

1. Report to the Executive Director once a week: chapters in good standing, chapters that need help, new and forming chapters, and what the Regional Directors reported (Article LV, Section 8).
2. Onboard each new executive board and support chapter leaders through MyEFF.
3. Assign each Regional Director their chapters in writing, and change the assignment in writing.
4. Give the Regional Directors their tasks in writing in MyEFF, with a due date.
5. Read each Regional Director's monthly health report within five (5) business days and send concerns to the Executive Director.
6. Record strikes for Regional Directors (Section 16) and give input to their quarterly reviews (Section 17).
7. Give the chapters report at every Board meeting from the non-voting staff seat (Article LV, Section 6).

Authority.

1. Carry out decisions of the National Office for chapters, and decide the chapter matters the Executive Director has delegated to the role in writing.
2. Assign and task the Regional Directors.
3. Send chapters directives and deadlines on behalf of the National Office, within policy.

Does not and may not. The Director of Chapter Engagement and Success (the Chapter Director) may not:

- set or change policy or programs
- remove an officer, place a chapter on probation, change a chapter's status or deactivate a chapter, unless the Executive Director has delegated that decision in writing
- grant an exception to these Bylaws
- collect, hold, spend or move money in EFF's name, except as a written delegation allows
- speak for EFF to the press without written approval

Communication. Through MyEFF and official EFF email. Answers chapters within two (2) business days. Contacts students between 8:00 AM and 9:00 PM in the student's time zone, except in an emergency.

Hand-off and escalation. Anything outside this definition, and any matter of safety, money, law or conduct, goes to the Executive Director within forty-eight (48) hours.

Training and agreements. The annual Bylaws training, the National Leadership Agreement (Article XLVI), the National Leadership Code of Conduct and a signed pay agreement (Article LV, Section 12).

Term, review and removal. Paid staff under a signed pay agreement. Quarterly role review (Section 17), strikes and removal under Section 16, pay reviewed by the National Board each year.

Section 6 — The Regional Director

Purpose. A Regional Director keeps track of the health of each assigned chapter, builds relationships with its Advisor, President and executive board, and gives each assigned chapter support every month.

Reports to and tasked by. The Director of Chapter Engagement and Success, and only the Chapter Director. A Regional Director takes tasks only from the Chapter Director, in writing.

Assigned scope. Only the chapters the Chapter Director assigns in writing in MyEFF. A chapter not on that list is outside the Regional Director's scope.

Duties.

1. Hold one check-in each month with each assigned chapter's President and Advisor (together or separately), by video, phone or in person.
2. Log each check-in in MyEFF within two (2) business days: who attended, how the chapter is doing, what it needs.
3. Send the Chapter Director a monthly health report on every assigned chapter by the fifth (5th) day of the next month: good standing progress, officer training, check-ins held, concerns.
4. Report to the Chapter Director once a week, in MyEFF, on anything new.
5. Build a working relationship with each assigned chapter's Advisor, President and executive board, and introduce themselves to each new board within thirty (30) days of being assigned.
6. Pass along to assigned chapters only information and resources the National Office has published or the Chapter Director has given in writing.
7. Tell the Chapter Director within forty-eight (48) hours of any concern about safety, money, conduct, law or a chapter at risk of losing good standing.
8. Attend an assigned chapter's event only when the chapter invites them.
9. Complete only the tasks the Chapter Director assigns in writing, by their due dates.

Authority.

1. Choose the day and time of each monthly check-in with the chapter.
2. Decide what to write in their own logs and reports.
3. Share National Office resources with assigned chapters.

Does not and may not. The Regional Director may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set

- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- give a chapter directions, tasks or deadlines of their own
- contact a chapter outside their assignment
- contact general body members about chapter business around the executive board
- decide or mediate a chapter conflict, unless the Chapter Director tasks them in writing to be present
- hold or ask for a chapter's account, logins or passwords

Communication. Through MyEFF and official EFF email, or a group or call the Chapter Director has approved. Answers an assigned chapter within forty-eight (48) hours. Contacts students only between 8:00 AM and 9:00 PM in the student's time zone, except in an emergency. Never uses personal social media messages for EFF business.

Hand-off and escalation. Every question, request or decision that is not written here goes to the Chapter Director. A Regional Director never decides it alone and never tells a chapter what the answer will be.

Training and agreements. The annual Bylaws training (Article LIV, Section 4), Such a Time, the National Leadership Agreement (Article XLVI) and the National Leadership Code of Conduct (Section 13).

Term, review and removal. A volunteer role with a one-year term, August 1 to July 31 (Article LV, Section 9). Quarterly role review (Section 17) with the Chapter Director's input. Strikes and removal under Section 16.

Section 7 — The National Director of Leadership Development

Purpose. The National Director of Leadership Development runs training for chapter leaders and keeps training records accurate.

Reports to and tasked by. The Executive Director, and only the Executive Director.

Assigned scope. The trainings the Executive Director assigns in writing, and training records in EFFective Learning.

Duties.

1. Hold one two-hour training for chapter leaders each month, on the topic and date approved by the Executive Director (Article LV, Section 9).
2. Record attendance in MyEFF within two (2) business days of each training.
3. Send the Executive Director a monthly report by the fifth (5th) day of the next month: trainings held, attendance, and which required officers are and are not trained.
4. Use only training content the Executive Director has approved.

Authority.

1. Choose examples and activities inside an approved training.
2. Schedule a training within the dates the Executive Director approved.

Does not and may not. The National Director of Leadership Development may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- mark anyone trained or grant a training exemption (Article XIII, Section 6)
- change a required course or certification

Communication. Through MyEFF and official EFF email. Answers within forty-eight (48) hours.

Hand-off and escalation. Anything not written here goes to the Executive Director.

Training and agreements. The annual Bylaws training, Such a Time, the National Leadership Agreement and the National Leadership Code of Conduct.

Term, review and removal. A volunteer role with a one-year term (Article LV, Section 9). Quarterly role review. Strikes and removal under Section 16.

Section 8 — The Campus Ministry Manager

Purpose. The Campus Ministry Manager supports every chapter's Director of Ministry (Chaplain).

Reports to and tasked by. The Executive Director, and only the Executive Director.

Assigned scope. The chapters' Directors of Ministry (Chaplains), as listed in MyEFF.

Duties.

1. Hold one meeting each month with all of the chapters' Chaplains (Article LV, Section 9).
2. Build a relationship with each Chaplain.
3. Send the Executive Director a monthly report by the fifth (5th) day of the next month: what the Chaplains shared and what they need.

4. Tell the Executive Director within twenty-four (24) hours of any concern for a student's safety, and share the 988 Suicide and Crisis Lifeline where a student needs support.

Authority.

1. Choose the devotional, prayer and agenda of the monthly Chaplains meeting, in line with the Statement of Faith and the national Bible study.

Does not and may not. The Campus Ministry Manager may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- change the national Bible study or the Chaplain certification
- provide counseling or promise confidentiality the law does not allow
- read care requests other than those routed to them under Article XLVIII

Communication. Through MyEFF and official EFF email. Answers a Chaplain within forty-eight (48) hours.

Hand-off and escalation. Anything not written here goes to the Executive Director. Any matter of safety goes to the Executive Director at once.

Training and agreements. The annual Bylaws training, the Director of Ministry (Chaplain) Certification, the National Leadership Agreement and the National Leadership Code of Conduct.

Term, review and removal. A volunteer role with a one-year term (Article LV, Section 9). Quarterly role review. Strikes and removal under Section 16.

Section 9 — The EFF Relationships Chair

Purpose. The EFF Relationships Chair finds possible partners and keeps EFF's list of partners and relationships current.

Reports to and tasked by. The Executive Director, and only the Executive Director.

Assigned scope. Possible and current partners on the list the Executive Director approves.

Duties.

1. Keep a current list in MyEFF of every partner and every relationship in progress.
2. Research and introduce possible partners to the Executive Director.
3. Send the Executive Director a monthly report by the fifth (5th) day of the next month on new and growing partnerships.

Authority.

1. Choose which possible partners to research and bring to the Executive Director.

Does not and may not. The EFF Relationships Chair may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- offer a partner anything on EFF's behalf, including its name, logo, members, data or events

Communication. Through official EFF email. Outreach to a possible partner uses wording the Executive Director has approved.

Hand-off and escalation. Every offer, request or term from a partner goes to the Executive Director.

Training and agreements. The annual Bylaws training, the National Leadership Agreement and the National Leadership Code of Conduct.

Term, review and removal. A volunteer role with a one-year term (Article LV, Section 9). Quarterly role review. Strikes and removal under Section 16.

Section 10 — The Event Planning Chair

Purpose. The Event Planning Chair plans EFF's national conference from start to finish under the plan and budget the Executive Director approves.

Reports to and tasked by. The Executive Director, and only the Executive Director.

Assigned scope. The national conference the Executive Director assigns in writing.

Duties.

1. Prepare the conference plan, timeline and budget for the Executive Director's approval.
2. Carry out the approved plan and keep its timeline.
3. Send the Executive Director a report every two (2) weeks on plans, budget and ticket sales.

Authority.

1. Choose among options inside the approved plan and budget.

Does not and may not. The Event Planning Chair may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- book a venue, vendor or speaker, or sell tickets, without the Executive Director's written approval

Communication. Through MyEFF and official EFF email. Answers within forty-eight (48) hours.

Hand-off and escalation. Every cost, contract and change to the approved plan goes to the Executive Director.

Training and agreements. The annual Bylaws training, the National Leadership Agreement and the National Leadership Code of Conduct. A commission on ticket sales is paid only under Article LV, Section 9 and Article XXIII, Section 9.

Term, review and removal. A volunteer role with a one-year term unless the National Board approves a paid role in writing. Quarterly role review. Strikes and removal under Section 16.

Section 11 — National Program Leads

Purpose. A National Program Lead runs one EFF program day to day under the plan and budget the Executive Director approves.

Reports to and tasked by. The Executive Director, or the national leader the Executive Director names in writing for that program, and only that person.

Assigned scope. The one program named in the Lead's written appointment.

Duties.

1. Run the program as approved, using EFF's approved materials and systems.
2. Record the program's data in MyEFF as it happens: who was served, what was done, results and feedback.
3. Send a monthly report to the person they report to by the fifth (5th) day of the next month.
4. Prepare the program's data for its program review (Article LVII, Section 2).

Authority.

1. Schedule the program's activities inside the approved plan.

Does not and may not. The National Program Lead may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- change who the program serves, what it requires, what it costs or how it works (Article LVII)

Communication. Through MyEFF and official EFF email. Answers within forty-eight (48) hours.

Hand-off and escalation. Anything not written here goes to the person they report to.

Training and agreements. The annual Bylaws training, any training the program requires, the National Leadership Agreement and the National Leadership Code of Conduct.

Term, review and removal. The term in the written appointment, at most one year at a time. Quarterly role review. Strikes and removal under Section 16.

Section 12 — The Men of EFF National Team

Purpose. The Men of EFF National Team leads Men of EFF, EFF's brotherhood program, under the National Office. Men of EFF is a program of EFF, not a separate organization (Article XVIII).

Reports to and tasked by. The Executive Director, or the national leader the Executive Director names in writing, and only that person. Within the team, members follow the roles the Executive Director has set for each seat.

Assigned scope. Men of EFF and its members, as recorded in MyEFF.

Duties.

1. Review Men of EFF membership applications in MyEFF and decide them as the National Office has delegated.
2. Hold one Men of EFF national team meeting each month and record it in MyEFF.
3. Plan and propose Men of EFF activities, and carry out those the National Office approves.
4. Send a monthly report to the person they report to by the fifth (5th) day of the next month.

Authority.

1. Decide Men of EFF membership applications as delegated in MyEFF.
2. Carry out what the National Office has approved in writing.

Does not and may not. The Men of EFF National Team may not:

- set, change, waive or interpret EFF policy or these Bylaws
- create, change, pause or end a program, requirement or rule
- give a strike, discipline, suspend, investigate or remove anyone, or recommend it except through the person they report to
- approve or deny anything for a chapter or a person (events, money, recruitment, officers, bylaws, applications, exceptions or extensions)
- set, move or extend a deadline that the National Office set
- promise funding, a scholarship, a waiver, an exception or an outcome
- collect, hold, spend or move money, or open an account, in EFF's name
- sign or agree to any contract, partnership, sponsorship or memorandum (Article IV, Section 6)
- speak for EFF to the press or the public, or post for EFF, without written approval
- see or use member information beyond what their assignment requires
- act on any item listed in the approval rule below without the National Office's written approval

Communication. Through MyEFF and official EFF email. Answers within forty-eight (48) hours.

Hand-off and escalation. Anything not written here goes to the person they report to.

Training and agreements. The annual Bylaws training, the National Leadership Agreement and the National Leadership Code of Conduct.

Term, review and removal. A volunteer role with a one-year term, August 1 to July 31. Quarterly role review. Strikes and removal under Section 16.

Approval before acting. The Men of EFF National Team submits each of the following to the National Office in writing, through MyEFF or official EFF email, and acts only after written approval:

1. an event, gathering, meeting open to the public, trip or retreat,
2. a graphic, flyer, video, post or other public material,

3. a partnership, sponsor, speaker, vendor or collaboration,
4. any money: a fundraiser, collection, purchase, spending, dues or merchandise,
5. a message to all Men of EFF members, to the public or to the press, other than routine meeting reminders,
6. a policy, rule, application, position or change to how Men of EFF works, and
7. a new social media account, group, email address or website.

The National Office answers within five (5) business days. No answer is not approval. The National Office may give a standing approval for a recurring item, in writing, and may end it. Acting without approval is a violation of this Article (Section 16), and acting on money or a partnership without approval is serious misconduct.

Section 13 — The National Leadership Code of Conduct

Every national leader keeps the National Code of Conduct (Article XXXIX) and, because a national leader's words carry the weight of the National Office, these further standards:

1. **Conflicts of interest.** A national leader discloses in writing any personal, financial, family or business interest in a matter before EFF acts on it, and steps out of the discussion and decision (Article XXIV). A national leader does not hire, pay, partner with or decide for a relative, a close friend or their own business without written disclosure and the Executive Director's written approval, or the National Board's when the Executive Director is concerned.
2. **Money.** A national leader never takes, borrows, misuses or redirects EFF money or property, never collects or holds money in a personal account (Article XXX, Section 2), and never accepts a payment, gift or favor worth more than fifty dollars ($50.00) from a chapter, member, vendor or partner. Theft or misuse of EFF money or property is reported to law enforcement, results in removal after the process in Section 16, and EFF recovers what was taken (Article XXX, Section 10).
3. **Respect.** A national leader speaks to and about others with respect. Passive-aggressive language, sarcasm aimed at a person, the silent treatment, gossip and public correction are not EFF's way.
4. **One voice with chapters and members.** A national leader does not question, criticize or vent about EFF's programs, decisions or leaders to chapter leaders, members, ambassadors or partners, and does not try to sway or recruit any chapter or member toward a personal view. Disagreement is welcome through the proper channel (Section 14).
5. **Carrying out decisions.** Once a decision is made, every national leader carries it out and represents it faithfully, including a decision they argued against.
6. **No interruption of chapter business.** A national leader does not interrupt a chapter's business (Article LVII, Section 6).
7. **Speaking for EFF.** A national leader speaks for EFF only as their written definition allows, and gives no press interview or public statement for EFF without written approval (Article XXXIX, Section 5).
8. **Confidentiality.** A national leader keeps Board business, internal discussions, personnel matters and student information confidential (Article XXXV), and shares student information only as their role

requires.

9. **Honesty.** A national leader reports accurately, never alters a record or a number, and says plainly when something was not done.
10. **Responsiveness.** A national leader answers EFF within forty-eight (48) hours, or the time in their definition, and keeps their contact details current in MyEFF.

Section 14 — The Proper Channel

A national leader's concern about a program, policy, decision, chapter or person goes up the chain of command to the person their role reports to, and is also recorded in EFF's feedback survey (Article LVII, Section 4). A concern about the Executive Director goes to the Board Chair (Article LII, Section 1). A complaint about a person's conduct follows Article XXV. Concerns never go sideways to chapters, officers, members, ambassadors or partners.

Good faith. Respectfully raising a concern, asking a question or disagreeing with a decision through the proper channel is never misconduct, and no one may be penalized or retaliated against for doing so.

What going around the proper channel looks like. What this Article forbids is taking a concern around the proper channel, not disagreement itself. Each of the following goes around the proper channel and breaks this Article:

1. side conversations with chapter leaders or members about national decisions, programs or leaders,
2. comments in a group chat, story, post or caption that criticize or mock an EFF program, decision or leader, directly or indirectly,
3. "between us" or "off the record" remarks to a chapter leader or member about national matters,
4. telling a chapter that a rule, requirement or deadline "doesn't really matter," "won't be enforced" or "is just Nationals being Nationals,"
5. encouraging a chapter to put off, ignore or work around a requirement, deadline or decision,
6. sharing internal disagreements, Board discussions or personnel matters with anyone outside the people involved,
7. undermining a decision after it is made, including by slow-walking it, carrying it out half-way or reopening it with chapters,
8. contacting chapters, officers or members outside one's written assignment, and
9. asking chapters or members to take sides, sign a letter or contact National about a matter on a national leader's behalf.

Section 15 — Boundaries

1. **Hours.** National leaders contact students only between 8:00 AM and 9:00 PM in the student's time zone, except in an emergency or when the student has asked for a later time.
2. **Channels.** EFF business is done through MyEFF, official EFF email, and groups or calls the National Office has approved. EFF business is not done through personal social media messages or a personal phone number, unless the National Office has approved it for that role.

3. **Students under eighteen.** No national leader is alone with, or messages one-on-one, a student under eighteen (18) (Article XLVII).
4. **Relationships where there is power.** A national leader may not date or romantically pursue a student or officer they oversee, assign, review, train or decide for (Article XXXIX, Section 5). A national leader has no personal financial dealings with such a student, including loans, sales, rent and paid work.
5. **Social media.** A national leader may say on personal accounts that they serve EFF, but does not post for EFF, post internal matters, post about chapters, members or decisions, or post indirectly about EFF matters (Article XXXIX, Section 3).
6. **Speaking for EFF.** Only the Executive Director, or someone she authorizes in writing, speaks for EFF to the press or the public.
7. **Rest.** National leaders do not expect students to answer outside the hours above, on the days a student's school is closed, or during finals, unless a deadline requires it.

Section 16 — Accountability for National Staff and the National Team

Directors are held accountable under Article LV, Section 11. Every other national leader is held accountable under this Section.

Strikes. A national leader earns a strike for:

1. missing a required meeting without telling the person they report to before it begins,
2. not answering EFF within forty-eight (48) hours, or the time in their definition,
3. missing a deadline given to them in writing, or
4. acting outside their written definition, or breaking the National Leadership Code of Conduct, in a way that is not serious misconduct.

No strike is given for an emergency, an illness, a family crisis, or a matter covered by an accommodation (Article LII, Section 2).

The person the national leader reports to records each strike in MyEFF, with the reason. The national leader is told in writing and may give their side within seventy-two (72) hours.

- **Strike 1** is an official warning.
- **Strike 2** is probation. Some tasks or access may be paused.
- **Strike 3** opens a removal review. The Executive Director decides it after the process below.

Strikes clear each August 1.

Serious misconduct. The following go directly to a removal review: theft or misuse of money or property, harassment, a threat to anyone's safety, falsifying a record, breaking confidentiality about a student, working with minors without clearance, acting on money or a partnership without approval, and repeating conduct in Section 14 after a written warning.

Interim suspension. When the matter is theft or misuse of money or property, harassment, a threat or violence, or endangering a minor or a student, the Executive Director may place the person on interim

suspension at once while the process below runs (Article XXXIII). An interim suspension is not a finding of wrongdoing.

Before anyone is removed. Before a national leader is removed, after a removal review or for serious misconduct:

1. the person receives written charges stating the facts and the rule they are said to have broken,
2. the person has at least thirty (30) days to respond in writing,
3. the person has a hearing before the person or body that decides, which may be held by video, and
4. the person receives a written decision with its reasons, and may appeal it under Article XXXIV.

A national leader may appeal a strike or a removal under Article XXXIV. Article XVII, Section 5 and Article XVI continue to apply.

Section 17 — Quarterly Role Review

At the end of each quarter (March 31, June 30, September 30 and December 31), the Executive Director reviews every member of national staff and of the National Team, and their role, using EFF's written role review rubric. For a Regional Director, the Chapter Director gives written input first.

The rubric. Each area is rated Exceeds, Meets, Developing or Not Meeting, with a short written note:

1. **Responsibilities met:** the duties in the written definition were done.
2. **Deadlines:** tasks and reports were on time.
3. **Communication and responsiveness:** answers within the time in the definition, through the right channels.
4. **Conduct:** the National Leadership Code of Conduct and the proper channel were kept.
5. **Data reported:** logs, reports and records in MyEFF are complete and accurate.
6. **Growth:** training completed and progress on goals set at the last review.

Sharing the review. The written review is shared with the person within ten (10) business days after the quarter ends and talked through in a short meeting. The person may add a written response, which is kept with the review. The review also asks whether the role's written definition still fits the work, and the Executive Director updates it when it does not.

What a review does. A review is not discipline. Two quarters in a row rated Not Meeting overall lead to a written improvement plan of thirty (30) to sixty (60) days. Strikes are given only under Section 16.

Pay. For paid staff, quarterly reviews are given to the National Board for its yearly pay review (Article LV, Section 12). A quarterly review changes pay only as the National Board has set in writing. The Executive Director's own review is the yearly evaluation in Article LV, Section 15.

Section 18 — Signing Each Year

Every national leader signs the National Leadership Code of Conduct in MyEFF before serving and again each year by August 31, together with the National Leadership Agreement (Article XLVI), and completes the annual Bylaws training (Article LIV, Section 4). A national leader who has not signed does not act in

their role until they sign.

ARTICLE LVII

Programs, Data and Change

This Article sets how EFF decides: on documented data, through a program review cycle, with operational changes made as needed and major changes only at a review or in an emergency, with a National Program Manual each year, with feedback gathered all year, with clear rules for deadlines and mandatory requirements, and with protection for chapters from interruption.

Section 1 — Decisions Rest on Documented Data

EFF changes its programs and policies on the basis of documented data: feedback from members, chapters, officers, students and partners, program records and results, finances, legal requirements and problems that have been recorded. Each decision to change a program or policy states that basis in writing. A change is not made on personal feeling, and never because of personal dislike of, or favor toward, any person.

The Executive Director speaks for the entire organization and decides for the whole of it. She weighs what is best for the students EFF serves and for the organization as a whole, not the preference or feelings of any one person, including her own. Every national leader carries out a decision once it is made (Article LVI, Section 13).

Section 2 — The Program Review Cycle

Every program, every three to four years. Each EFF program is fully reviewed at least once every four (4) years and not sooner than three (3) years after its last full review. The Executive Director publishes a Program Review Schedule listing which programs are reviewed each year, and publishes each year's list by December 31 of the year before. A major change to a program (Section 3) is made only at its review, or as an emergency update under Section 3. The first official review period is March 1 to April 30, 2030. Until then, a major change is made only through an emergency update under Section 3.

Data all the time. Each program records its data continuously in MyEFF and REACH: who it served, what it did, results, costs, feedback and problems. A review uses that record, the feedback in Section 4 and the program's finances.

The review period. Reviews take place each year from March 1 to April 30, before the fiscal year ends on June 30 (Article XXX, Section 6). The Executive Director decides each review by May 31 and announces it in writing. A major change decided at a review also needs the written record and the National Board's approval that Section 3 requires. A decision takes effect at the start of the next fiscal year, July 1, or, where it affects chapters, at the start of the next academic year, August 1.

What a review decides. For each program the review records one outcome, with its basis: keep as is, strengthen, change, pause or retire. Retiring or renaming a program named in a protected article also needs the Founder's written consent (Article LV, Section 2). Any change to the budget goes to the

National Board.

The program freeze. While the program freeze is in effect (Article LV, Section 13), a review may strengthen, change, pause or retire a program, but no review adds a new program. Program reviews do not change the freeze or its review in October 2030. Changes to these Bylaws follow the Laws Review (Article LIV, Section 3).

Section 3 — Operational Changes and Major Changes

Two kinds of change. A change to a program is either an operational change or a major change.

Operational changes. An operational change is a change to how a program is run, such as its forms, schedules, materials, workshop details, reporting tools, training dates and similar matters, fixing an error, or carrying out a decision made at a review. The Executive Director, or National staff she delegates in writing, may make an operational change at any time. It is announced to those it affects through MyEFF or official EFF email.

Major changes. A major change is any of the following:

1. removing a program or adding a program (subject to the program freeze, Article LV, Section 13),
2. a new cost to members or chapters,
3. a new duty or requirement for chapters, or
4. a change to who a program serves.

A major change is made only at the program's review (Section 2), or as an emergency update under this Section.

The written record. Before a major change is approved, a written record is prepared that states:

1. the documented need for it: data, feedback, a legal requirement or a recorded problem,
2. the options considered,
3. the expected effect on students and chapters, and
4. its approval by the National Board, or by the Executive Director in an absolute emergency as this Section provides.

No major change may be proposed unless it is supported and documented as this Section requires.

Emergencies. Between reviews, a major change is made only for an emergency, as an emergency update. An emergency is one of the following:

1. a risk to the safety of any person,
2. a legal requirement or a serious legal risk,
3. a threat to EFF's financial integrity, including fraud, misuse of money or money EFF cannot pay,
4. the loss of a funder, platform, partner, venue or vendor the program depends on,
5. a directive from a university, government or other authority,
6. a disaster or public health event, or

7. a breach of data or privacy.

The National Board votes. An emergency update is proposed in writing, stating the emergency and its documented basis, and is sent to every seated director. It is decided by the National Board at a meeting or by electronic vote (Article LIV, Section 5), and passes with a majority of the seated directors, including the Executive Director. An approved update takes effect fourteen (14) days after the National Office tells those affected, unless the Executive Director directs that it take effect sooner.

An absolute emergency. When waiting would put a person's safety, EFF's legal standing or EFF's money at immediate risk, the Executive Director may put an update in effect at once. She tells the National Board in writing within forty-eight (48) hours and reports it at the next meeting. The update ends unless the National Board approves it within fourteen (14) days or at the next meeting, whichever comes first.

Every emergency update is reconsidered at the program's next review. This is the National Board's only vote on program changes between reviews, and it does not give the Board or any director the running of a program (Article LV, Section 4).

Section 4 — Feedback and the EFF Survey

One record of feedback. EFF's feedback survey, at my.estherfundsfoundation.org/feedback, is open all year, takes no account and asks the same questions every year. Every concern and every piece of feedback about EFF, its programs and its policies, from any member, officer, national leader, student or partner, is also documented through the survey, so that it is counted at the program review.

Emergencies. A concern that cannot wait, such as one about safety, money or the law, may be emailed to the National Office at once. It is also documented through the survey. A complaint about a person's conduct follows Article XXV, and a request for care follows Article XLVIII. The survey does not replace either.

Once a year to everyone. The National Office sends the survey once a year, each January, before the review period, to every member and everyone EFF serves for whom it holds an email address, including chapter officers, ambassadors, REACH users and partners. The survey stays open at all times.

How feedback is used. Survey answers are reported as totals and comments, never traced to a person. They are reviewed in the program review period (Section 2) and reported to the National Board each year. No one is treated worse for giving feedback (Article XXVI).

Section 5 — Deadlines and Mandatory Requirements

What mandatory means. A requirement is mandatory when these Bylaws require it, or when the National Office requires it in a written directive. A mandatory requirement is labeled required in MyEFF or in the directive. Anything not labeled required is encouraged.

How deadlines are set. A deadline is set by the person or body with authority over the requirement. It is announced in writing, through MyEFF or official EFF email, at least fourteen (14) days ahead, except for a legal requirement or an emergency. Each deadline states what is due, who is responsible, the date and time (11:59 PM Eastern unless stated), and what happens if it is missed. MyEFF reminds the people

responsible before the deadline (Article XII).

Extensions. An extension is asked for in writing, through MyEFF or official EFF email, before the deadline. It is decided in writing by whoever set the deadline: the National Office for national deadlines, which the Executive Director or the Chapter Director decides, the chapter's President or Vice President for chapter deadlines, and the person a national leader reports to for national leaders. An extension is granted for good cause and is not unreasonably refused. A reasonable accommodation follows Article LII, Section 2. A request made after the deadline is decided only for an emergency.

When a deadline is missed. A missed deadline is handled under the rule for the person or body concerned: an officer under the strike system (Article XII), a chapter under good standing (Article XI, Section 6), a national leader under Article LVI, Section 16, and a director under Article LV, Section 11. These rules apply to the National Office and to chapters alike.

Section 6 — Interruption of Chapter Business

What interrupts chapter business. No one, national or otherwise, may interrupt a chapter's business. Interruption includes:

1. a directive, task or deadline from anyone without authority to give it, or not sent through MyEFF or official EFF email,
2. contacting a chapter's members about chapter business around its executive board,
3. demands outside the person's written role,
4. spreading rumors or unconfirmed information about a chapter, its officers or national decisions,
5. disrupting a chapter's meeting, event, election or vote, or
6. pressuring officers to change a decision that is theirs to make under these Bylaws.

Who may direct a chapter. Only the National Office directs a chapter: the Executive Director, the Chapter Director, or a national leader carrying out a task the Executive Director or Chapter Director gave in writing, through MyEFF or official EFF email. A Regional Director passes along National Office information and does not direct a chapter (Article LVI, Section 6).

How a chapter reports it. A chapter's officer or Advisor reports an interruption in MyEFF or to the Chapter Director, or to the Executive Director when the Chapter Director is involved. It may also be reported anonymously through the Chapter Grievance Form (Article XXI, Section 6). The National Office acknowledges the report within five (5) business days.

Section 7 — Protection for Chapters

A chapter is never penalized for declining a directive that did not come through the National Office as Section 6 provides, or that asks for something outside the sender's written role. When an interruption caused a chapter to miss a deadline, the National Office extends it. No one may retaliate against a chapter, an officer or a member for reporting an interruption (Articles XXVI and XXVII). A national leader who interrupts chapter business is held accountable under Article LVI, Section 16.

Section 8 — The National Program Manual

The National Office publishes a National Program Manual by August 1 each year. It sets the requirements for chapters and programs for that academic year, August 1 to July 31, and is posted in MyEFF and sent to every chapter. The Manual follows these Bylaws, and these Bylaws govern if the two conflict.

No new requirement is placed on chapters during a semester without at least thirty (30) days' written notice through MyEFF and official EFF email, except in an absolute emergency involving safety or the law. This notice applies to emergency updates under Section 3 as well, and is in addition to the notice for deadlines in Section 5.

APPENDIX A

Esther Funds Foundation Chapter Agreement & Compliance Form

This Chapter Agreement and Compliance Form must be signed by all Executive Board Officers of an EFF collegiate chapter prior to or at the time of chapter activation, and renewed at the beginning of each academic year. By signing this form, each officer affirms that they have read, understood, and agreed to comply with the 2027–2030 Bylaws of Esther Funds Foundation in their entirety. Signed forms must be submitted to National Headquarters and retained in the chapter's official records.

Chapter Name:

University / Institution:

Academic Year:

Campus Advisor Name & Signature:

Officer Confirmation Statements

By signing below, each officer confirms the following:

- I have read and agree to abide by the 2027–2030 EFF National Bylaws in full.
- I have read and agree to the EFF National Code of Conduct.
- I have completed or will complete Such a Time and my office's training in EFFective Learning before serving in my role.
- I have signed the National Leadership Agreement and agree to the Strike System, and I understand I may be removed after appointment for not keeping it.
- I will uphold EFF's faith-based standards, branding policies, and financial accountability requirements.
- I understand that Esther Funds Foundation Nationals may remove me from my position for any reason consistent with these bylaws, and that, except in an emergency suspension under Article XXXIII, I will be told in writing, given a chance to respond, and may appeal (Article XLVI, Section 3).
- I will use the official EFF chapter email (not personal email) for all official chapter communications.
- I will not create unauthorized social media pages, websites, or communications under the EFF name.
- I will not publicly disparage EFF, its leadership, or its members.
- I will help my chapter submit the Semester Report, its financial records and every other required report to National Headquarters as directed.
- I will consult my Executive Board before making major chapter decisions and follow the EFF chain of command.

- I will not hold chapter funds in any personal bank account, Venmo, CashApp, Zelle, or personal payment platform.
- I will register and provide access credentials for all official chapter social media accounts to National Headquarters.
- I will comply with all confidentiality obligations as set forth in Article XXXV of these bylaws.
- I will not work with anyone under eighteen in an EFF activity without the background check and safeguards in Article XLVII.
- I will tell National within seventy-two hours if I am arrested for or charged with a crime.
- I will follow EFF's rules on AI, branding, and marketing, and never alter EFF's marks.

Officer Signatures

President — Printed Name & Signature Date:

Vice President — Printed Name & Signature Date:

Secretary — Printed Name & Signature Date:

Treasurer / Financial Officer — Printed Name & Signature Date:

Parliamentarian — Printed Name & Signature Date:

Membership Chair — Printed Name & Signature Date:

Community Service Chair — Printed Name & Signature Date:

Fundraising Chair — Printed Name & Signature Date:

Social Media Chair — Printed Name & Signature Date:

Communications Chair — Printed Name & Signature Date:

Director of Ministry (Chaplain) — Printed Name & Signature Date:

Historian — Printed Name & Signature Date:

Additional Officer — Printed Name, Role & Signature Date:

> *Submit this signed form to: info@estherfundsfoundation.org | www.estherfundsfoundation.org Esther Funds Foundation National Headquarters — 2027–2030*

ADOPTION & RATIFICATION

Adoption & Signature Page

These 2027–2030 Bylaws of the Esther Funds Foundation were prayerfully authored by the National Executive Director and adopted by the Executive Director, effective October 1, 2026, with the intent to uphold righteousness, integrity, protection, and divine order in the governance of this Christ-centered nonprofit ministry.

As sole member (Article LV, Section 1) and Founder, Shayna Vincent approves these Bylaws and gives her written consent to every change they make to a protected article (Article LV, Section 2).

The National Board of Directors

At adoption, the National Board of Directors is Shayna T. Vincent, Founder, Executive Director and sole voting Director. Annastasia Freeman, Director of Chapter Engagement and Success, holds a non-voting staff seat because she is paid staff (Article LV, Sections 6 and 14). Further directors are seated through EFF's application process and, once seated, act under these Bylaws.

Directors on file with the Florida Department of State as of October 19, 2026

- Shayna T. Vincent, Director
- Louise E. Vincent, Director
- Jasmine Glenn, Director
- Shayla Vincent, Trustee
- Aaliyah Wilson, Secretary
- Portia Martey, Assistant Secretary

By upholding these articles, we affirm our commitment to:

- Safeguard the mission and identity of EFF for present and future generations
- Uphold the rights and responsibilities of all chapters, ambassadors, and national leaders
- Operate in legal, ethical, and biblical excellence across all departments and regions
- Protect the authority, compensation, and safety of national leadership, while maintaining accountability
- Defend the rights of collegiate chapters and student members to thrive within EFF's covering
- Pursue Every Future Fulfilled — for every student we serve

This document shall serve as the highest governing authority for the Esther Funds Foundation. It must be formally reviewed by the Executive Director and National Board every three (3) years, at the Laws Review (Article LIV, Section 3), to ensure it remains legally sound, spiritually aligned, and organizationally relevant as the Foundation expands.

No chapter, ambassador, volunteer, or external party shall modify, revise, duplicate, or omit any portion of this document without written approval from the Executive Director and the National Board. Any

unauthorized alteration or use shall be considered null, invalid, and subject to disciplinary or legal action.

> *Adopted by the Executive Director, effective October 1, 2026. Signed: Shayna Vincent, Executive Director & Founder.*

Executive Director Signature

Shayna Vincent, Executive Director & Founder Esther Funds Foundation

Date of Adoption: October 19, 2026

Effective Date: October 1, 2026

Esther Funds Foundation | National Headquarters

info@estherfundsfoundation.org | www.estherfundsfoundation.org

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