

Maine Chapter, Children's International Summer Villages

CONSTITUTION and BY-LAWS

Revised and updated March 2018

ARTICLE I: NAME

The name of this organization shall be the MAINE CHAPTER of CHILDREN'S INTERNATIONAL SUMMER VILLAGES, INC. (Abbreviated MAINE-CISV).

ARTICLE II: AREA OF GEOGRAPHICAL JURISDICTION

The area of jurisdiction shall cover the greater Bangor, Maine, area and all locations, towns and communities within a sixty(60) mile radius of Bangor. (Delegates and Leaders outside this area of jurisdiction may be included in the MAINE CHAPTER upon recommendation of the Board of Directors. Participation as a Delegate or Leader is contingent upon his/her agreement to attend necessary meetings along with participating in Chapter activities and supporting the volunteer commitment contract.

ARTICLE III: AFFILIATION

The MAINE Chapter is a chapter of the Children's International Summer Villages, Inc., which serves as the United States Association for Children's International Summer Villages, and through this affiliation also is associated with the International Association for Children's International Summer Villages. It is Non-Profit.

ARTICLE IV: PURPOSES AND OBJECTIVES

Purpose:

1. To conduct charitable, scientific, and educational programs in order to further, foster, and promote understanding among and between the people of the world in the interest of world peace.
2. To promote respect for the dignity of people and their constructive creative capacities.
3. To derive through research basic principles for promoting international understanding and awareness of world citizenship.
4. To cooperate with other groups having a similar purpose.
5. To improve research in the study of cross national contacts; and to disseminate information pertaining to the above purposes.

Objective:

To select youth and adult delegates to participate in all available CISV Programs, i.e. Village, Interchange, Seminar Camp, Step Up, Youth Meeting and to promote Mosaic Projects. which further CISV goals.

ARTICLE V: MEMBERSHIP

1. Eligibility:
Membership in the Maine Chapter shall be open to persons who subscribe to the purpose and objectives of the organization
2. Types of Membership and Dues:
 - A. There shall be six types of membership: Individual, Family, Active Citizen, Global Citizen, World Peace Supporter, and Honorary Life.
 - B. Annual dues shall be assessed of all members according to the following schedule:
 - 1) Individual: \$25.00
 - 2) Family: \$50.00
 - 3) Active Citizen: \$100.00 (OR MORE)
 - 4) Global Citizen: \$150.00 (OR MORE)
 - 5) World Peace Supporter: \$250.00 (OR MORE)
 - 6) HONORARY LIFE: NONE
 - C. Dues shall be payable annually on January 1. Children and families must be members of MAINE-CISV within 30 days of acceptance into CISV's programs.
 - D. TEN PERCENT (10%) of all dues, plus ten percent (10%) of all General Fund-Raising proceeds and any funds particularly delineated for Scholarship purposes, will automatically go into a scholarship fund to help defray expenses of youth delegates with special financial needs. Fifty percent (50%) of the scholarship fund may be appropriated for such use in the calendar year after it is received; fifty percent will be placed in a trust fund (the Endowment Fund), with only the interest available annually.

ARTICLE VI: OFFICERS

1. TITLES and RESPONSIBILITIES - OFFICERS OF MAINE-CISV SHALL BE:
 - 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.
 3. Appoint chairs and fill officer vacancies in consultation with the Board of Directors.
 4. Work with Chapter Representative to ensure that all reports and necessary forms are submitted to CISV National in a timely manner
 5. Direct liaison/communicator with National office
 - B. PRESIDENT-ELECT, who shall assume the duties of PRESIDENT after one year and shall assist the President in carrying out their duties, as needed.
 - C. SECRETARY, who shall:
 1. Keep a full and complete record of all business of the chapter, the minutes of the General Meetings, and Minutes of meetings of the Board of Directors.

2. Request reports from other committees annually, and be responsible for filing these with the official records of the Chapter.

D. TREASURER, who shall:

1. Keep a record of all money received and money disbursed with the approval of the Board of Directors. (Chapter Treasurer is bonded by CISV-USA).
2. Serve as a member of the Finance Committee.
3. Present books for the annual audit.

F. CHAPTER REPRESENTATIVE TO CISV NATIONAL, who shall:

1. Attend the Annual CISV in Motion and presenting a written report to the President.
2. Represent the Chapter on issues presented at the annual meeting.
3. See that all requests from CISV National, Inc. are fulfilled in cooperation with the President.

G. LOCAL JUNIOR REPRESENTATIVE who shall:

1. Represent the various Junior Branch Chapters within Maine-CISV, coordinating Junior Branch activities through the Board of Directors, and representing the Junior Branch on the Board of Directors.

H. RISK MANAGER: whose duties include advising the Chapter on legal concerns.

I. INSURANCE COORDINATOR: whose duties include acting as a conduit for insurance information and coordinating Chapter insurance purchases.

ARTICLE VII: ELECTIONS

1. The elected officers of the chapter shall be:

President, President-Elect, Secretary, Treasurer, Chapter Representative, Risk Manager, Insurance Coordinator and Local Junior Representative.

2. A nominating committee shall be appointed annually by the President.

3. The Nominating Committee shall submit at least one candidate, whose consent shall first be obtained, for each office.

4. Provisions shall be made for nominations from the floor when the officer slate of the Nominating Committee is presented for election. Nominations from the floor must be for persons whose consent has first been obtained.

5. Elections shall be by written ballot when there is more than one candidate for an office.

6. The terms of office of all officers shall be for two years, except for the President-Elect, who shall serve for one year before assuming the office of President; and the Treasurer, who shall serve for three years. The Chapter Representative to CISV National will serve for 3 years. Officers may be elected for

an additional term, not exceeding five consecutive years (six years, in the case of Treasurer and the Chapter Representative to CISV National).

Chairs of standing committees may serve indefinitely, but must be appointed each year. Chairs will be required to attend 6 out of the 10 scheduled meetings each year.

7. Local Junior Rep shall be elected by the members of the Junior Branch and shall serve for one year beginning on September 1 each year.

8. The officers of the Chapter shall be elected by the Chapter membership at the Annual Spring meeting.

ARTICLE VIII: BOARD OF DIRECTORS

1. MEMBERS - THE BOARD OF DIRECTORS shall consist of:

- A. Officers of the Chapter; (noted above)
- B. Immediate Past President;
- C. Two Members-at-Large to be appointed for a period of one year by the Board of Directors
- D. Program Chairs: which include (Village, Step Up, Interchange, Youth Meeting, Seminar, and Mosaic) plus Selection Chair, Recruitment Chair, Fundraising Chair, Membership, Application Chair, Marketing/Communications Chair, Jr. Branch Advisor and Local Leadership Chair to be appointed for a period of one year by the Board of Directors;
- E. Archivist, to be appointed for a period of one year by the Board of Directors.

2. EXECUTIVE COMMITTEE shall be made up of:

President, President-Elect, Secretary, Chapter Representative, Risk Manager, Treasurer, and 2 Members-at-Large

A. RESPONSIBILITIES:

- 1. The Executive committee would conduct business between general meetings and would handle incidents, complaints or issues where a decision would need to be made. Examples would be risk management issues, collecting late fees, complaints etc. This would allow the regular general meetings to conduct the business of programs.
- 2. Receive, review and approve committee reports.
- 3. Approve the official annual budget of the Chapter and all such expenditures of committees, officers or other expenditures not included in the approved budget.

3. MEETINGS - THE BOARD OF DIRECTORS shall:

- A. Hold monthly meetings during a fiscal year along with two Membership meetings: (Fall and Spring) Other meetings may be called at the discretion of the President, and must be called upon the request of three members of the Board of Directors.
- B. QUORUM: Eight members of the Board of Directors shall constitute a Quorum and must be present to transact business at any meeting of this body.

4. TERMINATION:

Any officer, after hearing, may be terminated for cause by a majority vote of the Board of Directors

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS:

1. At least two(2) meetings of the membership shall be held during each fiscal year, one in the FALL and one in the SPRING. Members shall be notified at least ten (10) days in advance of such meetings. Such other meetings as may be deemed necessary shall be called by the Board of Directors in consultation with the President. On the petition of Twenty (20) members, in writing, a meeting of the membership must be called.

2. Eight (8) members of The Board of Directors must be present in order to transact business at a membership meeting

ARTICLE X: FOUNDER AND TRUSTEE FOR LIFE:

Dr. Doris Twitchell Allen, founder of the Children's International Summer Villages, is a Trustee-For-Life of the MAINE CHAPTER, her home Chapter, and as such is an ex-officio member of the Board of Directors.

ARTICLE XI: AMENDMENTS:

Amendments to these By-Laws 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 a meeting has indicated that changes in these By-Laws will be discussed and voted upon at such a meeting. Two-thirds (2/3) of the members in Good Standing present at such a meeting may approve amendments to these By-Laws. Nothing in the chapter constitution shall be inconsistent with the provisions of the Code of Regulations and Operating Procedures of CISV, Inc.

ARTICLE XII: PARLIAMENTARY AUTHORITY:

The Rules contained in "Robert's Rule of Order" (current edition) shall Govern this organization in all cases to which they are applicable.

ARTICLE XIII: DISSOLUTION:

In the event of the dissolution of this Chapter, the assets of the Chapter will, after the payment of all debts and expenses, be transferred to the National Organization of CISV, Inc. It is preferred that funds transferred to the National Organization of CISV, Inc. be placed in the scholarship fund of the National Organization.

HISTORY OF BY-LAWS

Article VIII section 5 Quorum was changed to its present form at the Spring meeting on 3/29/93. The former wording was "Ten (10) members of" The revised section reflects the decrease from 10 members to 8 members that are required for a quorum.

Article IV: PURPOSES AND OBJECTIVES was changed to its present form to match the language of the National Organization of CISV, Inc. on 3/19/95.

Article VI, regarding the OFFICERS of the Board of Directors of CISV-Maine, was changed to remove "Archivist and Seminar Chair"; simultaneously, Article VIII section 1, regarding MEMBERS of the Board of Directors, was changed to add "Committee Chairs" and "Archivist", also on 3/19/95.

Article VI, regarding the OFFICERS of the Board of Directors of CISV-Maine, was changed at the 1998 Spring General Membership Meeting to delete Vice President of Programs and Vice President of Operations; to create a new position of PRESIDENT-ELECT, to be elected every other year for a 1-year term, followed directly by a 2-year term as Chapter President; to change the position of TREASURER from a 2-year term to a 3-year term; Article VII, regarding ELECTIONS, to be amended accordingly.

Article VIII section 1, regarding MEMBERS of the Board of Directors, was amended to change "Committee Chairs" to "Program Chairs" to specify Village, Interchange, Step Up, Seminar Camp and Local Work Chairs as Board Members, also at the 1998 Spring General Membership Meeting. The same Article was again amended to add Selection Chair, Recruitment Chair and Fundraising Chair as Board Members at the 2003 Spring General Membership Meeting.
