

CHILDREN'S INTERNATIONAL SUMMER VILLAGES YOUNGSTOWN-CLEVELAND, NORTHEAST OHIO CHAPTER BY-LAWS

Original: April 1964

Revisions: June 1978, May 1980, November 1981, September 1986, September 1992, September 1997, May 2001, MAY 2002, September 2005, May 2006.

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STANDING RULES

CHILDREN'S INTERNATIONAL SUMMER VILLAGES YOUNGSTOWN-CLEVELAND, NORTHEAST OHIO CHAPTER BY-LAWS

Original: April 1964

Revisions: June 1978, May 1980, November 1981, September 1986, September 1992, September 1997, May 2001, MAY 2002, September 2005, **May 2006**.

ARTICLE I: NAME

The name of this organization shall be the Youngstown-Cleveland, Northeast Ohio Chapter Children's International Summer Villages, Inc. (CISV, Inc).

ARTICLE II: AREA OF GEOGRAPHICAL JURISDICTION

The area of jurisdiction shall cover but not be limited to the communities within the following counties within the State of Ohio:

Ashtabula, Carroll, Columbiana, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull and Wayne.

ARTICLE III: AFFILIATION

The Youngstown-Cleveland, Northeast Ohio Chapter is a member of Children's International Summer Villages, 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 for Children's International Summer Villages. CISV is a non-profit organization.

ARTICLE IV: PURPOSES AND OBJECTIVES

- A.** To afford individuals the opportunity to learn how to live peacefully with people of many nationalities.
- B.** To contribute to the research of the scientific study of national relations, recognizing that relatively few human beings have learned to live together in a friendly way with all the peoples of the world.
- C.** To sponsor CISV in the Northeast Ohio area where delegates and the community may experience personal contacts with children and adults from different countries.
- D.** To select and send children and adult delegates to other CISV Programs to which the Youngstown-Cleveland, Northeast Ohio Chapter may be invited. These Programs include Village Programs, Interchange Programs, Summer Camps, Seminar Camps, International Youth Meetings. International People's Project, as well as other approved programs of Children's International Summer Villages, Inc.
- E.** To cooperate with other groups having similar purposes and objectives.

ARTICLE V: PROGRAMS AND ACTIVITIES

The International Programs of CISV are describe below. The source of this information is the CISV General Guide, Section G3: Program Content. Should program changes occur this section of the By-laws may be changed accordingly without approval (membership vote) from the local chapter.

A. Village

The Village program is a four (4) week international “summer” camp unique to CISV. Delegations of two (2) boys and two (2) girls, all age eleven (11), and an Adult Leader, aged at least twenty-one (21) from ten (10) to twelve (12) nations, four (4) to six (6) Junior Counselors (age 16-17) from three (3) to five (5) nations and a staff participate in a multi-lingual camp featuring typical camp activities, while emphasizing international friendship, cross-cultural communications, and cooperative learning. Day by day, the children learn, in a natural way, that despite national and cultural differences, they all have more in common as members of the human family in an increasingly independent world.

B. Summer Camp

A Summer Camp is a three-week (3 week) international camp. Delegations consist of an equal number of boys and girls of the same age, and an Adult Leader, aged at least twenty-one (21). Thirteen (13), fourteen (14), or fifteen (15) year olds participate in a Summer Camp; the age of the participants for the Camp is determined by the hosting nation. This is a multi-cultural Camp which develops a particular theme through international activities and discussion. The emphasis is on youth leadership through adult facilitation.

C. Interchange

The Interchange program is family centered, two (2) phase exchange between two (2) international Chapters for youth ages twelve (12) to fifteen (15). The Delegations often of five (5) boys, five (5) girls, possibly a Junior Leader aged at least nineteen (19), and an Adult Leader aged at least twenty-one (21), reciprocally host partners of the same age and sex with similar interests for two (2) to four (4) weeks during each phase of the program.

D. Seminar Camp

Seminar Camp is a three (3) week program conducted for approximately thirty (30) international youth ages seventeen (17) and eighteen (18), plus a staff, with national representation limited to four (4) persons per Camp. Topics on peace-fostering activities, international relations, and cooperative living are focal points of the program. Seminars and simulation games are conducted to promote cross-cultural communications, global cooperation, and nonviolent conflict resolutions, augment activities selected and conducted by the participants.

E. Junior Branch

Junior Branch is a group of young people from ages eleven (11) to twenty-five (25), along with adult advisor(s) that follow the CISV philosophy and goals, developing leadership skills through activities and programs.

F. Mosaic (formerly Local Work)

Mosaic is a program that consists of projects with educational content, developed by local chapters worldwide, that empowers individuals to be agents of change, reaches out, and involves as many people as possible. Education is at the heart of any strategy for peace building. It is through education that the broadest possible introduction can be provided to the values, skills and knowledge that form the basis of respect for human rights and democratic principles. This includes the rejection of violence and a spirit of tolerance, understanding and mutual appreciation among individuals, groups and cultures. Mosaic is an educational program addressing these issues at a local level.

G. Other Programs and Activities

Participate in any other programs and/or activities sanctioned and approved by the International or National Associations.

ARTICLE VI: MEMBERSHIP & VOTING

A. Eligibility

Membership in the Youngstown-Cleveland, Northeast Ohio Chapter of CISV shall be made open to all persons who subscribe to the purposes and objectives of the CISV Organization. Membership is required of all elected officials, committee chairs, as well as, program participating individuals and families, and is strongly recommended committee members.

B. Types of memberships and dues

1. Categories of membership shall include the following:
 - a. Individual – 21 years of age and older
 - b. Family – 2 parents and all children (youth) of that immediate family. Individuals thru 25 years of age may remain as part of a family membership since they are still considered eligible for Junior Branch membership. For purposes of voting, however, (See ARTICLE VII-D) these individuals are to be considered “children.”
 - c. Patron – Individual or Family (see above)
 - d. Corporation – Business or other group not considered Patron (see above)
2. Individual, Family, Patron and Corporation membership dues shall be established upon recommendation of the Membership and Alumni Committee to the Board of Directors, and with approval of said Board.
3. Changes in the dues structure must be researched and presented by the Membership and Alumni Chair and approved by the Board of Directors.

C. Payment of dues

1. Dues shall be paid annually on a January 1 – December 31 cycle.
2. Current board members should lead by example and pay their dues during the last quarter of the current year for the upcoming year. Board members whose dues are not paid shall have no voting privileges nor shall they be counted as part of the quorum needed to transact business.
3. Dues may be prorated at the discretion of the Board of Directors.

D. Voting

1. Being a member in good standing (dues for current membership year are paid) will entitle individuals to vote at regular and special board meetings
2. The number of voting members of each type of membership shall be as follows:
 - a. Family – 1 vote for each registered parent. Single parent families receive only 1 vote. Children who are part of a Family Membership do not vote.
 - b. Individual - 1 vote for each registered individual.
 - c. Patron or Corporate – 1 vote for each registered member not to exceed 2 individuals. Members must be 21 years of age or older to vote.
3. Exception(s)
 - a. For monthly board meetings during which day to day business is being conducted, the designated JB representative to the adult board may vote so long as he/she is a current membership in good standing.
 - b. The designated JB representative may not vote, however, for the election of adult board officials or for any additions, changes, etc, to the adult board bylaws.

ARTICLE VII: ELECTED OFFICERS

A. President

1. The President shall preside over all regular and special meetings of the Chapter and the Board of Directors.
2. The President shall serve as an ex-officio member of all committees, and with the advice of the other elected officers, shall appoint Standing Committees as deemed necessary.
3. The President shall serve as the Immediate Past President for the year following the completion of his/her final term. (See ARTICLE VII-B.)

B. Immediate Past President

1. The immediate past president will continue to serve for one (1) year as a member of the board of directors and executive committee.
2. Should the Immediate Past President wish to continue this status after the first year, then he/she (with the blessings of the board) should be considered as a Presidential Appointee (See ARTICLE X.) and be elected by the membership during the spring elections.

C. Vice-President

1. The Vice-President shall consult and advise the President on various Chapter committees and events.
2. The Vice-President shall perform all duties of the President in his/her absence.
3. The President is encouraged and may, if agreeable, share administrative duties with the Vice-President.

D. Secretary

1. The Secretary shall keep a full and complete record of all business of the Chapter, including minutes of General and Board of Director Meetings.

2. Request reports from all Committee Chairs and files them with the official records of the Chapter.
3. File, annually, a complete set of minutes in the official file of the Chapter
4. Be responsible for all correspondences as shall be delegated by the Executive Board (elected officers).

E. Treasurer

1. The Treasurer shall be responsible for collecting Membership dues, in cooperation with the Membership Chair.
2. Keep a written record of all moneys collected and disbursed with approval of the Board of Directors.
3. Serve as a member of the Budget and Finance Committees.
4. Present books for annual audit.

F. National Trustee

1. Shall keep the Board advised of National issues.
2. Advise National of issues of the local Board.
3. Shall attend the National Board Meeting.
4. Serve as a Mentor to the National Trustee-Elect

G. National Trustee-Elect

1. Shall be elected in the spring of the National Trustee's third year.
2. Shall attend the National Board Meeting as an observer.
3. Work with the National Trustee to learn the necessary information to become the National Trustee.

H. Member-At-Large

1. Shall be elected annually to represent the membership in the area (county) in which he/she resides.
2. Shall act as a resource to provide the Board of Directors with information relative to the area in which he/she resides.

- I. The **Executive Committee** shall consist of the elected officers of the chapter. The immediate past president shall also be considered as a member of the Executive Committee for the year following his/her last year in office. The Executive Committee shall also have any additional ~~other~~ duties and responsibilities as determined by the President and approved by the Board of Directors.

ARTICLE VIII: BOARD OF DIRECTORS

A. Members

The Board of Directors shall consist of:

1. Elected Officers of the Chapter
2. The immediate Past President
3. Chairs of all Standing Committees
4. A Junior Branch representative
5. National Trustee

6. National Trustee-Elect
7. Members-At-Large
8. Presidential Appointees

B. Responsibilities

1. Conduct business of the Chapter between General Membership Meetings and make recommendations concerning major activities of the Chapter.
2. Receive, review, and approve Committee findings.
3. Reviews budget and approve disbursement of funds.
4. Approve a Nominating Committee – one (1) of whom shall be from the Board of Directors and two (2) from the membership at large.
5. Approve a Planning Committee for each Program hosted by the Youngstown-Cleveland, Northeast Ohio Chapter.

C. Meetings

1. The Board of Directors shall convene at least five (5) times during a fiscal year, and more if needed. This is decided at the discretion of the President or at the request of three (3) or more members of the Board of Directors.
2. Meetings are open to all of the General Membership. (Only Executive Committee Meetings are closed to the General Membership).

D. Quorum

At least five (5) members of the Board of Directors must be present to transact any official business at a meeting.

ARTICLE IX: ADVISORY DIRECTORS

The President, in his or her discretion, may appoint up to six (6) Advisory Directors.

- A.** Advisory Directors shall be appointed for the term of one year.
- B.** Advisory Directors shall advise and consult with the elected officers and the Board of Directors and shall promote the Goals and Objectives of CISV, Inc., as set forth in Article IV of the By-laws.
- C.** Advisory Directors shall have no vote on decisions made by the Board of Directors.
- D.** Advisory Directors shall attend at least one (1) meeting of the Board of Directors during each fiscal year.

ARTICLE X: PRESIDENTIAL APPOINTEES

The President, with the approval of the Board, may appoint up to three (3) Presidential Appointees. These appointees shall have the same status as Committee Chairs. Presidential Appointees who are also elected by the membership will serve on the Executive Committee.

ARTICLE XI: PRESIDENT-IN-TRAINING

President-in-Training is a program for individuals who plan to seek the office of President. When it is known that there is such interest, the name of the individuals shall be submitted to the board for approval. Once approved the individuals shall follow the steps that have been

outlined and approved by the board. Although this process is not required to run for president, it is most highly encouraged.

ARTICLE XII: MEETING OF THE GENERAL MEMBERSHIP

At least two (2) meetings of the General Membership shall be held during the fiscal year, one being in the fall and the other being in the spring. Additional General Membership Meetings may be held at the discretion of the Board of Directors.

ARTICLE XIII: ELECTION OF OFFICERS

- A.** The election of officers shall be held at the General Membership's spring meeting.
- B.** The elected officers shall include President, Vice-President, Secretary, Treasurer, National Trustee, National Trustee Elect, and Members-At-Large. Presidential Appointees may also run for election, if so recommended, to serve on the Executive Committee.
- C.** The Nominating Committee shall submit at least one (1) name for each office, whose consent shall be first obtained.
- D.** Nominations may also be made from the floor, if the consent of the person has first been obtained.
- E.** Elections shall be by written ballot when there is more than one candidate for the office. When only one candidate is slated for an office, voting may be done by acclamation. Each local official (President, Vice-President, Secretary, Treasurer and Members at Large) shall serve a term of two (2) years and may choose to run for a second **consecutive** term. **Once being out of their office for one (1) year they may start the two year cycles again.** An exception to this may be granted if the membership so requests and the individual is in agreement. (National Trustee and National Trustee-Elect see ARTICLE XVII.)

ARTICLE XIV: STANDING COMMITTEES

Standing Committees shall be divided into two (2) categories: Those for which a chair and committee members are highly recommended and those for which just one individual, a chair, would be adequate. It is also recommended that a manual be developed and approved by the board and updated, as needed, to include the specific duties of each committee and chair.

- A.** Standing Committees with chair and committee members highly recommended may include, but are not limited to the following:
 - Application & Recruitment, Program Selection (traveling), Program Overview, Program Hosting, Mosaic, Scholarship, Local Leadership Training, Electronic Communication, Social, Merchandise, Finance/Fundraising, Interchange, Junior Branch, Membership & Alumni, Newsletter & Archives, Nominating, and Public Relations
- B.** Standing Committees where just one individual is adequate may include, but are not limited to the following:
 - Risk Management, Insurance, and Parliamentarian.
- C.** The President, in consultation with the Executive Board, shall appoint persons to serve as Chairs of all Standing Committees.

- D. 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.
- E. All standing committees (except for those named in ARTICLE XIII B) need a minimum of three (3) members including the chair and one (1) youth. Once the chair has been named, he/she will be responsible to select the members of the committee and submit them to the Executive Committee for approval. Although it is strongly recommended, committee members do not need to have a Chapter membership.
- F. It is advisable that all committees have a chairman and members by the fall Membership meeting. In the event no chairman is found for a committee or should the chair position become vacated and no replacement available, the committee's duties will become the responsibility of the Executive Committee.
- G. It is recommended that previous chairs be a co-opted members on the committee they chaired.
- H. General functions of the Standing Committees:
1. The **Applications & Recruitment Committee** shall plan and deliver informational sessions for the purpose of recruiting candidates to participate in CISV Programs and provide the necessary application materials and collect the necessary application fees, if appropriate.
 2. The **Electronic Communications Committee** shall be responsible to aid in the planning, content selection and maintenance of a chapter website and oversee all official electronic communication within the chapter.
 3. The **Fundraising & Grant Writing Committee** shall be responsible for planning and implementing fundraising projects that will raise funds for chapter operations and programs and keeping a complete record of all monies raised. It shall also aid in the search, writing and acceptance of grants that will aide the chapter. In the event the chair of this committee is not filled, individuals from the current board or general membership may serve as chairs for special fundraising events with the consent of the board. They would plan and report to the Executive Board.
 4. The **Insurance Committee** shall aid in the dissemination of information on CISV insurance and the completion and collection of the required forms
 5. The **Interchange Committee** shall be responsible for the promotion, recruitment, selection and serve as the point of contact of the Interchange Program. The chair shall serve as the contact between the two interchanges. The chair and members of the committee shall work closely with the Application and Recruitment Committee and the Program Selection Committee.
 6. The **Junior Branch Committee**, as with other committees, needs a minimum of three (3) members including the chair and one (1) youth. The adult members of this committee shall also be known as the Junior Branch advisors. The advisor designated by the President shall also serve on the Junior Branch board as does a Junior Branch youth representative serve on the adult board.
 - a. The Junior Branch shall plan and hold activities for former CISV program participants, prospective CISV program participants and any other interested young people to provide them with meaningful experiences that will maintain their interest and involvement in CISV. The activities for the upcoming year shall be planned and scheduled during August and presented to the Junior Branch membership at the September meeting. JB activities should be held at least bimonthly.

- b. This Committee shall also cooperate with other committees of the local Chapter in sharing their experiences and ideas with the community at large.
 - c. This Committee shall provide opportunities for delegates to report on their return from a CISV sponsored experience.
 - d. Members of the Junior Branch must serve as a member on all Standing Committees.
 - e. The Junior Branch shall, with the approval of the adult board, establish their own by-laws. These by-laws shall provide for the election of their officers and the general operation of the Junior Branch. Because of risk management issues, the Junior Branch shall operate under the guidance of the adult board. Junior Branch officers and chairs should consult and work with their counterparts on the adult board.
 - f. The Junior Branch President shall meet with the President of the adult board at least three (3) times a year. One meeting should be scheduled in August to plan for the upcoming year, one meeting about December, and one about March once selection has been completed.
 - g. Members of the Junior Branch who under 21 years of age and serve as JB officers, JB board members, and the like shall have a signed parental form completed for their position. The form will request parental permission and support for the youth in his/her position.
7. The **Local Leadership Training Committee** shall educate chapter members (especially those on the board), traveling adult leaders, JCs, and the delegates and their families about CISV. In addition the committee will train those in leadership positions with the tools they will need to do their jobs.
 8. The **Membership and Alumni Committee** shall be responsible for the planning and carrying out of a program to solicit and increase membership, as well as keeping records of all paid memberships. The information would be shared with the Application and Recruitment Committee to help in planning recruitment. The committee shall also aid in formulating and maintaining a list of chapter alumni.
 9. The **Merchandise Committee** shall aid in the development, purchase, sales, inventory, promotion and storage of chapter merchandise.
 10. The **Mosaic Committee** shall aid in providing a long term educational experience of CISV at all levels. It shall introduce and involve more people in CISV through community activities and participation. It shall seek out and work with like-minded organizations in the community.
 11. The **Newsletter and Archives Committee** shall be responsible for gathering Chapter information and compiling at least four (4) newsletters annually and maintaining an updated mailing list. The committee shall collect and maintain news articles, photos, etc. documenting the history of the chapter.
 12. The **Nominating Committee** shall consist of up to three (3) persons, the Chair being from the membership of the Board, and up to two (2) being from the membership at large. A youth shall not serve as a member on the Nominating Committee.
 - a. The committee must submit a slate of candidates (being in good standing) at the annual meeting in the spring, with at least one candidate for each office.
 - b. They must obtain the consent of the candidate prior to the presentation of the nominations.
 - c. They must present to the Board of Directors nominations for persons to fill vacancies that may occur among the officers in the interim between elections.

13. The **Parliamentarian/By-laws Committee** shall see that the By-laws and policies and of CISV USA are followed in a timely fashion. It shall also see that meetings and motions adhere to *Robert's Rules of Order*.
14. The **Program Hosting Committee** shall manage activities relating to the establishment of a Village, Summer Camp or Seminar Camp; arranging for a site, equipment, supplies, program planning, and personnel. A chairperson/planner should be appointed no later than one year prior to the date the program is to be hosted.
15. The **Program Overview Committee** will consist of the members of the Executive Committee, the Risk Manager and the youth representative assigned to the adult board and shall be responsible for initiating, conducting, and evaluating all activities engaged in by the Chapter pertaining to and compatible with all CISV International and National Programs. (See ARTICLE V.) Where it is practical a subcommittee may be established for each program. Program Overview Committee needs to meet quarterly to discuss any programs/activities that are being planned, are currently running or have concluded since the last quarter.
16. The **Program Selection Committee** shall aid in the pre-selection, selection and follow-through of all candidates that are applying for program positions and to aid the delegates in finding and using travel agencies to book travel for such programs, if so requested. It shall consist of a Chair and an uneven number of up to Five (5) members such as: professionals, parents of past Delegates, past Adult Leaders, and a Junior Branch member to serve on the committee. Professional members may represent education, psychology, social work, and recreational and allied fields.
 - a. It is recommended the Selection Committee Chair have previously served on the Selection Committee before being appointed Chair.
 - b. Members of the Selection Committee shall serve for no more than two (2) consecutive years, unless requested by the Board of Directors.
 - c. The Selection Committee shall be responsible to select the youth and adult delegates to fill Program Invitations.
17. The **Public Relations Committee** shall be responsible to develop a PR plan for the chapter. It also shall develop a local media list and a good relationship with the local media. Working with the various Chapter committees it shall design promotional materials, as needed, keeping the community informed about CISV activities on a regular basis.
18. The **Risk Management Committee** shall aid and advise the board on areas where risk may be involved. It shall work with the National Risk Manager to keep up to date on risk management issues.
19. The **Scholarship Committee** shall aid in the selection of qualified recipients and develop guidelines for awarding scholarships and raising of scholarship funds.
20. The **Social Committee** shall be responsible for the planning and hosting of the two required membership meetings, as well as, other social events at the request on the board.

ARTICLE XV: AMENDMENTS

Amendments made to these By-laws may be made at any regular meeting of the Youngstown-Cleveland, Northeast Ohio Chapter of CISV by which members have been notified at least ten

(10) days in advance. Notification must be in writing that changes will be discussed and voted on at such a meeting. Two-thirds (2/3) of the eligible membership in attendance at such a meeting is required to pass any amendments to the By-laws.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

Rules contained in "*Roberts Rules of Order Revised*" shall govern this Organization in all cases to which they are applicable and in which are not inconsistent by these By-laws.

ARTICLE XVII: NATIONAL TRUSTEE REPRESENTATION

National Trustee shall serve for a term of three (3) years as also provided by the by-laws of CISV USA. The National Trustee may not run for a second term until being out of the previous position for at least one (1) year. An exception to this may be granted if the membership so requests and the individual is in agreement. A National Trustee-Elect shall be elected at the Spring Membership Meeting to fill the position of National Trustee during the third year of the current National Trustee's term of office.

ARTICLE XVIII: DATE OF BY-LAW REVISION

These amendments and revisions to the Youngstown-Cleveland, Northeast Ohio Chapter By-laws and standing Rules shall become effective, as approved, on May 21, 2006.

ARTICLE XIX: DISSOLUTION

In the event of the dissolution of the Youngstown-Cleveland, Northeast Ohio Chapter of CISV, Inc., the assets of the Chapter, after the payment of all debts and expenses, shall be transferred to the National Association of CISV, Inc.

STANDING RULES

1. At the fall meeting of the General Membership, there shall be reports of the activities of the Association and a Treasurer's report. Officers elected at the spring meeting of the General Membership shall be installed. This meeting shall be held in September.
2. At the spring meeting of the General Membership, there shall be reports from the committees and a Treasurer's report, as well as the election of officers for the coming year.
3. Elected Officers for the local chapter shall serve for a period of two (2) years beginning September 1st and ending August 31st. Individuals may elect to run for a second term. The exception being the National Trustee who will serve for a period of three (3) years.
4. The outgoing and incoming Boards should arrange to have a joint session before the beginning of the new year.
5. Dues paid by the General Membership shall cover the period of one year, beginning January 1 and ending on December 31.

6. The President and the Executive Board shall coordinate the activities of all committees.
7. The responsibilities of all Committee Chairs shall be:
 - a. To consult with the President of the Chapter concerning membership of their Committee.
 - b. To submit a budget, after consulting with the members of their Committee, to the Treasurer no less than one month into a new year.
 - c. To keep the President of the Chapter advised in advance of all activities.
 - d. To secure the approval of the Board of Directors before undertaking any new major activity.
8. It is recommended that the Program Hosting Committee Chair, together with the Sub-committee Chairs of that committee, meet with the Board of Directors during a local Program year to coordinate all the planning.
9. Any Sub-committee may be invited by the President to sit in on any regular Board of Directors meeting at the President's discretion.
10. Application fees shall be established for persons applying for Program Invitations. These fees need to be paid at the time of application. Individuals and Families with current memberships will not be required to pay the application fee. Application fees will not be credited toward program or membership fees should the individual be selected.
11. By-law revisions shall become effective as of the date and time the general membership voted to affirm them unless otherwise stated in a previous motion.
12. Attachments to the Bylaws, but not to be considered as part of the Bylaws: (1) a listing of major motions, fees for membership, programs, etc. to include the date(s) each became effective. This should begin with the earliest possible date in so far as possible. (2) A listing of job descriptions and duties of the elected officials and committee chairs and members which will be updated as is necessary