



**PENNSYLVANIA
FEDERATION OF INJURED WORKERS**

CHAPTER CHARTER

Established: 1995

ARTICLE I – NAME

This Corporation/Organization Affiliate shall be known as the _____
Chapter of the Pennsylvania Federation of Injured Workers (hereafter “Federation”).

ARTICLE II – JURISDICTION

1. The base of operations of this Chapter shall be:

Chapter Name: _____

Street Address: _____

City, State/Zip Code: _____

2. The geographical jurisdiction of this Chapter shall be such area as may be determined by the P.F.I.W. Board of Directors.

ARTICLE III – PURPOSE

1. To carry out, in the Chapter’s jurisdiction the following charitable and nonprofit purposes as stated in the Articles of Incorporation of the Pennsylvania Federation of Injured Workers: To offer educational assistance to workers and the families of workers who have been injured or made ill at the workplace; and otherwise to work to improve the conditions of injured workers and their families; to support research and other actions that will benefit injured workers and their families and reduce workplace injury and illness; to advance and safeguard the full employment and economic security of injured workers generally; to support, encourage, and engage in support financial contributions otherwise or philanthropic projects or activities which sponsor or support the purposes of the Pennsylvania Federation of Injured Workers.

ARTICLE IV – MEMBERSHIP

1. Organization Membership: \$12 per year
 - a. Active membership – dues are paid up and the member attended at least one meeting a year. Active members will receive P.F.I.W. correspondences, newsletters and can attend all P.F.I.W. sponsored events, such as Christmas party, dinners and picnics.
 - b. Inactive membership – dues are not paid up and no meeting attendance for the current year. However, the member shall remain on the membership roster with an inactive rating.
 - c. Hardship membership – dues can be paid by the Chapter if the member cannot pay but wants to remain active and attends at least one meeting a year.
 - d. A roster of all members active or inactive shall be filed with the P.F.I.W. Board of Directors every fiscal year.

2. Any person who has been injured or made ill as a result of a workplace accident or condition, family member, caretaker or friend of an injured worker or anyone who is an advocate for injured workers is eligible for full membership of the Pennsylvania Federation of Injured Workers.
3. Members will be subject to the Articles of the Bylaws of the Pennsylvania Federation of Injured Workers, as well as the guidelines of this Chapter Charter and any local rules the Chapter may develop.
4. The process for becoming a first time member of a Chapter, for transferring a member to another Chapter or reinstating a member to a Chapter shall be governed by the P.F.I.W. Chapter Charter and Bylaws.
5. The obligations of membership are carried out at the Chapter level. The obligations are summarized on the Pledge Card stated as:
 - a. I agree to support the rights of injured workers to receive the benefits guaranteed by law; to work with other injured workers to overcome the challenges presented by the workers compensation system and; to work with the Pennsylvania Federation of Injured Workers by helping injured workers deal with their physical and emotional stress.
6. The business and affairs of the Chapter shall be carried out by its members.
 - a. All business and affairs of a Chapter can be reviewed by the P.F. I.W. Board of Directors to make sure it is in line with the goals of the P.F.I.W. Corporation/Organization. If not the P.F.I.W. Board of Directors shall stop such business and affairs.
7. The meetings of the Chapter may be held at such times and at such place within this Commonwealth, or elsewhere, as designated by the President of the Chapter by issuing a notice to call such a meeting.
 - a. If necessary a Chapter meeting can be requested by any member of the Chapter or member of the Corporation for a reasonable cause.
 - i. The final decision for the calling of a meeting will be left up to the President of the Chapter or acting President.
8. Written or personal notice of every meeting of the Chapter shall be given to each member at least 14 days prior to the day designated for the meeting.
 - a. This notice of meeting can be sent out via a method of the following:
 - i. USPS postcard
 - ii. E-mail
 - iii. Facsimile
 - iv. Phone call
9. The acts of a majority of the members present at a meeting shall be the acts of the membership. Any action, which may be taken at a meeting of the members, may be taken without a meeting, if consent or consents in writing setting forth the action so taken shall be signed by a majority of all of the members on the Chapter membership roster and shall be filed with the secretary of the Chapter.
10. The members may establish one or more committees to consist of one or more members of the Chapter. Any such committee to the extent provided in the resolution of the Chapter members or in this Charter, shall have and may exercise all of the powers and authority of the members, except that no such committee shall have any power or authority as the following:
 - a. The adoption, amendment or repeal of any local rule or ordinance of the Chapter.

- b. The amendment or repeal of any resolution of the members.
 - c. The execution of any contracts binding the Chapter.
11. The members may designate one or more members as alternate members of any committee, who may replace and absent or disqualified member at any meeting of the committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not he/she or they constitute a quorum, may unanimously appoint another member to act at the meeting in the place of any such absent or disqualified member. Each committee of the Chapter shall serve at the pleasure of the members of the Chapter.
 12. The members by affirmative vote of two-thirds of all of the Members of the Chapter in attendance at the meeting may remove from office a Chapter Officer of the Chapter for cause after an appropriate hearing.
 - a. Removal of a Chapter Officer can only be done by following this hearing procedure:
 - i. A notice of at least 30 days is required to the member that is to be removed and a notice will be sent to the P.F.I.W. Board CEO with the contact information of the member in question.
 - ii. A formal hearing must be held with all parties concerned in attendance.
 - iii. For the hearing of the removal of a Chapter Officer, the person being removed must be in attendance and have the opportunity to explain why he/she should not be removed. If after three (3) attempts to get the Chapter Officer, whom is to be removed to attend a meeting for a hearing the Chapter can proceed without the Chapter Officer to be expelled in attendance.
 - iv. After discussion a vote will be taken and the result made available to the organization through a notice sent to each Chapter Officer.
 - v. The result of the hearing may be appealed to the Chapter one (1) time.
 - vi. The result of the removal of a Chapter Officer may be appealed once to the Board of Directors.
 13. The members may declare void the status and vote of a member if he/she is declared of unsound mind by order of a court or is convicted of a felony.
 14. The meetings of the members of the Chapter shall be conducted in accordance with the “Modern Rules of Order”.

ARTICLE V – ELECTIONS

1. See Article IV item number 6 of the Pennsylvania Federation of Injured Workers By-Laws.
2. Nominations for officers shall take place no later than the Annual Meeting (November 1st) or up to 2 months prior to the Election Meeting.
3. Newly elected Officers will take office at the last meeting of the year under new business.
 - a. The election process will be conducted by an Election Committee consisting of three members not running for any office and shall be appointed by the President of the Chapter.
 - b. Nominations can be taken in writing or orally at a Chapter meeting.
 - c. Nominees must accept the nomination prior to the elections.

- d. The Election Committee will develop and distribute a ballot to the members, whose dues are current, of said Chapter at the Annual Meeting.
- e. All votes will be counted by the Election Committee and reported to the membership.

ARTICLE VI – OFFICERS

1. The Executive Officers of the Chapter shall be chosen by members and shall be a President, Vice President, Secretary, and Treasurer. The Officers shall hold their offices for a term of one year and shall have the authority between meetings of the Chapter to perform all acts necessary for carrying out the business of the Chapter pursuant to appropriate and informative written notice. The same person may hold no more than two (2) offices, except that the same individual may not hold the office of President and Treasurer at the same time. The members may secure the fidelity of any or such Officers by bond or otherwise.
2. Members may remove any Officer whenever in their judgment the best interests of the Chapter will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.
 - a. Removal of a Chapter Officer can only be done by following this hearing procedure:
 - i. A notice of at least 30 days is required to the member that is to be removed and a notice will be sent to the P.F.I.W. Board CEO with the contact information of the member in question.
 - ii. A formal hearing must be held with all parties concerned in attendance.
 - iii. For the hearing of the removal of a Chapter Officer, the person being removed must be in attendance and have the opportunity to explain why he/she should not be removed. If after three (3) attempts to get the Chapter, whom is to be removed to attend a meeting for a hearing the Chapter can proceed without the Chapter Officer to be expelled in attendance.
 - iv. After discussion a vote will be taken and the result made available to the organization through a notice sent to each Chapter.
 - v. The result of the hearing may be appealed to the Chapter one (1) time.
 - vi. The result of the removal of a Chapter Officer may be appealed once to the Board of Directors.
3. The President shall be the Chief Executive Officer of the Chapter; shall preside at all meetings of the members; shall have general and active management of the affairs of the Chapter; shall see that all orders and resolutions of the members are carried into effect, subject however, to the right of the members to delegate any specific powers, except such as may be by Charter or statute exclusively conferred on the President, to any other Officer or offices of the Chapter; shall execute any documents requiring a seal, under the seal of the Chapter; shall be ex-officio as a member of all committees and shall have general powers and duties of supervision and management usually vested in the office of President; shall be accountable to the P.F.I.W. Board of Directors and shall make a general yearly report to the P.F.I.W. Board of Directors on the administration of the office and the general standing of the Chapter.

4. The Vice President shall act in all cases for and, as the President in the latter's absence or incapacity, and shall perform such other duties as may be required to do from time to time.
5. The Secretary shall attend all sessions of the Chapter and act as clerk thereof, and record all the votes of the members and the minutes of all its transactions in a book kept as record and shall perform like duties for all committees of the Chapter when required. He/she shall give or cause to be given, notice of all Chapter meetings, and shall perform other such duties as may be Prescribed by the members or President, under whose supervision he/she shall be.
 - a. The record of meeting minutes shall be kept in such a format that all members of the P.F.I.W. can read and understand what is recorded. Note: The format used by the P.F.I.W. Board of Directors is a good example.
6. The Treasurer shall have custody of the Chapter funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Chapter in a separate account to the credit of the Chapter. He/she shall disburse the funds of the Chapter as may be ordered by the members, taking proper vouchers for such disbursements, and shall render to the President, members and Trustees, at the regular meetings of the Chapter or whenever they may require it, an account of all his/her transactions as Treasurer and of the financial condition of the Chapter.

ARTICLE VII – VACANCIES

1. If the office of any Officer or Trustee becomes vacant for any reason, the members may choose a successor or successors who shall hold that office for the unexpired term.

ARTICLE VIII – TRUSTEES

1. The Trustees shall audit the accounts of the Treasurer once a year after the close of the calendar year. The Chapter's financial report is due to be filed with the P.F.I.W. Board of Directors Chief Financial Officer sixty days after the close of the calendar year. The Trustees shall give a report of the finances at the annual meeting of the Chapter.
2. Each Chapter shall have three trustees in accordance with the charter affiliation approved by the Board of Directors of this Corporation. The trustees shall be elected for a three-year term. Although at the first such meeting of each Chapter, the trustees shall be elected for a three, two, and a one-year term respectively, as a startup term procedure. Thereafter, at each succeeding year at the annual meeting, Trustees shall be elected for a three-year term as appropriate. The Trustees shall have responsibilities as required by Pennsylvania law and the Chapter Charter.
3. Officers may serve as Trustees, except for the office of Treasurer and any member who works with the Treasurer or would handle the finances of the Chapter in any way.

ARTICLE IX – BOOKS AND RECORDS

1. The Chapter shall keep an original or duplicate record of the proceedings of the members, the original copy of any local regulations or Bylaws, including all amendments to date, certified by the Secretary of the Chapter and an original or a duplicate register, of the names of the members of the Chapter showing their respective addresses. The Chapter shall also keep appropriate, complete and accurate books or records of account.

ARTICLE X – TRANSACTIONS OF BUSINESS

1. The Chapter shall make no purchase of real property on its own account. The Chapter shall not lease any real property, unless authorized by a vote of two thirds of the members on the rolls of the Chapter, except that whenever there are twenty-one or more members on the Chapter rolls, the vote of the majority of the members shall be sufficient. Such transaction must be on the approval of the P.F.I.W. Board of Directors.
2. Whenever the lawful activities of the Chapter involve among other things the charging of fees or prices for its services or products, it shall have the right to receive such income and in so doing, may make an incidental profit. All such incidental profits shall be applied to the maintenance and operation of the lawful activities of the Chapter, and in no case shall be divided or distributed in any manner whatsoever among the members, officers or trustees of the Corporation/Organization.

ARTICLE XI – ANNUAL REPORT

1. The Officers of each Chapter shall complete and return the annual reports forms furnished by the Chief Financial Officer of the Corporation/Organization.
 - a. This must be done by the end of 60 days or the end of February after the closing of the Chapter finance books on December 31st of the preceding year.
 - b. Documents to be included in the year-end annual report:
 - i. Financial report form issued by the P.F.I.W. Board's Chief Financial Officer.
 - ii. A list of contact information for all dues paying members and members granted a hardship membership so a complete record of the Chapter membership is available to the Corporation/Organization.
 - iii. The assets and liabilities including the trust funds, if any, of the Chapter as of the end of the fiscal year immediately preceding the date of the report.
 - iv. The principal changes in assets and liabilities including trust funds, during the year immediately preceding the date of the report.
 - v. The revenue or receipts of the Chapter both unrestricted and restricted to particular purposes, for the fiscal year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Chapter.

- c. The Year-end financial statement filed by each Chapter and the P.F.I.W. Board of Directors will serve as an annual audit.
 - i. If irregularities or discrepancies occur then a formal audit can be called for by the Chief Financial Officer of the P.F.I.W. Board of Directors.
 - d. Any member of the P.F.I.W. Corporation/Organization can request an audit of any financial data if just cause is presented to the P.F.I.W. Board of Directors.
 - e. The year-end financial report done by the P.F.I.W. Board Chief Financial Officer that will be submitted to the United States Internal Revenue Service and the Pennsylvania Bureau of Charities will be reviewed by the P.F.I.W. Board Trustees.
 - i. The year-end financial statement should be approved by the Trustees before submitting them to the United States Internal Revenue Service and the Pennsylvania Bureau of Charities but is not necessary to do so.
 - f. The expenses or disbursements of the Chapter, for general and restricted purposes during the fiscal year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation/Organization.
2. This report shall be filed with the minutes of the Chapters Annual Meeting with the P.F.I.W. Board of Directors.

ARTICLE XII – NOTICES

1. Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy via pre-paid first class mail, or telegram, to his/her address appearing on the books of the Corporation/Organization, or facsimile machine with a delivery confirmation supplied by the receiver to the Corporation/Organization for the purpose of receipt. If the notice is sent by mail, facsimile or by telegraph, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail, when sent and confirmed by facsimile machine or when deposited with a telegraph office for transmission to such person. A notice of meeting shall be sent 14 days prior to such meeting and shall specify the place, day and hour of the meeting and any other information required by statute of this Chapter.
2. Whenever any written notice is required to be given under the provisions of law or the Articles or Bylaws of the Pennsylvania Federation of Injured Workers or this Chapter, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to giving of such notice. Except as otherwise required by statute, neither the business to be transacted at nor the purpose of a meeting need to be specified in the waiver of notice of such meeting. Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

ARTICLE XIII – REIMBURSEMENT OF PERSONAL EXPENSES

1. Reimbursement for travel expenses will be set by the Board of Directors. Travel expenses will be paid per mile traveled. This will apply to all P.F.I.W. members.

ARTICLE XIV – DISSOLUTION OF CHAPTER AFFILATE

1. Should a Chapter Affiliate of the Corporation/Organization dissolve the assets will be distributed to the remaining Chapters as needed or sold off and the monies from such a sale will be put into the P.F.I.W. Board of Directors funds.

ARTICLE XV – MISCELLANEOUS PROVISIONS

1. The fiscal year shall begin on the first day of January and end the last day of December.
2. The Chapter is governed by the Bylaws of the Pennsylvania Federation of Injured Workers, the Charter Affiliation Agreement and other laws and regulations, which may not be referenced or may not appear in this Charter.

AUTHORIZATION

I, _____, a duly authorized officer of the Pennsylvania Federation of Injured Workers, hereby certify that the above Charter is a true and correct copy of the current Charter for Chapters of the Corporation and that there have been no modifications thereto.

Date: _____

Date of PFIW B.O.D. approval: _____, Signed By: _____

Chapter Title: _____, Signed By: _____

Date: _____