



Draft Model Constitution for a CISV Chapter (within an existing CISV National Association)

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 for a Chapter 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.

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ARTICLE 1 – NAME & STATUS

- (1) The name of the association is CISV [...] Association.
- (2) CISV [...] is affiliated with the national association of CISV in [...this country...], known as CISV [...NA Name...], and with the International Organization of CISV, known as CISV International Limited (“CISV International”). CISV [...NA Name...] is a registered Charity, number [XXXX], according to the laws of [...this country...]. 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 [...NA Name...] and CISV International as long as they respect this constitution and the laws of [...this country...].
- (4) CISV [...] shall be registered as a non-profit/charitable, educational organization in [...this country/city/state...].

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 individual which is willing to support the goals of CISV [...] may be a member.

- (2) Members shall pay a membership fee. Its amount may be approved from time to time by CISV [...].
- (3) No member shall ever receive any dividends or profits from CISV [...]. Reasonable, approved expenses may be reimbursed.

ARTICLE 5 – 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) Local Junior Representatives (LJRs). The two serving LJRs shall not be elected in the same year, but in alternate years. The LJRs 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 national network of CISV Junior Branches in [...this country...].

ARTICLE 6 – 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 [...] 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 member.
- (5) At any General Meeting each member shall have one vote. The General Meeting shall establish the procedures for voting by proxy.
- (6) The General Meeting decides by the majority of 50% + 1 of the members present, 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 members present shall choose one of their number to be acting as chairman.

ARTICLE 7 – OFFICERS

- (1) A President, a Vice-President, a Treasurer, a Secretary and a Local Association Representative, who represents CISV [...] in all national meetings of CISV [...NA Name...], are elected by the General Meeting for a period of three years.
- (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 LJR's 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 8 – 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 9 – 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 members 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 [...this country/state...].
- (3) The Secretary of CISV [...NA Name...] 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 [...NA Name...] 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.