

NAME OF COMPANY/AGENCY  
NAME OF VOLUNTARY EMPLOYEE ORGANIZATION

**CHARTER**

**ARTICLE I: PURPOSE**

The purpose of this document is to establish the charter and bylaws for a voluntary employee organization in the *[Name of organization]* under the standards and requirements of *[Organization Policy/Administrative Order No. XXX-XX]*.

**ARTICLE II: NAME**

The name of this organization shall be *[Insert name and acronym]*.

**ARTICLE III: GOALS**

The *[Name of organization]* is a voluntary employee organization (VEO) whose mission is to *[Insert description]*. In addition, *[Insert acronym]* seeks to:

- List actions and/or activities the VEO will undertake to support and advance its goals.

**ARTICLE IV: POLICIES**

- (A) The scope of *[Insert acronym]* interests and activities shall include the entire *[Insert name of company/agency]*;
- (B) *[Insert acronym]* shall be a secular, nonpartisan, and non-profit organization. The organization shall be supported by membership dues and/or other sources in accordance with the *[Insert name of company/agency]* administrative, financial, ethical, and legal requirements;
- (C) *[Insert acronym]* shall not discriminate against any person on the basis of race, color, creed, sex, sexual orientation, disability, religion, national origin, age, marital or parental status, political or other affiliation, military affiliation, veteran status, or membership in a labor organization; and
- (D) The activities, programs, and services of *[Insert acronym]* shall not be represented, directly or indirectly, as official functions or activities of *[Insert name of company/agency]* or of any *[Insert name of company/agency]* official.

**ARTICLE V: MEMBERSHIP**

- (A) Full membership in *[Insert acronym]* is open to all current *[Insert name of company/agency]* employees who support the goals of the organization as set forth in Article III above. A full member in good standing shall be afforded all the rights, privileges, and obligations of membership, including, but not limited to, the right to vote, the right to seek office, and participation in organization activities.
- (B) Associate membership in *[Insert acronym]* is open to anyone not eligible for full membership who supports the mission and goals of the organization as set forth in Article III above. Associate members in good standing shall be afforded all the rights, privileges, and obligations of membership, EXCEPT the right to vote and the right to seek office.
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(C) A member in good standing is a full or associate member who meets the qualifications set forth in this charter and the bylaws, or as set by the board of directors.

#### **ARTICLE VI: BOARD OF DIRECTORS**

The board of directors shall consist of *[insert number of positions]*: a president/chair, a vice-president/co-chair, and a secretary.

*NOTE: Most VEOs also elect a treasurer.*

#### **ARTICLE VII: NONPROFIT ORGANIZATION**

The *[Insert acronym]* shall operate as a public nonprofit organization and will make efforts to seek recognition by the IRS under Section 501 (C)(3) or Section 501 (C)(4).

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