



Draft Model Constitution for a CISV National Association (with legally independent Chapters on a local level)

This document is part of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. In contrast to the Model Role Profiles, each NA/PA intending to host programmes with international participants needs to have adopted a constitution and be legally registered in their country, or have a structure which allows CISV to operate in that country in accordance with its laws. This model constitution needs to be adapted according to legal requirements in your country, but it provides you with a suggestions of certain basic areas that usually need to be covered. It is suggested that a PA sends an English version of the constitution to the Secretary General of CISV International prior to adoption for verification of the affiliation. A copy of the final adopted constitution and its English translation needs to be sent to the Secretary General of CISV International within 30 days.

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ARTICLE 1 – NAME & STATUS

- (1) The name of the association is CISV [...] Association, also known as CISV [...].
- (2) CISV [...] is affiliated with the international association of CISV, known as CISV International Limited (“CISV International”). CISV International is a registered Charity, number 1073308 and a Company limited by guarantee, registration 3672838 according to the laws of England and Wales.
- (3) CISV [...] agrees to follow all guidelines, standards and policies of CISV International as long as they respect this constitution and the laws of [...].
- (4) CISV [...] shall be registered as a non-profit/charitable, educational organization in [...].

ARTICLE 2 – GOALS

The goals of CISV [...] are:

- (1) To give individuals opportunity to learn to live peacefully with many nationalities. CISV seeks to achieve this goal by conducting educational experiences. These educational experiences are designed to achieve one or more of the following specific goals:
 - (A) That individuals will make close friendships around the world, that is, that countries will become known to them in terms of close friends rather than as abstract places on a map, or as stereotypes built from ignorance or limited experience.

- (B) That individuals will become aware of basic likenesses of all humans, and at the same time that they will come to know and to appreciate differences.
 - (C) That individuals will acquire an active desire for world peace and a desire to work for it.
 - (D) That individuals will acquire skills of communication with individuals and with groups, even when many languages are represented and when no common language exists.
 - (E) That individuals will acquire skills of administration and organization.
 - (F) That individuals will develop personalities that are essentially free from barriers, for example, essentially free from the barrier of prejudice.
- (2) To contribute, through research, to a science of international relations.
 - (3) To cooperate with other groups having similar purposes.

ARTICLE 3 – WORKING BASIS

The purpose of CISV [...] is:

- (1) To make available educational experiences consistent with the rules of CISV International.
- (2) To promote the establishment of CISV in new local communities.
- (3) To select, train and send participants to educational experiences of other affiliates of CISV International according to the rules of CISV International.
- (4) To enforce standards for health, safety, and insurance in all own educational experiences.
- (5) To enforce standards for educational content in all own educational experiences.
- (6) To support, conduct and coordinate evaluation and research on own educational experiences in cooperation with CISV International.
- (7) To develop, support, conduct, and evaluate training programmes for individuals with leadership responsibility according to the rules of CISV International.
- (8) To cooperate with other groups having similar goals.
- (9) To undertake all other lawful acts necessary or convenient to achieve the goals of CISV.

ARTICLE 4 – MEMBERSHIP

- (1) Any local association containing the word “CISV” in its name, which is legally registered in [...] and committed by its constitution to support the goals of CISV [...] may be an ordinary member of CISV [...].
- (2) Ordinary members are understood to be a "Local Chapter" according to the statutes of CISV International.
- (3) Membership ends by resignation, termination, or exclusion in case of violation against the statutory purposes of the association. The exclusion is to be pronounced by the Executive Committee of CISV [...]. In case of opposition the general meeting has to decide the opposition. When an ordinary member dissolves or its charitable status is revoked, its membership ends with immediate effect.
- (4) Entries and withdrawals must be submitted in writing to the Executive Board. The termination of an ordinary member must be connected with the statement that the name component referring to “CISV” is discontinued and the relevant legal registration is promptly updated.

ARTICLE 5 – CHAPTERS

- (1) CISV [...] may and should form local Chapters to cover specific geographical areas.
- (2) The goals and working basis of Chapters must respect the provisions of this Constitution. Chapters must respect principles of democracy.
- (3) The Annual General Meeting shall establish rules relating to the time and manner of forming local Chapters and or their periodic review.

ARTICLE 6 – JUNIORBRANCH

- (1) CISV [...] encourages active participation of youth in CISV educational experiences as well as in CISV administration, leadership, and governing bodies on all levels of the organization.
- (2) The youth form a Junior Branch. Junior Branch is an integral, but self-governing part of the structure of CISV [...] that must respect the principles of this constitution. Junior Branch offers opportunities for youth to develop attitudes, skills and knowledge through educational initiatives that contribute to the mission and vision of CISV.
- (3) Junior Branch may organize activities consistent with the goals of CISV.
- (4) The Junior Branch elects two (2) National Junior Representatives (NJR). The two serving NJRs shall not be elected in the same year, but in alternate years. The NJRs represent the interests of youth within CISV [...] and to the outside, subject to limitations established by the General Meeting.
- (5) The Junior Branch of CISV [...] is part of the international network of CISV Junior Branches.

ARTICLE 7 – GENERAL MEETINGS

- (1) The General Meeting is the supreme authority of CISV [...].
- (2) The General Meeting shall:
 - (A) Establish the policies, procedures and rules of CISV [...].
 - (B) Establish such Committees and Taskforces as necessary or convenient, and establish rules and procedures for such Committees and Taskforces.
 - (C) Receive, approve and adopt reports and plans of the Officers of CISV [...] and all Committees and Taskforces.
 - (D) Consider and approve all financial matters of CISV [...], select auditors and approve the financial statement.
 - (E) Elect and, if necessary, remove the Officers of CISV [...].
 - (F) Undertake all other lawful acts as may be necessary or convenient to fulfil the working basis of CISV [...] as established in Article 3.
- (3) There shall be an Annual General Meeting of CISV [...] once every year. Extraordinary General Meetings may be held at any time on requisition in writing from not less than [...] ordinary members, the President or two other Officers of CISV [...].
- (4) Fourteen days notice at least of any General Meeting specifying the time and place of meeting and the general nature of the business to be transacted shall be sent to each ordinary member and the Executive Committee.
- (5) At any General Meeting each ordinary member and each member of the Executive Committee shall have one vote. The Executive Committee has no voting rights in personnel decisions. The General Meeting shall establish the procedures for voting by proxy.
- (6) The General Meeting decides by the majority of 50% + 1 votes, unless otherwise stated in this Constitution. In case of a tie vote, the presiding Chairman of the General Meeting shall be entitled to a casting vote.
- (7) The General Meeting shall be presided by the President of CISV [...] or in his absence the Vice-President of the CISV [...]. If neither of them is present, the ordinary members present shall choose one of their number to be acting as chairman.

ARTICLE 8 – OFFICERS

- (1) A President, a Vice-President, a Treasurer, a Secretary and a National Association Representative, who represents CISV [...] in all international and regional meetings, are elected by the General Meeting for a period of three years. [Additional rules and less or other officers may be added.]

- (2) Rules relating to the time and manner for nominations and elections of these Officers as well as procedures to fill vacancies and remove Officers shall be established by the General Meeting.
- (3) The Officers and the NJRs form the Executive Committee of CISV [...]. All members of the Executive Committee have equal rights in the committee.
- (4) [Rules for the rights and duties of the officers should be added according to national laws].

ARTICLE 9 – EMPLOYEES

- (1) CISV [...] may from time to time appoint, employ and remove a Secretary in lieu of a Secretary elected under the provisions of Article 7 (1) and such other employees as they may think necessary or expedient.
- (2) The General Meeting shall establish rules relating to the time and manner for employing such individuals and the terms of their employment.

ARTICLE 10 – FINANCE

- (1) The funds of CISV [...] shall be administered by the Treasurer and shall solely be used for the achievement of the goals of CISV [...].
- (2) Accounts of all fund held by or on behalf of CISV [...] shall be prepared annually (Financial Statement) and shall be audited by one or more qualified persons as appointed by the Annual General Meeting.
- (3) [Additional rules on finance should be established according to national laws.]

ARTICLE 11 – AMENDMENTS

- (1) This Constitution can only be amended by a two thirds vote of the General Meeting, present or not. Notice of any proposed amendment must be sent to all ordinary members and the Executive Committee at least two months before the day the amendment is considered and voted upon.
- (2) No amendment shall have the effect of causing CISV [...] to cease to be a non-profit organization [charity] under the laws of [...].
- (3) The Secretary General of CISV International must be informed of any amendment within 30 days.

ARTICLE 12 – DISSOLUTION

In the event of the dissolution of CISV [...], the General Meeting, after payment of all debts, will distribute the assets of CISV [...] to CISV International or one or more like minded Organizations. Dissolution of CISV [...] can only take place by a 3/4 vote of all voting members, present or not.

ARTICLE 13 INTERPRETATION

For the interpretation of this Constitution, the laws of [...] shall apply and if there is a conflict between the Constitution and any rules or procedures, the Constitution shall prevail.