



## - Chapter Charter Agreement -

Fairfield Programming Association (FPA) official chapters are required to sign an agreement at the start of each school year. A school year is defined as June 1st-May 31st. Chapters will have the ability to manage a chapter profile on the Fairfield Programming Association website, communicate with fellow FPA chapters, perform community outreach facilitated through the FPA, as well as all other abilities listed in the ability section. Login information will be provided following submission of the form below. If you have any questions about this agreement, please contact your local field representative.

### **Use of Name and Logo**

The chapter is authorized to use The Fairfield Programming Association Inc's name, acronym, and logo in conjunction with the chapter's name. The Fairfield Programming Association Inc. will be the sole owner of the Fairfield Programming Association name, acronym, and logo.

### **Chapter Name**

Chapters will be officially named, "FPA at [School Name]." Chapters are expected to use their official name for social media accounts, bank accounts, advertising, and all other promotional purposes.

### **Chapter Obligations**

To remain an active FPA chapter, the group is responsible for:

1. Maintaining an Executive Board/Officer Team with at least four (4) positions: President, Vice President, Secretary, and Treasurer. More positions may be required by the chapter's school.
2. Participating in at least one (1) interscholastic programming competition hosted by the Fairfield Programming Association.
3. Collaborating with the community service group assigned to the chapter and fulfilling the annual requirements set forth with said community service group.
4. Remaining in communication with a local FPA field representative on a regular basis.
5. Adhering to the Fairfield Programming Association's Chapter Code of Conduct and ensuring all operations are in accordance with 501(c)(3) guidelines.

### **Chapter Code of Conduct**

FPA chapters are expected to adhere to the following conduct expectations:

1. Fairfield Programming Association chapters may never use political speech or speech that may alienate any group, regardless of said group's identity, behavior, political ideologies, etc. Leaders of the chapter may use political speech or alienating speech in their free time. But, when doing so, it just must be noted that said views do not align with those of the Fairfield Programming Association.



2. Fairfield Programming Association chapters must use appropriate speech and behavior at events, while understanding that every member is acting as a representative of the FPA and its subsidiaries. Members must also understand that the Fairfield Programming Association must maintain a certain image of education, community service and parity, and that all actions of the FPA, its subsidiaries, and its members, should reflect this image.
3. Fairfield Programming Association chapters must get approval from their local FPA field representative before hosting events or fundraisers. After said events or fundraisers, a synopsis should be given to the local FPA field representative detailing basic attendance, engagement, and/or donations earned.

### **The Fairfield Programming Association Inc's 501(c)(3) Status**

The Fairfield Programming Association Inc. is a 501(c)(3) non-profit organization that seeks to educate high-school and college-aged individuals about computer science, engineering, and programming. 501(c)(3) organizations are non-partisan and prohibited from campaigning or helping political candidates directly or indirectly. Fairfield Programming Association chapters who participate in campaign activities of any kind may jeopardize the FPA's 501(c)(3) status. Chapters found participating in campaign activities will be disassociated immediately.

### **Right to Disassociation**

If this chapter is found to be operating outside of the guidelines outlined by the Fairfield Programming Association, and/or leaders or members of the chapter participate in activities or demonstrate conduct deemed inappropriate by the Fairfield Programming Association, the FPA reserves the right to disassociate with the chapter and revoke the group's right to operate under the Fairfield Programming Association (FPA) name.

---

Chapter President Signature

---

Current Date



## Chapter Information

The following fields are general information pertaining to your Fairfield Programming Association chapter and will be recorded as official parts of your charter. Chapter names can be changed at any time on the FPA website and at the start of every school year. School information submitted on this form should be accurate and representative.

---

Chapter Name

---

School Name (Full Name)

---

School City

---

School State

Which best describes the school/ institution associated with your chapter?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Public High School            | <input type="checkbox"/> Religious Private High School  | <input type="checkbox"/> Magnet High School             |
| <input type="checkbox"/> Secular Private High School   | <input type="checkbox"/> Charter High School            | <input type="checkbox"/> Public University/ College     |
| <input type="checkbox"/> Community University/ College | <input type="checkbox"/> For-Profit University/ College | <input type="checkbox"/> Non-Profit University/ College |
| <input type="checkbox"/> Religious University/ College |   |   |

Which best describes your chapter?

- |   |  |
|---|--|
| <input type="checkbox"/> Not recognized by our school/ institution  | <input type="checkbox"/> In the process of completing paperwork for official registration with school/ institution |
| <input type="checkbox"/> Paperwork submitted for official recognition, waiting on approval from school/ institution | <input type="checkbox"/> Officially recognized as a FPA chapter by our school/ institution                         |



## Social Media Accounts

Your chapter social media accounts are to be used for official Fairfield Programming Association chapter purposes. Upon creation of accounts, chapter leaders must provide their assigned field representative with login information, including passwords. For this reason, the FPA urges chapter leaders to not link personal social media accounts with the chapter account, so as to respect your privacy.

_____	_____	_____
Website Name	Username	Password
_____	_____	_____
Website Name	Username	Password
_____	_____	_____
Website Name	Username	Password
_____	_____	_____
Website Name	Username	Password
_____	_____	_____
Website Name	Username	Password

## Officer Contact Information

Like any other organization, your Fairfield Programming Association chapter must have sufficient membership to run properly. The minimum number of members for a FPA chapter is four individuals, with a suggested amount of eight individuals per event/ meeting. If a chapter falls below four individuals, its membership will be considered void unless your local field representative determines otherwise.

### President

The president is the figurehead of a chapter. Because of this, they are responsible for attending every event, creating a positive atmosphere in accordance to the FPA's values, and acting as a leader for the chapter and community as a whole. All members of the chapter should work *with* and not *for* the president- a leader does not mean control.

_____	_____	_____
President First Name	President Last Name	President Email
_____	_____	_____
President Phone #	President Birthdate	President Graduation Year



### Vice-President

The vice-president is the member responsible for working with the president and the community to ensure that the chapter continues to grow, whilst staying secure. It is the vice-president's responsibility to manage community outreach including posting on social media, designing events, and ensuring that all communication inside and outside of the chapter is positive.

_____ Vice-President First Name	_____ Vice-President Last Name	_____ Vice-President Email
_____ Vice-President Phone #	_____ Vice-President Birthdate	_____ Vice-President Graduation Year

### Secretary

The secretary is the member responsible for taking notes during meetings, ensuring that rules are followed during events, and keeping the bylaws of the chapter intact. Secretaries are fully responsible for communicating with the school/ institution administration and for running meetings within the chapter.

_____ Secretary First Name	_____ Secretary Last Name	_____ Secretary Email
_____ Secretary Phone #	_____ Secretary Birthdate	_____ Secretary Graduation Year

### Treasurer

The treasurer is the member responsible for managing the finances of the chapter. During events, they manage monetary collection and securing the safety of money. And during meetings, they oversee all problems and concerns relating to chapter spending and financial stability.

_____ Treasurer First Name	_____ Treasurer Last Name	_____ Treasurer Email
_____ Treasurer Phone #	_____ Treasurer Birthdate	_____ Treasurer Graduation Year