



# PTPI CHAPTER BYLAWS

## STUDENT CHAPTERS

### Article I: Definition & Mission

Section 1 This organization shall be known as the \_\_\_\_\_ (City, State or City, Country) Student Chapter of People to People International (PTPI), a non-governmental, non-political, and not-for-profit organization, organized and incorporated under the statutes of the State of Missouri USA in November 1961, whose World Headquarters is located at 2405 Grand Blvd. Suite 500 Kansas City, Missouri 64108 USA.

Section 2 The mission of People to People International—and, therefore, this chapter—is to enhance international understanding and friendship through educational, cultural, and humanitarian activities involving the exchange of ideas and experiences directly among people of different countries and diverse cultures.

Section 3 To achieve the goal of international understanding, PTPI and this chapter shall promote contact between peoples of all nations, through all channels of communication. People of all ages, genders, and cultural backgrounds are invited to participate in this program.

### Article II: Organizational Structure of People to People International

Section 1 The strength of People to People International lies in the efforts and activities of members working to promote greater interest and understanding. To achieve this goal, People to People International operates on these levels: World Headquarters, the local chapters, and members-at-large.

Section 2 The World Headquarters shall serve the local chapters as outlined in Article III of these Bylaws.

Section 3 The chapter shall carry out PTPI programs and promote its mission at the local level, in the manner assigned by PTPI World Headquarters.

### Article III: PTPI World Headquarters

Section 1 PTPI World Headquarters shall perform the following services for all PTPI Student Chapters:

- A: Conduct national and international publicity programs and assist as needed in local publicity programs
- B: Provide monthly newsletters and an annual magazine, plus other materials as deemed necessary by PTPI World Headquarters, for all members. These materials shall contain information of national/international interest and news regarding PTPI chapters.
- C: Maintain the high standards of PTPI in programs operated by PTPI, which include conferences, humanitarian initiatives, International Visitors Program activities, and other programs that may become affiliated with the chapter and its efforts to promote the PTPI mission.
- D: Provide guidance and assistance to all chapters regarding leadership, programming, and chapter operations. Other topics may be addressed upon the chapter's request, and upon agreement to assist by PTPI World Headquarters.
- E: Provide speakers, representatives, and/or information from PTPI World Headquarters for special programs, when available. If a cost must be incurred by the chapter at any time during this process, PTPI World Headquarters will provide this rate prior to any commitment being made.



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### Article IV: The Chapter

Section 1 The function of the chapter, as stated in Article II, Section 3, shall be to carry out PTPI programs and to promote the PTPI mission at the local level. The chapter shall do so as a self-sustaining, but affiliated, unit. The chapter shall be chartered by PTPI World Headquarters in the manner prescribed in Article IV.

Section 2 The officers of this chapter shall be the Adult Advisor, President, one or more Vice President(s), Secretary, Treasurer, and other officers as deemed necessary by the chapter. A person can hold only one (1) office within the chapter at a given time. The officers shall constitute the chapter's Executive Committee (or Executive Board).

Section 3 The officers of the chapter shall be elected by the membership annually during the month of April and shall hold office for a term of one (1) calendar year. Vacancies may be filled or new offices may be created and filled at any meeting of the chapter. Each officer shall hold office until his/her successor has been elected and installed. Chapter officers may not serve in the same office for more than two (2) successive terms. Any change of officers shall be reported to PTPI World Headquarters annually, either as part of the chapter's Annual Report or as soon as possible following the election.

Section 4 At least thirty (30) days prior to the chapter election, nominations for the election must be made and announced at a chapter meeting. All nominees, officers, and committee members must be members in good standing with People to People International, which includes the current payment of PTPI and chapter membership dues.

Section 5 The President is the principal officer of the chapter. S/he shall preside at all meetings and, in coordination with the Adult Advisor, shall perform general supervision of all chapter affairs. Ultimately, the performance of all chapter offices and duties is the responsibility of the President. The President shall be an ex-officio member of all chapter committees and shall submit an Annual Report to PTPI World Headquarters.

Section 6 The Vice President(s) shall be designated 1<sup>st</sup>, 2<sup>nd</sup>, etc. as necessary and shall exercise the functions of the President in cases of absence or disability. The Vice President shall have such powers and discharge such duties as may be assigned by the President, such as acting as overseer of various chairpersons and their committees. (The Vice President may be designated as President-Elect, for the purpose of learning presidential duties and establishing a succession plan for chapter leadership.)

Section 7 The Secretary shall be responsible for keeping minutes of each meeting, submitting membership updates and other reports as needed to PTPI World Headquarters, overseeing the chapter's historical files, and leading all public relations efforts—including chapter newsletters, press releases, and web site. Please note that additional officers may be installed to perform a portion of these duties, as determined by the chapter's Executive Committee.

Section 8 The Treasurer shall be responsible for the collection, administration, and distribution of all chapter funds. Included in these duties is the collection of membership dues, a portion of which must be sent to PTPI World Headquarters. S/he shall make regular financial reports to the membership and at other times as may be requested.

Section 9 All other officers will function in a manner to be determined by the chapter's Executive Committee.



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### Article V: Committees

Section 1 The chapter may establish any number of committees as needed to successfully promote the PTPI mission and to successfully execute planned chapter activities. Committees shall remain in effect until they have completely fulfilled their intended purpose and are no longer necessary, a period of time to be determined by the chapter's Executive Committee.

Section 2 The committees shall be directed by a Committee chairperson, who shall be appointed by and responsible to the President or a specified Vice President.

### Article VI: Meetings

Section 1 The chapter shall hold one (1) meeting annually to elect officers. The nomination and election process shall be executed as dictated in Article IV of these Bylaws.

Section 2 A minimum of one (1) general chapter meeting shall be held each month of the calendar year and shall be open to all members in good standing. Student Chapters may hold a bi-monthly or quarterly meeting only if necessitated by school or family vacation schedules (example: summer vacation). Meetings shall be held at a venue to be determined by the chapter's President and/or Executive Committee. The chapter's membership shall be notified of the place, date, and time of the chapter's monthly meeting. This notification can be done in writing or verbally and shall be made far enough in advance that all chapter members have the opportunity to attend.

Section 3 Special meetings may be called by the President and/or Adult Advisor or, on written petition, by one-fifth (20%) of the chapter's current membership. As with general meetings, this meeting shall be announced well in advance. In addition, the topic of the meeting shall be made known at the time of notification.

Section 4 At all chapter meetings, one-third of the total membership shall constitute a quorum for the transaction of business, and the act of a majority of the members present at which there is a quorum shall be the act of the membership.

Section 5 The Executive Committee shall meet no less than four (4) times per calendar year to plan and execute the business of the chapter.

### Article VII: Fiscal Year

Section 1 The chapter's fiscal year shall begin on June 1 and end on May 31 of the following calendar year.

Section 2 Upon completion of the fiscal year, a financial statement shall be submitted to PTPI World Headquarters as part of the chapter's Annual Report.



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### Article VIII: Membership

Section 1 Any person may become a member of this PTPI Student Chapter upon payment of established dues to the Treasurer and may continue such membership by the annual payment of dues. No person shall be denied membership for reasons associated with physical characteristics or personal beliefs.

Section 2 Special dues, assessments, or contributions—that are above the required dues set by PTPI World Headquarters—received by the chapter for the purpose of supporting the chapter activities shall be the property of the chapter and must be deposited in the chapter treasury.

Section 3 Select PTPI Ambassador Program participants receive a one-year membership to PTPI, which begins on the date of travel. Some will transfer this membership to a local chapter. If the member chooses to join this chapter, the chapter will not receive membership dues on their behalf. The chapter can require the new member to pay any special dues created in accordance with these Bylaws. Payment of annual PTPI/chapter membership dues shall begin in the next calendar year after travel.

Section 4 PTPI Student Chapter membership entitles the individual to participate in PTPI programs, attend meetings of the general membership and of any committees to which the member is assigned, be elected as a chapter officer, and vote at chapter/committee meetings as allowed by their status within the chapter or committee.

Section 5 PTPI Student Chapter membership may be revoked by the chapter or by PTPI World Headquarters for failure to pay membership dues or for actions deemed detrimental to the mission and goals of PTPI and this chapter. Revocation of membership by the chapter requires a majority vote of the chapter's Executive Committee.

### Article IX: Charter

Section 1 An official People to People International charter shall be issued to a chapter by PTPI World Headquarters upon receipt and approval of the following information:

- A: Chapter Bylaws, with written acceptance by all first-term officers of the chapter;
- B: Completed Charter Application;
- C: Chapter Officer Form listing the first-term officers;
- D: Membership Roster, noting a minimum of ten (10) student members and one (1) adult advisor;
- E: Membership dues, as required by PTPI and noted in the PTPI Membership Roster;
- F: Program of Activities Form.

Section 2 Issuance of a charter is based solely upon the discretion and prerogative of PTPI World Headquarters.

Section 3 A chapter's charter may be revoked by PTPI World Headquarters at any time if a chapter has in any manner failed to perform its required functions, properly promote the mission and beliefs of People to People International, or comply with any of the terms, conditions, and limitations imposed upon the chapter by the Articles of Incorporation, Bylaws, and/or Constitution of People to People International. In addition, the charter will be automatically revoked if chapter membership falls below the required total of ten (10) current memberships, attempts to operate without an adult advisor, and/or fails to complete the required annual programming and reports mandated by PTPI World Headquarters.



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### Article X: Process of Chapter Closing

Section 1 In the event of a chapter closing, including the revocation of a charter by PTPI World Headquarters, the procedure shall be as follows:

- A: All chapter files at PTPI World Headquarters will be closed, and contact information will be removed from PTPI mailing lists, web sites, and directories. The chapter will immediately be considered defunct and/or inactive. In the case of United States-based chapters, the U.S. Internal Revenue Service will be notified, and the chapter's 501(c)(3) status will be revoked.
- B: The chapter's charter and all manuals, brochures, and documents must be returned to PTPI World Headquarters.
- C: The chapter treasury shall be closed immediately, as there will be no purpose for the chapter funds. Chapter funds accumulated during the lifetime of the chapter and used for membership, administration, meeting and mailing expenses, insurance, etc. are property of the chapter. When the chapter ceases to function there is no longer a need for such funds. The chapter will work with PTPI World Headquarters to decide how funds in the chapter treasury will be distributed. The funds, at the discretion of the PTPI Youth Programs Department and the Chief Executive Officer, are generally placed in the Chapter Development Fund of the PTPI Endowment and marked as a contribution from the chapter.

### Article XI: Amendments

Section 1 These Bylaws are subject to such future amendments as may be later enacted by PTPI, its Board of Directors, or its Board of Trustees, and shall be binding upon each chapter. When an amendment is made, the chapter is expected to comply with the amendment within one (1) calendar year of the amendment date. Any circumstance whereby the chapter cannot comply with an amendment shall be addressed on a case-by-case basis between PTPI World Headquarters and the chapter's Executive Committee.

Section 2 All other matters relating to the operation of local chapters not specifically covered in these Bylaws shall be governed by Robert's Rules of Order Newly Revised or a similar parliamentary procedure agreed upon by the chapter's membership at the time of charter application.

We, the undersigned, acknowledge and hereby accept these Bylaws as they are written:

Adult Advisor \_\_\_\_\_

Chapter President \_\_\_\_\_

Chapter Vice President \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

Chapter Treasurer \_\_\_\_\_