



PTPI CHAPTER BYLAWS

COMMUNITY CHAPTERS

Article I: Definition & Purpose

Section 1 This organization shall be known as the _____ (City, State or City, Country) Chapter of People to People International (PTPI), a nongovernmental, nonpolitical and not-for-profit corporation, organized and incorporated under the statutes of the state of Missouri in November 1961, whose World Headquarters is located at 911 Main Street, Suite 2110, Kansas City, Missouri 64105 USA.

Section 2 The purpose of People to People International 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, People to People International promotes contact between peoples of all nations through all channels of communication. People of all ages and professions are invited to participate in its program.

Section 4 The _____ Chapter operates as a chapter of People to People International and is subject to all policies, rules, practices, procedures, regulations, Bylaws, etc. made applicable by PTPI to its chapters, regardless of the Chapter's specific acceptance of any of the above and the time such are adopted by PTPI. In these Bylaws, all articles and sections pertain to the Chapter unless specifically designated PTPI.

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, PTPI operates on these levels: World Headquarters, World Regions, National Headquarters (where applicable), local chapters, and members at-large.

Section 2 The chapter shall carry out People to People International programs at the community level in cooperation and consultation with PTPI World Headquarters.

Article III: World Headquarters

Section 1 Issuance of People to People International Charters is solely the prerogative of PTPI World Headquarters. A Chapter Charter may be revoked by PTPI World Headquarters at any time it determines a chapter has in any manner failed to perform its functions, promote the objectives and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation and Bylaws of PTPI.



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Article IV: The Chapter

Section 1 The function of the chapter, as stated in Article II Section 2, shall be to carry out the People to People International program at the community level as a self-sustaining, yet affiliated unit. The chapter shall be chartered by World Headquarters in the manner prescribed in these Bylaws.

Section 2 The officers of this chapter shall be a president, one or more vice presidents, secretary, treasurer, homestay coordinator (required only if the chapter participates in this program) and other officers as needed. The president shall hold no other office within the chapter. The officers shall constitute the Executive Committee or Executive Board.

Section 3 The officers of the chapter shall be elected by the membership and shall hold office for one or two years. The chapter may decide the length of the term, but each office must have the same term limit. Vacancies may be filled, or new offices created and filled, at any meeting of the chapter. Each officer shall hold office until his successor has been elected and qualified. The president and vice president(s) may not serve in the same office for more than two successive terms. Any change of officers shall be reported to PTPI World Headquarters as soon as possible following election or appointment. PTPI suggests chapter officer terms coincide with PTPI's calendar year. Therefore a term would run from January to December. Elections should be held during September or October.

Section 4 At least two months prior to the chapter election, members shall submit nominations to the nominations committee for consideration. All nominees, officers and committee chairpersons must be members in good standing and active dues paying members of People to People International.

Section 5 The president is the principal officer of the chapter and shall preside at all meetings, have general supervision of the affairs of the chapter and shall perform such other duties as may be properly required. The president also shall be an ex-officio member of all committees except the nominations committee and shall submit the Chapter President's Annual Report to PTPI World Headquarters as required.

Section 6 The vice presidents shall be designated 1st, 2nd, 3rd etc. and shall exercise the functions of the president in that order during his/her absence or disability. Each vice president shall have such powers and discharge such duties as may be assigned to him/her by the president, such as acting as overseer of various chairpersons and their committees. The number of vice presidents will be decided by the nominations committee. The decision should be based on the level of activity within the chapter and should be influenced by the chapter officers. The 1st vice president is designated president elect. The president elect is the president in training. This office ensures a succession plan within the chapter.

Section 7 The secretary shall be responsible for keeping minutes of each meeting and forwarding copies to World Headquarters, and other duties as designated by the chapter.

Section 8 The treasurer shall be responsible for the collection of membership dues and payment of dues to World Headquarters. The treasurer shall collect, administer and expend such other funds as may be received from time to time, shall make regular financial reports to the membership and to PTPI World Headquarters as requested and act as overseer of the financial activities of all committees established by the chapter. The president and treasurer are accountable for all financial matters. All U.S. chapters must comply with IRS guidelines. For questions, please contact PTPI World Headquarters.



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Article V: Committees

Section 1 As many committees as are necessary to successfully promote People to People International programs may be established. They shall remain as effective committees until the president has discharged their obligations.

Section 2 The committees shall be under the immediate direction of a chairperson appointed by and responsible to the president or a specified vice president.

Section 3 The following standing committees shall be appointed:

A: A Public Relations Committee is responsible for publicity necessary to promote the activities of the chapter, to inform the community about PTPI and provide information to the local media. Also, the committee should send news and photos of the chapter's activities to PTPI World Headquarters for inclusion in publications.

B: A Hosting Committee shall be responsible for finding host families for international visitors and/or People to People International groups sent to the chapter. The chairperson of this committee shall be the homestay coordinator and work closely with the PTPI World Headquarters Homestay Coordinator.

C: A Special Projects Committee plans and executes special community projects and other events designed to promote the mission of People to People International.

D: Other committees may be appointed by the president to carry out the activities of the chapter as necessary, such as Membership Committee, Fundraising Committee, Budget Committee, Youth Activities Committee and Travel Committee.

Article VI: Meetings/Programs

Section 1 The chapter shall hold one meeting annually or biennially to elect officers. Members shall be notified well in advance of the time and place of this meeting. Democratic voting procedures and elections are required of the chapter: each member has one vote; the majority vote wins the election.

Section 2 Chapter officers shall determine where programs will be held. At least six programs should be held each year. The place, date and time of these programs shall be stated in notices emailed, mailed or telephoned to the general membership well in advance of the event.

Section 3 Special meetings may be called by the president or, on written petition, by one-fifth of the total membership.

Section 4 At all meetings of the chapter, one-third of the total membership shall constitute a quorum for the transaction of business.

Section 5 Chapter officers shall meet no less than four times per calendar year to plan and execute the business of the chapter.

Article VII: Fiscal Year

Section 1 The fiscal year of each chapter shall begin on January 1. When a chapter is chartered, they shall complete the calendar year, and then begin their new fiscal year on January 1.

Section 2 Upon completion of the fiscal year, a financial statement and Chapter President's Annual Report shall be made to the membership and PTPI World Headquarters.



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Article VIII: Membership

Section 1 Anyone may become a member of this People to People International Chapter upon payment of established dues to the treasurer and may continue such membership by the annual payment of dues.

Section 2 Special dues, assessments or contributions received by the chapter for the purpose of supporting the chapter activities shall be deposited in the chapter treasury.

Section 3 People to People Ambassador Program participants receive a one-year membership with PTPI. Some will transfer this membership to a local chapter. If the member chooses to join a local chapter, the chapter will not receive membership dues on his/her behalf. If the chapter should add the member to its roster the next calendar year, they may charge him/her the appropriate membership fee.

Section 4 People to People International Chapter membership entitles the individual to participate in PTPI programs, attend meetings, vote at the annual meeting, be elected to chapter office and decide upon chapter dues.

Section 5 People to People International Chapter membership may be revoked by the chapter or PTPI World Headquarters for failure to pay membership dues or actions against the mission and goals of PTPI.

Article IX: Chartering a Chapter

Section 1 The official charter of People to People International shall be issued to a chapter by PTPI World Headquarters and is subject to the following conditions:

- A: Upon receipt of ten (10) members and their contact information.
- B: Appointment of first term officers: president, vice president, secretary and treasurer with contact information.
- C: Membership dues paid for initial members.
- D: Written acceptance of the Bylaws herein.
- E: Proposed activities to be undertaken by the chapter.
- F: Approval of the chapter by PTPI World Headquarters.

Section 2 The Chapter Charter may be revoked by PTPI World Headquarters at any time it determines a chapter has in any manner failed to perform its functions, promote the objectives and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles of Incorporation and the Bylaws of PTPI. The Charter automatically will be revoked if the chapter membership falls below the required ten currently paid memberships or fails to accomplish required annual programming.



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Article X: Revoking a Chapter Charter

Section 1 In the event of a chapter closing, the following procedure will be followed:

A: The chapter must notify PTPI World Headquarters. Files on the chapter will be closed and contact information will be removed from mailing lists and the PTPI Directory. The chapter will be considered defunct. In the case of U.S. chapters, the IRS will be notified and 501(c)(3) status will be revoked.

B: Chapter Charter and pertinent documents must be returned to PTPI World Headquarters.

C: The chapter bank account must be closed. Chapter funds accumulated during the lifetime of the chapter and used for membership, administration, meeting and mailing expenses, insurance etc. are the 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 PTPI World Headquarters, are generally placed in the Eisenhower Legacy Fund and marked as a contribution from the chapter.

Section 2 As stated in Article III, Section 1 of the Chapter Bylaws, a Chapter Charter may be revoked by PTPI World Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objectives and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation, Bylaws and the Constitution of PTPI. The Charter automatically will be revoked if the chapter membership falls below the required ten currently paid memberships.

Article XI: Amendments

Section 1 These Bylaws are subject to future amendments as may be enacted by People to People International World Headquarters and shall be binding upon each chapter. If national law prevents the chapter from adopting new amendments, PTPI World Headquarters will work with the chapter on a case-by-case basis.

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

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

Chapter President _____

Chapter Vice President _____

Chapter Secretary _____

Chapter Treasurer _____