

Chapter Officer Course — Outline (four modules; refreshed annually)

Prerequisite: League Basic Training. Each module is 45 minutes online with a short checklist test. The full set is the League's "Chapter Officer Guide."

Module A — Chair

- The program year on one page (the calendar); the three core programs and the one-per-pillar rule.
- Running a chapter meeting (Robert's Rules, lightly); the Preamble to open; the delegate to the Summit.
- The Charter Agreement, section by section; what provisional → permanent requires.
- Answering a nonpartisanship complaint: acknowledge in writing within 48 hours; produce the log; refer to the Board; publish the correction if one is due.
- Media: the Chair speaks for the chapter only on the League's programs and numbers; never on candidates or issues; "The League has no positions."
- Awards and Legacy Chapter status.

Module B — Vice Chair

- Chapters and charters: recruiting the next county; the Regional Organizer relationship; the Empty Ballot Tour stop.
- Training compliance: every officer and moderator certified; the county page kept current.
- Micro-grants: eligibility, the ten-day decision, receipts.
- Youth County: the program rules; the youth-protection screening; the Director and Counselors.
- Venue Partners and insurance certificates.

Module C — Secretary

- The member roll and chapter affiliation; members-at-large.
- The logs the Standard requires: what, where, how long.
- The quarterly report (due 30 days after quarter end) and the annual program report (January 31): the form, the numbers, the date and source rule.
- Notices: 20 days for member meetings; the Article I acknowledgment collected annually from every officer.
- Records and transparency: what is public, where it is posted, how corrections are published.

Module D — Treasurer

- Chapter funds are League funds; the sub-account; no separate EIN or bank account.
- The 60/40 allocation and the \$8 floor; remittance timing; lifetime dues to the reserve.
- The \$500 dual-signature rule; the 60-day receipt rule; fidelity coverage.
- The 5 percent administrative cap and the \$8,000 floor: what counts as administration; processing fees as fundraising.
- No League money to any candidate, party, or committee, ever; no fundraising for any candidate at any League event.
- The annual financial report to members; the Board's audit right.
- Insurance certificates for venues before every public event.