

**CONSTITUTION of  
CHILDREN'S INTERNATIONAL SUMMER VILLAGES, Inc  
GREATER SPRINGFIELD CHAPTER**

**Article I - Name**

The name of this organization shall be Children's International Summer Villages, Inc. – Greater Springfield Chapter.

**Article II - Area of Jurisdiction**

The area covered by this organization shall include Hampden County, Massachusetts and any city or town that borders Hampden County.

**Article III - Affiliations**

The Greater Springfield Chapter is a chapter of Children's International Summer Villages, Inc. (abbreviated CISV, Inc.), which serves as the United States Association for Children's International Summer Villages, and through this affiliation is also associated with The International Association of Children's International Summer Villages Limited. Nothing in this Constitution shall be inconsistent with the Code of Regulations or Operating Procedures of CISV, Inc. In the event of any inconsistency, the provisions of the Code of Regulations or Operating Procedures of CISV, Inc shall govern.

**Article IV - Objectives**

The objectives of Children's International Summer Villages, Inc. – Greater Springfield Chapter shall be:

1. To further the purposes of CISV, Inc. and adhere to its policies.
2. To cooperate with the national and international associations of CISV in furthering and promoting cross cultural friendship and understanding.
3. To further, foster and promote such understanding in the Greater Springfield Chapter area.
4. To sponsor Children's International Summer Village programs and activities in the Greater Springfield Chapter area.
5. To select and send delegates to CISV programs and activities to which the Greater Springfield Chapter may be invited.
6. To cooperate with other groups having similar purposes.

**Article V - Membership**

1. Eligibility. Membership in the Greater Springfield Chapter shall be open, upon payment of membership dues, to all persons who subscribe to the objectives of the organization.
2. The Board of Directors shall establish membership categories. Such categories shall specifically describe the voting rights of each membership category.
3. Only members of CISV Springfield are eligible to participate in CISV international programs or activities. Absent approval of the Board of Directors, all leaders, staff and participants in international programs must live or work in the Greater Springfield Chapter geographic area. For participants age 18 or younger, at least one parent or guardian must live or work in the Greater Springfield Chapter geographic area.
4. All family members aged 10 - 25 are also members of the local Junior Branch. The Junior Branch may establish its own rules and memberships fees.
5. Membership in the Greater Springfield Chapter may be revoked for actions inconsistent with the goals and purposes of CISV, Inc.

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### **Article VI – Dues**

1. Dues for each classification of membership shall be determined from time to time by the Chapter's Board of Directors.
2. Dues are payable annually at the beginning of each fiscal year, except as program participation may require.
3. Non-payment of dues may be held to disqualify a person from participating in CISV activities.

### **Article VII - Board of Directors**

1. Members. The Board of Directors shall be composed of:
  - A. Fifteen members elected by the membership. Five shall be elected each year for a three year term.
  - B. Two members, elected by the members of the Junior Branch. The Junior Branch shall determine the term of office and the procedures for selection, but all terms of office shall begin on September 1.
  - C. The Chapter founder, who shall serve ex-officio.
2. Responsibilities. The Board of Directors shall:
  - A. Conduct the business of the Chapter in conformity with the bylaws, policies and procedures of the Springfield Chapter and CISV, Inc.
  - B. Approve the annual budget of the Chapter and all expenditures
  - C. Elect the Officers and the National Trustee of the Chapter as provided for in Article VIII.
  - D. Establish committees, coordinators or other volunteer positions as may be necessary for the operation of the Chapter.
  - E. Appoint a Nominating Committee each year.
  - F. Approve the locations and dates for official CISV programs and activities to be hosted by the Chapter.
  - G. Respond to concerns of the Membership.
  - H. Fill any vacancies that may occur on the Board of Directors, provided that such appointments shall be valid only until the next meeting of the General Membership.
3. Meetings.
  - A. The Board of Directors shall hold at least eight meetings annually.
  - B. Additional meetings may be called at the discretion of the President, or upon the request of three members of the Board of Directors.
  - C. Chapter business may be transacted provided a quorum of one-third of the members of the Board of Directors are present.
  - D. The Board of Directors may conduct business through electronic ballot, provided that no motion may be approved without an affirmative vote of nine members of the Board of Directors. Business approved through electronic ballot shall be noted in the minutes of the next meeting of the Board of Directors.

### **Article VIII – Officers and National Trustee**

1. Titles and Responsibilities of the Elected Officers and Trustees of the Greater Springfield Chapter:
  - A. **President.** The President shall:
    - 1) Preside over meetings of the Board of Directors and shall have overall responsibility for implementing all Chapter programs and activities authorized through these bylaws and the actions of the Board of Directors.

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- 2) Appoint, with the approval of the Board of Directors, all non-elected volunteer positions. That President shall serve as an ex-officio member of all Committees.
  - 3) Communicate to all members of the Board of Directors, with the help of previous Board members and Committee Chairpersons, job descriptions, guidelines, policies and procedures to orient them to their duties.
- B. **Vice President.** The Vice President shall:
- 1) Be responsible for assisting the President in the execution of his or her duties and for temporarily assuming those duties in the absence of the President.
  - 2) Be responsible for assuming the duties of the President in the event the President dies, resigns or is removed from office.
- C. **Secretary.** The Secretary shall:
- 1) Keep full and complete records of all business of the Chapter through minutes of General Membership, Board of Directors.
  - 2) File annually a complete set of minutes in the official Chapter file.
  - 3) File the minutes of each meeting with the Chapter Treasurer and CISV, Inc. Administrative Director.
  - 4) Notify the Board of Directors and General Membership of all meetings as appropriate.
  - 5) Support the President in his/her responsibility of communicating with the Board of Directors and the membership.
- D. **Treasurer.** The Treasurer shall:
- 1) Keep a written record of all monies received and disbursed with the approval of the Board of Directors.
  - 2) Present the books for annual audit.
  - 3) Hold any securities owned by the Chapter and handle these in such a way as shall be approved by the Board of Directors.
  - 4) Prepare and submit an annual budget for approval by the Board of Directors.
  - 5) Be responsible for collection of all CISV program fees and payment of all bills.
- E. **National Trustee.** The National Trustee shall:
- 1) Serve as the Springfield Chapter Trustee on the Board of Trustees of CISV, Inc. (CISV USA).
  - 2) The duties and responsibilities of a CISV, Inc. Trustee are those specified by the Code of Regulations and Operating Procedures of CISV, Inc.
  - 3) Be responsible for informing the Board of Directors of the actions of the Board of Trustees of CISV, Inc.
2. Election of Officers and Trustees
- A. The elected officers of the Chapter shall be President, Secretary, Treasurer, Vice President .
  - B. Officers shall be elected annually by the Board of Directors and shall serve a one-year term beginning September 1.
  - C. One National Trustee shall be elected every three years to serve a three year term, beginning September 1.
  - D. The Nominating Committee or in its place, the Board of Directors, shall submit at least one candidate, whose consent shall first be obtained, for each office.
  - E. Nominations may be made from the floor for persons whose consent has first been obtained.
  - F. Election shall be by written ballot when there is more than one candidate for an office.

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- G. Officers and the National Trustee may be removed from office by a two-thirds vote of the Board of Directors or by a two-thirds vote of the members in attendance at a duly called meeting of the General Membership, provided that notice of a vote to remove shall be given at least 14 days in advance of the meeting.
3. Vacancies in Office
    - A. The Board of Directors may fill all vacancies in any elected position and the person selected shall serve for the unexpired term remaining in that office. Vacancies on the Board of Directors shall be filled in accordance with Article VII.

### **Article X - Meetings of the General Membership**

1. At least one meeting of the General Membership shall be held annually.
2. Members shall be notified at least ten days in advance of such meetings.
3. Such other meetings as may be deemed necessary shall be called by the Board of Directors.
4. On the written petition of ten members, a meeting of the General Membership must be called.
5. Ten members in good standing must be present in order to transact business at a General Membership meeting.
6. The General Membership shall be responsible for electing the Board of Directors, approving changes to this document, and such other business as may be referred to it by the Board of Directors.

### **Article XI - Committees**

1. The Board of Directors shall establish such Committees as are deemed useful or necessary to the Chapter.
2. The President shall appoint a Chairperson of each Committee.
3. Committee Chairs are appointed for a term of one year.
4. Each Committee Chair shall appoint Committee members from the Chapter at large, and shall report on the Committee's activities to the Board of Directors on request.
5. Committee Chairs and members serve at the Board of Director's pleasure.

### **Article XII - Amendments**

Amendments to these Bylaws may be made at the annual General Membership meeting of the Chapter or at a meeting called for that purpose. Members must have been notified at least ten 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. Proposed amendments must have been presented in writing to the Board of Directors no less than seven days in advance of the meeting. Two-thirds of the members, in good standing, present at such a meeting may approve amendments to these Bylaws.

### **Article XIII - Parliamentary Authority**

The rules contained in "Robert's 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 XIV - Dissolution**

In the event of the dissolution of Children's International Summer Villages, Inc. - Springfield Chapter, the assets of the Chapter after the payment of all debts and expenses shall be transferred to Children's International Summer Villages, Inc., CISV'S national organization.

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**IMPLEMENTING ARTICLE**

This Constitution shall become effective upon approval. Upon approval, the membership shall proceed to elect the Board of Directors. Five members shall be elected for a three year term, five members shall be elected for a two year term and five members shall be elected for a one year term. All terms shall be deemed to have started on September 1, 2006.

Approved: November 5, 2006

Attest: