

**CHILDREN'S INTERNATIONAL SUMMER VILLAGES
YOUNGSTOWN-CLEVELAND, NORTHEAST OHIO CHAPTER
JUNIOR BRANCH BYLAWS**

(June 6, 2006)

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Article I- Name and Purpose.

Section One – Name.

The name of the organization shall be Children's International Summer Villages Junior Branch of the Youngstown-Cleveland Northeast Ohio Chapter (CISV JB Y-C NEO).

Section Two- Affiliation.

CISV JB Y-C NEO Chapter is associated with Children's International Summer Villages, INC., which is part of the United States Association of Children's International Summer Villages, and also part of the International Association of Children's International Summer Villages. CISV is an independent, non-political, nonprofit, nonreligious volunteer organization promoting peace education and cross-cultural friendship.

Section Three- Purpose and Goals.

The purpose of CISV JB Y-C NEO Chapter shall be to promote friendships; learn about all cultures; keep members interested and involved in CISV; solidify the ideals of CISV; become involved in the community; recruit new members; and have fun. Goals include to further the purposes of CISV and adhere to its policies; to cooperate with the national and international associations of CISV in furthering and promoting cross cultural friendship and understanding; to foster such understanding in JB Y-C NEO Chapter; to select and send delegates to CISV programs and activities to which the JB Y-C NEO Chapter may be invited; and to cooperate with other organizations having similar purposes.

Article II – Membership.

Section One- Eligibility.

Any youth wishing to be a member of the CISV JB Y-C NEO Chapter must be at least nine (9) years of age and not older than twenty-five (25) years of age and a member in good standing.

Section Two- Membership and Guest Fees.

- A. **Family Membership** - Any youth of membership age listed on a Chapter Family Membership for the CISV Y-C NEO Chapter is entitled to be a membership of the Chapter's Junior Branch.
- B. **Individual Membership** – Any young adult at least twenty-one (21) years of age and not older than twenty-five (25) years of age may join as an Individual Chapter Member and may designate to be a member of the CISV JB Y-C NEO Chapter.
- C. **Guests Fees** – Any youth or young adult of membership age may be a guest of a member of CISV JB Y-C NEO Chapter. The CISV JB Y-C NEO Chapter Expanded Board shall determine the amount to be charged and how often an individual may attend as a guest.

Article III – Meetings.

Section One- When and How Meeting Should be Run.

Regular JB meetings shall be held no less than bimonthly at dates and times that shall be determined at the Annual Meeting. Meetings should be led by the President, who composes the agenda which is then typed and circulated by the Secretary to the membership no later than a week (7 days) prior to the scheduled meeting. Members should then reply to the president as to their attendance for that meeting within three (3) days. The meetings should follow *Robert's Rules of Order* for their proceedings.

Section Two- Annual Membership Meeting.

The official Annual Membership Meeting will be held in September, the first month of the JB Board's new term. It is requested that all members attend this important meeting. Members will be notified about this event in a timely fashion and be advised of the meeting's agenda as indicated in **Article III - Section One.**

Section Three- Supplementary Meeting.

A Supplementary Meeting shall be held no later than March 31st of each year to elect the officers for the following year. It is recommended, however, that program selection has been completed before JB elections take place to involve the new members. This will also provide enough time for the President-Elect to plan to attend NJBoT.

Article IV – Junior Branch Board.

Section One- Board.

The JB Executive Board consists of the following elected positions:

- President
- Vice President (the past president)
- President-Elect
- Secretary
- Treasurer
- The JB Advisor is also a non-voting member on the Executive Board.

The members of the JB Executive Board must all be members in good standing.

Section Two- Expanded JB Board.

The Expanded JB Board shall consist of the Executive Board, Youth Voices, Social Chair, Nominations Chair and Website/Newsletter Chair. The members of the Expanded JB Board must all be members in good standing.

Section Three- Elections.

Elections for the Executive Board will be conducted at the Supplementary Annual Meeting prior to March 31st. It will be conducted by the current JB Y-C NEO Chapter Nominations Chair. All members of the JB Y-C NEO Chapter who are in good standing may vote.

Section Four- Term of Office.

- A. Each term for Secretary and Treasurer is one (1) year. It will begin September 1 and ends August 31. Candidates for the positions of Secretary and Treasurer may seek election for two (2) consecutive 1-year terms for the same office. Individuals must be out of office for one year before seeking election again to that position. An exception to this may be granted if the membership so requests.
- B. The individual filling the multiple-position (offices) of President-Elect/President/Vice-President will serve for three (3) years. During the first year that person will be President-Elect; the second year, President; and the third year, Vice President. A new candidate will be elected each year for this 3-year position.

Section Five- Special Board Meetings.

A special board meeting may be called by the President or at the request of two (2) or more Board members in accordance with **Article III - Section One.**

Section Six- Voting.

- A. At "regular" board meetings the board votes as needed on issues, and the vote is conducted by the current President in accordance with *Robert's Rules of Order*. All members of the Executive and Expanded Board, except the JB Advisor, are entitled to one (1) vote. A majority of those board members present is needed to pass any issue. A minimum of five (5) board members (excluding the JB advisor) will constitute a quorum needed to transact any business. In the event a quorum is not present, the motion may be sent to the members of the Executive and Expanded JB Board via e-mail for vote by the President. The e-mail ballots would then be submitted at the next board meeting and recorded into the minutes as such.
- B. For the election of officers, the Nominating Committee and the JB Advisor shall make sure that all requirements (age, membership, etc.) have been met for each candidate. In addition to having a "slate of officers" individuals may (with their permission) be nominated from the floor. Offices should be filled by balloting one position at a time beginning with the President-Elect/President/Vice-President position, then the Treasurer and then the Secretary. The Nominations Chair shall preside at the election. A minimum of five (5) members (excluding the JB advisor) will constitute a quorum needed to hold elections and a majority of those members present is needed to elect a candidate. In the event a quorum is not present, elections will need to be rescheduled. "Absentee" balloting will not be permitted.
- C. A two-thirds (2/3) majority vote of the attending five (5) or more members is required to amend the JB bylaws. Prior to this vote the procedures outlined in **Article VIII Section One** must have been followed.

Section Eight- Resignation or Removal.

- A. Meetings for Resignation or Removal - Should any member of the Executive or Expanded Junior Branch wish to resign, or if any member is not serving effectively in their position and a removal is needed, the issue shall be brought up at the next Executive Board Meeting. If the next Executive Board Meeting is more than two weeks away, an Emergency Board Meeting may be scheduled.
- B. Section Eight B- Resignation - Should any member wish to resign, it is necessary that they do so to the entire Board. A written resignation is required, and the filling of the vacated position shall be regulated by the policy in **Article IV, Section Eight C / D.**

- C. Section Seven - Removal - For the removal of any member of the Executive or Expanded Junior Branch Board, the said member must be present. That person will only be removed with a “super-majority” vote. (Super-majority is unanimous vote, minus a single vote.) The Junior Branch Advisor will conduct the vote, and the Executive and Expanded Junior Branch must be at least two-thirds (2/3) present.
- D. Section Eight - Filling a Vacated Position. - A vacated position may be temporarily filled by an appointment with the approval of the Expanded Board. This appointed person would serve until the next Membership Meeting; see **Article III**, where the JB will elect a new person.

Article V – Officers and Duties.

Section One- President-Elect/President/Vice-President First Year.

- A. President-Elect - The President-Elect of the JB is **recommended** to be at least fourteen (14) years old so as to be fifteen (15) during the second year.
- B. The President-Elect should be an active member in the JB YC NEO Chapter. That person should have good leadership qualities and be able to communicate well. The President-Elect works with the President and Vice-President to learn the administrative duties of the office.

Section Two- President-Elect/President/Vice-President Second Year.

- A. President - The President of the Junior Branch is in charge of the Junior Branch, the head of the Executive Board, and runs the meetings. The President shall play an integral role in the planning of meetings, and shall also be responsible for the delegation of tasks. The President must also make up each agenda and give it to the Secretary before each meeting. The President or Presidential designee (along with the Junior Branch Advisor) shall sit on the Adult Board and attend their monthly meetings as needed..
- B. It shall also be stipulated that the President shall attend NBM and NJBoT meeting. The President only has to attend NJBoT if the President-Elect cannot attend. The JB Y-C NEO Chapter shall pay for the attendance at these meetings. If the President is unable to attend either of these events, a proxy will be sent in their place. The first choice for the proxy President shall be the President-Elect. If the President-Elect is unable to go, any member of the Executive Board shall attend.

Section Three- President-Elect/President/Vice-President Third Year.

- A. Vice-President - The Vice-President’s term is a continuation of the President-Elect’s and the President’s term. The Vice-President shall oversee the new JB Board and to help them based on that person’s experience. The Vice-President performs all duties of the President in that persons absence.
- B. The Vice President should be considered a vital resource for the officers of the JB and make himself/herself available for that purpose.

Section Four- Secretary.

- A. The Secretary is **recommended** to be at least the age of thirteen (13).

- B. The Secretary is responsible for the communications of the Junior Branch. That person is in charge of all contact information, all notes from meetings and all communications. The Secretary is responsible for sending the agenda to the membership prior to each meeting and all the minutes from JB Board Meetings. After each JB Board meeting, the minutes should be typed and sent to the JB President for review.
- C. This is a one (1) year term. Individuals may seek election for two (2) consecutive 1-year terms for this position. Individuals must be out of office for one year before seeking election again to that position. An exception to this may be granted if the membership so requests.

Section Five- Treasurer.

- A. The Treasurer is **recommended** to be at least thirteen (13) years old.
- B. The Treasurer is responsible for all financial reporting aspects of the JB, including the collection and management of dues. All money brought in by the JB must go through the Treasurer, and the Treasurer must handle all money being spent by the JB. Basic math skills are highly recommended.
- C. The Treasurer serves a one (1) year term. Individuals may seek election for two (2) consecutive 1-year terms for this position. Individuals must be out of office for one year before seeking election again to that position. An exception to this may be granted if the membership so requests.

Article VI - JB Advisor.

Section One- Qualifications

- A. JB Advisor(s) must be at least twenty-one (21) years of age and preferably have some CISV experience. Advisors will be appointed in accordance with the adult bylaws by the adult board with one being designated as the head advisor should there be more than one.
- B. Their primary responsibility is to work as a liaison (along with the President) between the adult board and the JB. They also work with the Executive JB Board to help run the JB, in all aspects where an adult is needed. They also serve as chaperones, when needed.

Article VII - Standing Committees.

Section One - Youth Voices

- A. The Youth Voice must be a member of the age group that person will represent. A youth voice is suggested for each of the following age groups 9-10, 11-13, 14-16, and 17-25. Individuals will be appointed by the JB President with the consent of the JB Executive Board and JB Advisor.
- B. Youth Voices serve as representatives from their respective age groups. They are responsible for representing all members of their age group to the board, and to bring up ideas made by the youth of those respective age groups. They must represent their entire age group, not only themselves.
- C. Youth Voices are appointed for a one (1) year term. If there is no youth voice for any age group the space will remain vacant until a member of that age group is elected to the position. There may be no more than two Youth Voices for any given age group (one male and one female).

Section Two- Social Committee.

- A. The Social Chair is **recommended** to be at least twelve (12) years old. Individuals will be appointed by the JB President with the consent of the JB Executive Board and JB Advisor.
- B. The Social Chair is responsible for helping with the planning of social activities such as mini-camps and cookie-a-thons. A Social Chair is there to serve and to help with details of a social event. The Social Committee shall consist of the Social Chair and at least two (2) other youth members.
- C. The Social Chair is appointed for a one (1) year term.

Section Three - Website and Newsletter Committee.

- A. The Website and Newsletter Chair is **recommended** to be at least twelve (12) years old. Individuals will be appointed by the JB President with the consent of the JB Executive Board and JB Advisor.
- B. The Website and Newsletter Chair is responsible for the upkeep of the JB's web site. The web site should include a calendar of JB Events, pictures from recent events and reflections from members of the JB about the activities. All information posted on the JB website must comply with national and international rules. For this reason the materials must be approved by the adult webmaster before being uploaded to the website. In addition to maintaining the web site, this position will also aid in the production of the chapter newsletter, doing a specific portion for the JB. The Website and Newsletter Chair should e-mail the members of the JB at least two weeks before the deadline of the next newsletter in order to compile any information that members would like to have published in the newsletter. The web site and newsletter coordinator will then e-mail the information to the JB Secretary, Chapter Secretary, JB President, and Chapter President for the compilation of the Newsletter that will be submitted to and edited by the Adult Board.
- C. The Website and Newsletter Committee should consist of the chair and at least one (1) other youth member.
- D. The Website and Newsletter Chair is appointed for a one (1) year term.

Section Four - Nominations Committee.

- A. The Nominations Chair is **recommended** to be at least thirteen (13) years old.
- B. Individuals will be appointed by the JB President with the consent of the JB Executive Board and JB Advisor.
- C. The Nominations Chair and committee members are responsible for finding candidates to fill the elected officer positions. The committee shall consist of the nominations chair and two (2) youth members not currently serving as elected officials. They will work with the JB Advisor to create a "Slate of Officers" for the Supplementary Meeting in March. A nominations form should be developed and used for this purpose. Approval from the candidates that are nominated is requires as well as someone to nominate them.
- D. The Nominations Chair will conduct the elections at the Supplementary Meeting in accordance with *Robert's Rules of Order*.
- E. The Nominations Chair is appointed for a one (1) year term.

Article VIII – Policy and Amendments.

Section One – Making and Changing JB Policies & Making Changes to JB Bylaws

- A. The JB of the Y-C NEO Chapter of CISV, although having its own officers, having its own bylaws and planning its own activities, is still ultimately the responsibility of the “Adult Branch” of the Y-C NEO Chapter of CISV. Because there are policies and regulations in place and/or under development by CISV USA and CISV International that must be followed, and because it is the job of the “Adult Branch” to make sure that any changes would be in compliance with these national/international policies and procedures the following section shall be followed when proposing changes in JB policy or to these bylaws.
- B. Procedure to follow when proposing changes to JB policy or to these bylaws :
 1. Any changes of JB Policy or to these JB bylaws must first be presented to the adult board during their regular board meeting. The JB President should contact the Adult President and request that the information be put on the agenda when the JB makes its “committee” report.
 2. At that time the adult board will consider the proposed change(s) and make its recommendation(s).
 3. Until the adult board has approved the proposed change(s), the JB should not plan to take actions to vote on them (approve them) at their meeting. This does not mean that they should not be discussed at the meeting, only that there should be no vote to implement them.
 4. Further discussion with the adult board and JB board should continue to take place until a satisfactory conclusion has been reached.

Section Two- Policy Manual.

Any member of the JB may suggest policies that are made by the JB Board. Policies made by the Executive Board are recorded and made available by the Secretary, and kept in a document supplementary to these Bylaws. Any policy may be amended after being examined by the Executive Board, by a vote once the procedure described in **Article VIII Section One** has been followed and receive the approval of the adult board.

Section Three- Bylaw Amendments.

All members of the JB Board may amend bylaws after a review and vote. In order for an amendment to be accepted, it must have a two-thirds (2/3) vote of the attending members of the JB Board once the procedure described in **Article VIII Section One** has been followed and receive the approval of the adult board. All members of the JB must be informed of the changes to the bylaws by the following meeting.

Article IX – Disbandment of the Junior Branch.

Section One- Dissolution

Should the JB Y-C NEO Chapter cease to exist, all monies in the Treasury revert back to the care of the Chapter Treasurer, and all assets must be frozen until a new JB sees fit to reestablish itself.

Section Two- Miscellaneous

The President’s Notebook and all other records of the JB shall be entrusted to the Chapter Secretary until the JB can reestablish itself.