

Amended and Restated Bylaws  
Dallas-Fort Worth Chapter  
CISV USA

Last amended January 22, 2012

Article I: Name

The name of this organization shall be the Dallas -Forth Worth Chapter, CISV USA

Article II: Area of Geographic Jurisdiction

The area of jurisdiction shall cover the Dallas-Fort Worth Metroplex area. Any other community may be included upon recommendation of the Board of Directors and approval of the general membership, if it can be reasonably expected that members will attend necessary meetings and participate in chapter activities.

Article III: Affiliations

The Dallas-Fort Worth Chapter is a chapter of CISV USA, which serves as the United States Association for CISV USA, and through this affiliation is also associated with the International Association for CISV. It is a nonprofit organization.

Article IV: Mission and Objectives

The objectives of this organization shall be:

- A. To promote and uphold the principles of CISV USA., and adhere to its policies.
  
- B. To promote understanding, friendship and peace through domestic and international, cross-cultural programs for young people and their families in accordance with CISV USA, standards and policies.
  
- C. To give individuals the opportunity to learn about people of different

nationalities in order to be able to live peacefully with them.

- D. To sponsor CISV USA events in the Dallas-Fort Worth area where delegates and the community may experience personal contacts with children and adults from different countries.
- E. To select and send adult and child delegates to CISV Programs to which the Dallas-Fort Worth Chapter may be invited or otherwise participate.
- F. To cooperate with CISV USA and other groups having similar purposes.

## Article V: Membership

### Section 1 Eligibility

Membership in the Dallas-Fort Worth Chapter shall be open to all persons who reside in the above mentioned area of jurisdiction or any other area approved by the Board of Directors that understand, subscribe and contribute to the objectives of the organization, upon payment of membership dues.

### Section 2 Approval

All applications shall be approved by the Board of Directors or a committee appointed for such purpose.

### Section 3 Application Form

A membership application form shall be created and shall include a disclaimer advising applicants of the organization to refuse any applicant without justifying such refusal. This disclaimer shall be placed prominently immediately over the place where the applicant must sign.

### Section 4 Type of Membership

There shall be several levels of membership: Leaders (complimentary in the year of their program leadership); Student; Individual Adult; Family; Sponsor and Patron.

Section 5 Dues Amounts

Annual dues shall be set by the Board of Directors.

Section 6 Dues Payable

Dues are payable annually as set by the Board of Directors. Children and families must be members of Dallas-Fort Worth CISV in order to participate in the organization's programs.

Section 7 Delinquency

Members who have not paid their dues shall not be allowed to take part in membership meetings, board meetings or chapter/national programs.

Article VI: Officers

Section 1 Titles and Responsibilities

Officers of the Chapter, who, except for the office of Chapter Trustee, shall only hold one (1) office at a time. Each office may be shared by two (2) or more persons.

A. President, who shall

1. Preside at all regular and special meetings of the Chapter and of the Board of Directors.
2. Be an ex-officio member of all committees except the Nominating Committee and, with the advice of the other Officers (Executive Committee) shall appoint Standing Committees and such other Special Committees or representatives as may be deemed necessary from time to time.
3. Prior to each Board Meeting, review and verify the Treasurer's record of receipts and disbursements.

B. President-Elect, who shall

1. Perform all duties of the President in his/her absence and share responsibilities with him/her for coordinating the work of committees.
2. Be slated to become President after the conclusion of the term of office of the current President.

C. Recording Secretary, who shall

1. Keep a full and complete record of all business of the Chapter including minutes of Board of Directors' meetings.

2. Request reports from other Committees and or representatives and be responsible for filing these with official records of the Chapter.
  3. File annually a complete set of minutes in the official file of the Chapter.
- D. Corresponding Secretary, who shall
1. Notify Board members of all special and functional meetings.
  2. Be responsible for such correspondence as shall be delegated by the Board of Directors.
  3. Be responsible for membership records.
  4. Be responsible for collecting annual dues.
- E. Treasurer, who shall
1. Present financial reports of the Chapter at each regular Board Meeting.
  2. Make disbursements upon approval of the Board of Directors with an authorized bank signer who shall co-sign all such disbursements.
  3. Serve as a member of the Budget and Finance Committee and cause a budget to be prepared for consideration and adoption by the Board at the January Board Meeting.
  4. Cause necessary tax returns to be prepared and filed. Provide National Association with documents requested for annual audit.
  5. Present investment policy to the Board for approval on an annual basis.
  6. Be bonded in the amount (if such bonding is deemed necessary by the Board of Directors) to be determined annually by the Board of Directors.
- F. Chapter Trustees, who shall
1. Attend the annual CISV USA meetings.
  2. Represent the chapter on issues presented at the National Board Meetings.
  3. See that requests from CISV USA are fulfilled and Chapter President is informed.

## Article VII: Elections

### Section 1 Elected Offices

The elected officers of the Chapter shall be President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Chapter Trustees to

CISV USA.

Section 2 Nominating Committee

1. A Nominating Committee shall be appointed by the President and announced at the February Board Meeting.
2. The Nominating Committee shall be made up of the President-Elect and two (2) other current Board Members. Consideration will be made to include Board Members with complementary levels of CISV experience. The President does not sit on the Nominating Committee, but can submit recommendations.
3. The Nominating Committee shall submit at least one (1) candidate, whose consent shall first be obtained, for each of the elected offices.

Section 3 Election Method

Elections shall be written ballot when there is more than one (1) candidate for an office.

Section 4 Term of Office

The terms of office of all officers shall be one (1) year. All officers will begin their terms of office on September 1st. Officers may be elected for five (5) additional one (1) year terms not exceeding six (6) consecutive years. The exception shall be the Chapter Founder who may serve indefinitely in the Office of Treasurer. (added 6/99) Chairs of Standing Committees may serve indefinitely, but must be appointed each year.

Section 5 Election Time

The elected officers of the Chapter shall be elected by the Chapter Membership at the annual Spring Meeting by a simple majority of members present. All Chapter members must be notified by mail of the date, time, and place of all election meetings. The candidates for offices shall be ratified by the Board at the May Board Meeting, or the Board Meeting which immediately precedes the Spring General Membership Meeting.

Article VIII: Resignation and Termination

1. If Officers miss more than three (3) consecutive meetings, they will automatically be terminated unless the President receives a satisfactory explanation. In the event of a termination, the President will nominate a replacement for which a majority vote of the Board is necessary for approval.
2. In the event of resignation of an Officer, the President will nominate a replacement for which majority vote of the Board is necessary for approval.

Article IX: Board of Directors

Section 1 Board Members

- A. Officers of the Chapter
- B. Immediate Past President/Parliamentarian
- C. Chairs of all Standing Committees
- D. Chairs of all Special Committees
- E. Not more than three (3) members-at-large to be appointed by the President
- F. Representatives to the CISV USA Board of Trustees
- G. Representatives of Junior Branch
- H. Chapter Founder

## Section 2 Duties and Responsibilities

- A. Conduct business of the Chapter in the interim between general meetings, in conformity with the policies of the Chapter and the National Association.
- B. Receive, review, and approve Committee reports.
- C. Approve the official annual budget of the Chapter, as well as approving check signers and investment policy on an annual basis.
- D. Elect delegates to meetings of the National Association and elect persons nominated by the President to fill vacancies that may occur in the Board of Directors.
- E. Appoint annually an Auditing Committee consisting of two (2) Non-Board Members who shall perform audits of the finances of the Chapter.
- F. Determine when and where summer domestic village or other CISV programs will be held.

## Section 3 Meetings

The Board of Directors shall hold at least two (2) meetings during the year. The President at his/her discretion, or upon the request of three (3) members of the Board of Directors, may call additional meetings.

## Section 4 Quorum

At least one-third (1/3) of the members of the Board of Directors shall constitute a quorum.

## Section 5 Termination

If any elected Board Member misses three (3) consecutive meetings, he/she shall be deemed to have resigned and shall be notified of same by the Recording Secretary, unless the Board of Directors considers that there are mitigating circumstances justifying the making of an exception to this rule.

## Article X: Meetings of the General Membership

At least two (2) meetings of the general membership shall be held during the fiscal year. One (1) meeting in the Spring and one (1) in the Fall. Additional membership meetings can be held at the discretion of the Board of Directors or if there is a written petition by twenty (20) members. Members should be notified at least ten (10) days in advance of the meetings.

At the Fall Meeting there shall be reports of the activities of the Chapter and a Treasurer's report.

At the Spring Meeting there shall be committee reports, a treasurer's report and election of officers. Five (5) members of the Board of Directors must be present to conduct business at a membership meeting.

## Article XI: Committees

### Section 1 Standing Committees

Standing Committees shall include the following:

Archives, Budget & Finance, Directory, Fund Raising, Hosting Village Planning, Hosting Seminar Camp Planning, Hosting Summer Camp Planning, Interchange, Junior Branch and Youth Representatives, Junior Counselor, Leader Selection, Local Leadership Training, Local Work, Newsletter, Public Relations, Risk Management/Insurance, Scholarship, Seminar Camp, Summer Camp, Traveling Village Committee, and such others as shall be determined by the Board from time to time.

The President, in consultation with the Officers, shall appoint committee chairs.

- A. The Archives Committee shall maintain a scrapbook of all newspaper articles, photographs and other documents relating to the history of the Chapter.
- B. The Budget and Finance Committee shall be responsible for recommending to the Board the annual budget shortly after the beginning of each fiscal year, monitoring compliance with the budget adopted by the Board.
- C. The Directory Committee shall produce an annual Membership Directory and addendums as necessary.
- D. The Fund Raising Committee shall organize and implement a

fund raising event with the Board of Directors' approval. This event's purpose is to provide support funds for the program(s) hosted by the Chapter.

- E. The Hosting Village Planning Committee shall manage activities relating to the establishment of a CISV Village, arranging for site, equipment, supplies, program planning and personnel.
- F. The Hosting Seminar Camp Planning Committee shall manage activities relating to the establishment of a CISV Seminar Camp, arranging for site, equipment, supplies, program planning and personnel.
- G. The Hosting Summer Camp Planning Committee shall manage activities relating to the establishment of a CISV Summer Camp, arranging for site, equipment, supplies, program planning and personnel.
- H. The Interchange Committee shall be responsible for initiating, conducting and evaluating all activities engaged in by the Dallas Fort Worth Chapter members pertaining to CISV National Interchange. The Interchange Committee will include the Local Interchange Chair and Interchange Chairmen for each interchange currently active.
- I. The Junior Branch Committee is responsible for the development of the Junior Branch program and the selection of Junior Branch leaders. The Junior Branch will be represented at Board Meetings by one or more Youth Representatives with a total of two votes on behalf of the Junior Branch.
- J. The Junior Counselor Committee shall be responsible for encouraging chapter members to apply to be Junior Counselors at Villages and will oversee the application and selection process, as well as the training of those selected.
- K. The Leader Selection Committee shall recruit potential leaders and oversee the application, interview and selection process, as well as arranging for their local and national training.
- L. The Local Leadership Training Committee shall plan and carry out local training for leaders, local hosting staff, and JCs in accordance with the guidelines set forth by the national organization.



- M. The Local Work Committee shall develop community projects to educate the Chapter community and city of the CISV's goal of international peace.
- N. The Newsletter Committee shall be responsible for publishing chapter newsletters.
- O. The Public Relations Committee (in line with Local Work) shall find communications to make the Chapter community aware of CISV which, in turn, helps the Chapter to develop its membership.
- P. The Risk Management/Insurance Committee shall receive and disburse insurance and health forms from the National office to participating delegates, keep records for the Chapter, send completed papers to National and be a consultant for insurance questions as well as act as Chapter Risk Manager.
- Q. The Scholarship Committee shall prepare and receive applications from delegates requesting financial aid to participate in programs. A committee will convene to make decisions and communicate the results to the involved parties.
- R. The Seminar Camp Committee shall be responsible for encouraging chapter members to apply to Seminar Camps, both as youth participants and adult leaders and will oversee the application and selection process, as well as the training of those selected.
- S. The Summer Camp Committee shall be responsible for the recruiting, selection and preparation of delegates.
- T. The Traveling Village Committee shall be responsible for the recruiting, selection and preparation of delegates.

### Section 2 Special Committees

Special Committees shall be appointed as deemed necessary by the President and Board of Directors, or as recommended by the general membership at a general meeting.

### Article XII: Amendments

Amendments to these Bylaws may be made at any regular meeting of the Chapter of which members have been notified at least ten (10) days in advance, provided written notice of such meeting has indicated that changes in these

Bylaws will be discussed and voted upon at such meeting. Two thirds (2/3) of the members in good standing present at such a meeting may approve amendments to these Bylaws.

#### Article XIII: Consistency with National CISV

Nothing in the Chapter Constitution shall be inconsistent with the provisions of CISV USA's Code of Regulations.

#### Article XIV: Parliamentary Authority

The rules contained in "Roberts Rules of Order Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

#### Article XV: Dissolution

In the event of the Dissolution of the Chapter, the assets of the Chapter will, after the payment of all debts and expenses be transferred to the National Organization of CISV USA.

It is preferred that funds transferred to the National Organization of CISV USA, be placed in the Scholarship fund of the National Organization.

#### Article XVI: Date of the Bylaws

These Amended and Restated Dallas Fort Worth Chapter Bylaws shall become effective when approved by the Board of Directors and voted upon by the general membership at the 1996 Spring Membership Meeting.

Bylaws amended and approved at 1999 Spring Membership Meeting, June 6, 1999.  
Bylaws amended and approved at 2001 Spring Membership Meeting, June 10, 2001.  
Bylaws amended and approved at 2011 Spring Membership Meeting, May 22, 2011.