

CISV INTERNATIONAL LIMITED PRINCIPLES OF MEMBERSHIP & ASSOCIATION

This document sets out the basic principles underlying the establishment and authority of CISV International as well as the rights and responsibilities of its members

INTRODUCTION

PART A. HISTORICAL BACKGROUND

In 1956, representatives from CISV organizations in fifteen countries established a new organization called “Children’s International Summer Villages International Association” and commonly known as “CISV International.” National Associations constituted the voting members of CISV International. In 1981, in recognition of the integral and pivotal role of the Junior Branch in achieving our purpose, the Junior Branch was given voting membership status.

From 1956 until 1998, CISV International was an association operating under a written constitution. It was registered as a Charity in England and Wales and, in late 1998 CISV International also became a limited company (Charity Registration: 1073308; Company Registration: 3672838). As a company, CISV International adopted a Memorandum and Articles of Association in compliance with the laws of England and Wales. These Articles are our legal governing documents, approved by our Members. Drafted with the previous Constitution in mind, the Articles set out such things as the powers of CISV International, Board procedures, general meetings and other aspects of governance. They do not, however, contain many details relating to the rights and responsibilities of Members and the membership relationship. As a result, CISV International also adopted the Member-approved Constitutional Rules (Info File document C-04), which set out the expectations that CISV International and its Members could have of each other.

In 2013, the Articles of Association were amended to reflect the new CISV International Board structure and powers approved by the Members. At the same time, the contents of the Constitutional Rules had to be considered and updated and that document was replaced by these Principles of Membership & Association.

These Membership Principles are established in accordance with the Articles of Association of CISV International and, like the Articles, may only be amended by the Members.

PART B. THE MEMBERS OF CISV INTERNATIONAL

B.1 Members*♦

The voting Members of CISV International are:

- B.1.1 CISV National Associations admitted by the Members under the provisions in the Articles of Association.
- B.1.2 The CISV Junior Branch

B.2 Associate Members*♦

Most of the points below are taken from existing policies of CISV International. In fact, with the exception of those with specific notes, they are taken directly or adapted from our Articles of Association and/or Constitutional Rules ♦ Annotations in blue will give you this information. Check the end notes for the symbols used.*

There are also classes of non-voting associate membership. The non-voting Associate Members of CISV International are:

B.2.1 Promotional Associations are organized group of individuals recognized by CISV International and working to establish a CISV Chapter in a country without an active National Association.

B.2.2 Like-minded organizations may apply for affiliation with CISV International.

B.2.3 Individual life members, who decide to support CISV International in this way.

As non-voting associates, they do not share in responsibility for the actions of CISV International. CISV International has the right to grant associate membership to individuals, associations and other companies or organization. The specific rights and responsibilities of any such associate membership shall be defined by the Members, but shall not include the right to vote.

Without the express permission of CISV International, only recognized Members or Promotional Associations may establish CISV Chapters, hold programmes or otherwise conduct activities in the name of CISV.

MEMBERSHIP PRINCIPLES

PART 1: CISV INTERNATIONAL

CISV International Limited (“CISV International”) is a charity and company registered in England and Wales (Charity Registration: 1073308; Company Registration: 3672838). There are a number of organizational bodies that make up CISV International. It is governed by a **Governing Board**, which has a number of **Standing Committees of the Board**. The **Secretary General** is the chief executive officer of the organization and participates in the meetings of the Governing Board. There are also a number of Advisors to the Board in specific areas. CISV International has a pool of volunteers and staff to complete its goals and provide direct support to our Members and Associate Members. ☸

In addition to all legal powers and authority to conduct business as a charitable company, the Articles of Association give CISV International primary authority for the conduct of CISV’s work throughout the world. Specifically, CISV International has the following rights and responsibilities.

1.1 CISV International has the responsibility to operate in compliance with the laws of England and Wales where it is registered. *

1.2 CISV International has the responsibility to operate in line with CISV’s mission and under its Articles of Association, subscribed to by its Members, which constitute its core governing document or constitution. *♦

1.3 CISV International has the right and responsibility to own and register/renews any trademark (logo) and the name CISV. CISV International has the right to establish specific rules concerning the use of its name and trademarks which must be followed by any group or individual granted permission for their use. Any change to the name, logo or tagline must be approved by the Members *♦ ❖ *(Based on our organizational experience with the re-branding in 2006/07 and in the interest of constructive membership participation, the Transition Team recommends specifying that, while branding guidelines must be set by CISV International, any change to name, logo or tagline must be approved by the Members)*

- 1.4 CISV International has the right and responsibility to establish educational programmes and facilitate the delivery of such programmes by National Associations. *♦ The permanent addition of any new educational programme requires approval by the Members❖*(Based on our organizational experience and in the interest of constructive membership participation, the Transition Team recommends specifying that, while the Governing Board may approve an experimental programme in line with Info File R-03, the Members should decided on any formal addition to CISV's official International programmes.)*
- 1.5 CISV International has the right and responsibility to establish and enforce standards for educational content in all programmes and other activities; *♦
- 1.6 CISV International has the right and responsibility to establish and enforce health and safety standards for in all programmes and other activities; *♦
- 1.7 CISV International has the right and responsibility to develop, support, conduct, facilitate the delivery and evaluate training for individuals with programme, organizational and leadership responsibility; *♦
- 1.8 CISV International has the responsibility to receive, consider and take action regarding complaints, incidents and issues arising from the programmes, activities, and administration of CISV International. Note that Member approval is required for the adoption of or changes to a CISV International Complaints Procedure that addresses complaints made by Members regarding CISV International or its Governing Board and complaints by Members or by CISV International regarding Members. *♦ CISV International will cooperate with National Associations on such matters as needed.
- 1.9 CISV International has the right and responsibility to set international fees and penalties and annual budgets. Member approval is required for any new fee or penalty and any increase to existing fee or penalty of more than the greater of either 3% or the International Monetary Fund World Aggregate Inflation Index figure Any annual budget that would envisage depleting the Charity's reserves to an amount that would equate to less than six months of annual operating costs must also be approved by the Members. ♦ ❖ *(Within Info File C-04, fees and penalties were a matter to be decided only by the Members. In the interest of good management and balancing needs, the Transition Team recommends that the Governing Board have the ability to set fees/penalties but that any significant increase must be approved by the Members. The Transition Team also recommends the requirement regarding serious budget deficits.)*
- 1.10 CISV International is legally responsible for its own debts and liabilities and cannot pledge the credit of CISV NAs. *♦
- 1.11 CISV International has the right and responsibility to establish and enforce insurance requirements and provide a minimum level of liability insurance for CISV International and its Members. *♦ ❖ *(This section is more expanded than previously as it reflects the changes to risk management policy over time and the establishment of the CISV International Insurance Company)*
- 1.12 CISV International has the right and responsibility to support, and conduct and facilitate international conferences, workshops, meetings and other events; *♦

- 1.13 CISV International has the right and responsibility to promote the establishment of CISV in new countries; *♦
- 1.14 CISV International has the right to admit or remove Members, to limit or suspend voting rights of Members, in accordance with membership criteria approved by the Members *♦ ❖
(Within Info File C-04, admission/removal of Members and limitation/suspension of voting rights were matters to be decided only by the Members. In the interest of good management and balancing needs, the Transition Team recommends that the Governing Board have the ability to take these actions but only in accordance with criteria that have been approved by the Members)
- 1.15 CISV International has the right and responsibility to assist National Associations in internal development and promotion; *♦
- 1.16 CISV International has the right and responsibility to support and conduct research relevant to CISV's mission; *♦
- 1.17 CISV International has the right and responsibility to cooperate, as appropriate, with other groups and organizations having similar Objects. *♦
- 1.18 CISV International has the right and responsibility to develop Strategic Plans for the organization, which must include a strategic financial plan with anticipated major budget implications. These Strategic Plans must be presented to the Members. The approval of the Members is necessary for the broad strategic and financial priorities, but not for the detailed plans or budget, which are the responsibility of the Board.

PART 2: CISV NATIONAL ASSOCIATIONS

The term “National Association” refers to an established CISV association (generally one in any one country), which has been recognized by and admitted into full membership of CISV International

Every National Association is a Member of CISV International and, in that capacity, possesses rights and responsibilities as provided by the Articles of Association, these Membership Principles and other applicable laws, policies and procedures. *♦

- 2.1 National Associations have the responsibility to operate according to the rules and laws of their country and to ensure that local Chapters operate lawfully. *♦
- 2.2 National Associations have the responsibility to operate in line with CISV's mission and under a national constitution or other governing document. This document and any changes to it must be filed with CISV International. *♦
- 2.3 National Associations have the right to use the name and trademarks owned by CISV International and to have sole and exclusive authority to grant, limit or deny permission for further use of the name and trademark within their country. *♦
- 2.4 National Associations have the right to participate in the governance of CISV International. *♦
 - 2.4.1 In exercising its voting rights as a Member of CISV International, each National Association is granted one vote *♦

- 2.4.2 As voting Members of CISV International, National Associations share ultimate authority for the establishment, operation and dissolution of CISV International. *♦
- 2.4.3 On an annual basis, the voting Members elect Trustees of the Governing Board *♦☞
- 2.4.4 The Members have the right to participate in regular General Meetings of CISV International and have the right to call a general meeting in accordance with the requirements set out in the Articles of Association. *♦
- 2.4.5 National Associations have the right to determine who exercises the voting rights on behalf of their National Association. CISV International may establish rules and procedures to verify and for exercising such voting rights. *♦
- 2.4.6 National Associations have the right to bring concerns or motions to the Board as needed and to make recommendations to the Board for Board decision *♦☞
- 2.4.7 The Members have the right to overturn a decision of the CISV International Governing Board and/or remove one or more of its Trustees in accordance with the requirements set out in the Articles of Association.
- 2.5 National Associations have the responsibility to follow all rules, policies, and procedures adopted by CISV International and are responsible for ensuring that each local Chapter follows all rules, policies and procedures of CISV International.♦
- 2.6 National Associations have the right and responsibility to adopt rules, policies and procedures that apply to their Association and Chapters, as long as they do not conflict with those of CISV International, with the exception of where requirements are dictated by local law. With the same exception, one NA may not impose any rule, policy or procedure on another NA if it is stricter than those of CISV International. ♦ *(Also taken from Info File C-03 Basic Programme Rules)*
- 2.7 National Associations have the right and responsibility to participate in and host the educational programmes of CISV International in accordance with policies and procedures relating to programmes hosting and participation. ♦
- 2.8 National Associations have the responsibility to accept all obligations, including legal and financial ones, arising from the participation or hosting of any CISV programme, activity, or meeting taking place within the National Association. National Associations are responsible for their own debts and liabilities and cannot pledge the credit of CISV International. ♦
- 2.9 National Associations have the responsibility to pay, in a timely manner all fees, financial penalties and other financial charges that are owed to CISV International and have been properly established or assessed. ♦
- 2.10 National Associations have the responsibility to promote the educational programmes of CISV International within their country, to promote the growth of the organization and whenever appropriate to establish local Chapters.♦
- 2.11 National Associations have the responsibility to facilitate and ensure the establishment and operation of CISV's Junior Branch and to ensure representation of the Junior Branch on the governing body of the National Association and every Chapter. Within each National

Association, the Junior Branch shall be entitled to establish its own governing procedures in accordance with local laws. ❖ *(Reflects the spirit of a number of existing policies, but is specifically taken from motion EFW 80-01 passed at the 1980 International Board Meeting making JB a priority.)*

- 2.12 National Associations have the right and responsibility to encourage youth to join and be part of the governing bodies of Chapters and National Associations.
- 2.13 National Associations have the right and responsibility to select participants, leaders, volunteers and employees in accordance with applicable laws and policies, including policies of CISV International. ❖ *(New, but reflects the spirit of a number of existing policies)*
- 2.14 National Associations have the responsibility to ensure that all persons with programme, organizational or leadership roles receive the appropriate training. ♦
- 2.15 National Associations have the responsibility to determine and secure appropriate insurance coverage based on local laws and risks. ♦ *(expanded from previous section)*
- 2.16 National Associations have the responsibility to receive, consider and take action regarding complaints, incidents and issues arising from the programmes, activities, and administration of the Association. National Associations have the responsibility to cooperate with CISV International on such matters when requested to do so. ❖ *(New, but reflects the spirit of a number of existing policies)*
- 2.17 National Associations have the responsibility to support research conducted by CISV International. National Associations have the right to conduct national research relevant to CISV's mission, but any research involving CISV international programmes or events must be approved by CISV International *♦
- 2.18 National Associations have the right and responsibility to cooperate with other national or local groups and organizations having similar Objects. *♦

PART 3: THE JUNIOR BRANCH

The term “Junior Branch” (JB) refers to the entire combined membership of the Junior Branches of every National Association.

The Junior Branch is a Member of CISV International and, in that capacity, possesses rights and responsibilities as provided by the Articles of Association, these Membership Principles and other applicable laws, policies and procedures. *♦

- 3.1 The Junior Branch has the responsibility to operate according to the rules and laws of the country in which it is organized. *♦
- 3.2 The Junior Branch has the right to use the name and trademarks owned by CISV International. *♦
- 3.3 The Junior Branch has the right to participate in the governance of CISV International. *♦

- 3.3.1 In exercising its voting rights as a Member of CISV International, the Junior Branch is granted two votes. *♦
- 3.3.2 As a voting Member of CISV International, the Junior Branch shares ultimate authority for the establishment, operation and dissolution of CISV International. *♦
- 3.3.3 The Junior Branch elects one Trustee of the Governing Board every three years and, on an annual basis, along with the other voting Members, elects other Trustees of the Governing Board. *♦⌘
- 3.3.4 As a Member of CISV International, the Junior Branch has the right to participate in regular General Meetings of CISV International and have the right to call a general meeting in accordance with the requirements set out in the Articles of Association. *♦
- 3.3.5 The Junior Branch has the right to determine who exercises the voting rights on its behalf. CISV International may establish rules and procedures to verify and for exercising such voting rights. *♦
- 3.3.6 The Junior Branch has the right to bring concerns or motions to the Board as needed to make recommendations to the Board for Board decision *♦⌘
- 3.3.7 The Members have the right to overturn a decision of the CISV International Governing Board and/or remove one or more of its Trustees in accordance with the requirements set out in the Articles of Association.
- 3.4 Junior Branch has the responsibility to follow all rules, policies, and procedures adopted by CISV International. *♦
- 3.5 The Junior Branch is given the right and responsibility to determine its own governing principles, structures, policies and procedures, but has the responsibility to operate in line with any policies or rules established by CISV International and by the National Association in which they are organized. ♦(Reflects the spirit of a number of existing policies, but is specifically taken from motion EFW 80-01 passed at the 1980 International Board Meeting making JB a priority.)
- 3.6 Nationally, the Junior Branch has the right to be represented on and has the responsibility to be accountable to the governing body of the National Association and every Chapter. ♦(Reflects the spirit of a number of existing policies, but is specifically taken from motion EFW 80-01 passed at the 1980 International Board Meeting making JB a priority.)
- 3.6 Each part of the (International, National and Local) Junior Branch has the responsibility to promote in its areas, country or chapter. (In line with Info File O-15 and board approved plans for the International Junior Branch)
- 3.7 The Junior Branch has the right and responsibility to hold meetings, trainings and workshops in line with laws and CISV policies and rules. (In line with Info File O-15 and board approved plans for the International Junior Branch)
- 3.8 The Junior Branch has the right and responsibility to select its participants, leaders and volunteers in accordance with applicable laws and policies ♦(New, but reflects the spirit of a number of existing policies)

- 3.9 The Junior Branch has the responsibility to ensure that all persons with activity, organizational or leadership roles receive the appropriate training. *♦
- 3.10 The Junior Branch has the responsibility to receive, consider and take action regarding complaints, incidents and issues arising from the activities and administration of the Junior Branch. Junior Branch has the responsibility to cooperate with CISV International and National Associations on such matters when requested to do so. ♦(New, but reflects the spirit of a number of existing policies)
- 3.11 The Junior Branch has the responsibility to support research conducted by CISV International. The Junior Branch has the right to conduct Junior Branch research relevant to CISV's mission, but any research involving CISV international programmes or events must be approved by CISV International *♦
- 3.12 The Junior Branch has the right and responsibility to cooperate with other international, national or local groups and organizations having similar Objects. *♦

End notes

*Taken from CISV International Memorandum and Articles of Association (Info File doc C-01)

♦Taken from CISV International Constitutional Rules (Info File doc C-04)

⌘ Taken from motions Mtn09-AIM12, Mtn11-AIM12, Mtn13-AIM12 and/or Mtn15-AIM12 passed at the 2012 Annual International Meeting

♦New or partly new and recommended by the Transition Team