

*People to People International Chapter By-Laws  
Delaware Chapter  
2007*

ARTICLE I – Definition and Purpose

Section 1 – This organization shall be known as People to People International, Delaware Chapter, and is referred to in this document as the “Delaware Chapter”. People to People International (“PTPI”) is a non governmental, non political 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 501 East Armour Boulevard, Kansas City, Missouri 64109-2200 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. It will cooperate with any and all other organizations, which are of similar nature and purpose.

Section 3 – To achieve the goal of international understanding, People to People International will promote contact between peoples of all nations, through all channels of communication. People of all ages and professions 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: International Headquarters, Regional Headquarters, National Headquarters (where applicable), local chapters, and members-at-large.

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

ARTICLE III – International Headquarters

Section 1 – The World Headquarters of People to People International shall perform the following services for the community chapters:

A – Assisting chapters with local publicity. Press Release Template, Public Relations Manual and webpage exposure available.

B – Publish a newsletter. *On Track*, available monthly to chapter presidents and members containing information of national interest, and community chapter news. Special organizational hints and chapter announcements are listed when new materials are available. PEOPLE magazine is published annually.

C – Provide leadership training and organizational help to all chapters at Worldwide Conferences and Trustees Meetings. Chapter visits and workshops also available.

D – Provide speakers or representatives from World Headquarters for special programs when available.

E – Involve the chapters in hosting People to People International visiting groups and individuals whenever possible through the International Visitors Program.

Section 2 – Issuance of People to People International Charters is solely the prerogative of World Headquarters. A Chapter Charter may be revoked by PTPI International World Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objects and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation and By-laws of PTPI.

Section 3 – PTPI offers a variety of programs for chapters to participate in, refer to chapter manual, Section III Chapter Projects, or website [www.ptpi.org](http://www.ptpi.org).

#### ARTICLE IV – National Headquarters/Regional Council

Section 1 – When four or more chapters are formed in a country (or a specific region of a geographically large country), those chapters may apply to PTPI World Headquarters to create a National Headquarters Office or Regional Council Office. The purpose of the National Headquarters/Regional Council is to facilitate communication and programming among the constituent chapters.

Section 2 – The National Headquarters/Regional Council must create bylaws and submit them for charter approval by PTPI World Headquarters. Once the bylaws are approved, then the National Headquarters/Regional Council begins operation.

Section 3 – The National Headquarters/Regional Council must have at least one annual meeting a year for all of membership to attend. The National Headquarters/Regional Council Executive Board shall meet at least four times a year.

Section 4 – The National Headquarters/Regional Council charter may be revoked by PTPI World Headquarters at any time it determines that the National Headquarters/Regional Council has failed to perform its function or promote its objective.

#### ARTICLE V – 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, but 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 or co-presidents, one or more vice presidents, secretary, treasurer, home-stay coordinator (required only if chapter participates in this program), and other officers as needed. The President shall hold to no other office within the chapter. The officers shall constitute the Executive Committee or Executive Board. The officers and any additional Directors shall constitute the Delaware Chapter's Board of Directors.

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(s) 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 People to People International World Headquarters as soon as possible following election or appointment.

Section 4 – At least two months prior to the chapter election members shall submit nominations to the chapter presidents or nomination 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. S/he shall preside at all meetings and shall have general supervision of the affairs of the chapter, and shall perform such other duties as may be properly required of him/her. S/he shall also be an ex-officio member of all committees. S/he shall submit the Chapter President's Annual Report to PTPI World Headquarters.

Section 6 – The vice-presidents shall be designated by the Board of Directors and shall exercise the functions of the president 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 1<sup>st</sup> 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 of the annual meeting to International Headquarters.

Section 8 – The treasurer shall be responsible for membership dues and payment of dues to World Headquarters. S/he shall collect, administer and expend such other funds as may be received from time to time. S/he shall make regular financial reports to the membership and to PTPI World Headquarters as requested. S/he shall make regular financial reports to the membership and to PTPI World Headquarters as requested. S/he shall act as overseer of the financial activities of all committees established by the chapter. Possible committees include: Membership Committee, the Ways and Means and any Fund raising Committees, Travel Committee, Budget Committee, and Youth Activities Committee. President and Treasurer are accountable for all financial matters.

#### ARTICLE VI – 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 Board of Directors 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 Chapter shall have at least the following standing committees:

A – A Public Relations Committee is responsible for such publicity necessary to promote the activities of the chapter, to inform the community of People to People International and provide information to the local media. Also the committee should send news and pictures of the chapter's activities to World Headquarters for inclusion in the 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 Home stay Coordinator and work closely with PTPI World Headquarters Home stay Coordinator.

C – A Program Committee to plan and execute 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.

#### ARTICLE VII – Meetings

Section 1 – The chapter shall hold one meeting annually or biennially to elect officers and the Board of Directors. 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 elections.

Section 2 – The Board of Directors shall determine where regular meetings will be held. At least six meetings or events should be held each year. The place, date, and time of these regular meetings shall be stated in notices emailed, mailed, on the Chapter's web site, or telephoned to the general membership well in advance of the meeting.

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, total membership present shall constitute a quorum for the transaction of business.

Section 5 – The Board of Directors shall meet no less than four times per calendar year to plan and execute the business of the chapter.

#### ARTICLE VIII – Fiscal Year

Section 1 – The fiscal year of each chapter shall begin on June 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.

#### ARTICLE IX – 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 International Ambassador Program participants receive a one year membership to PTPI, which may include Chapter membership. Some will transfer this membership to a local chapter. If the member chooses to join the local chapter, the chapter will not receive membership dues on their behalf. If the chapter should add them to their roster the next calendar year they may charge them the appropriate membership fee.

Section 4 – People to People International Chapter membership entitles the individual to participate in People to People International programs, attend meetings, vote at annual meetings, and be elected to chapter office. The Board may establish dues to the Chapter.

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

#### ARTICLE X – Chartering a Chapter

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

- A – Upon request 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 member.
- D – Written acceptance of the by-laws 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 International Headquarters at any time it determines that a chapter has in any manner failed to perform its functions, promote the objectives and purposes of People to People International, or comply with any of the terms, conditions and limitations imposed upon it by the Articles of Incorporations and the By-laws of People to People International. The Chapter will be automatically revoked if the chapter membership falls below the required ten currently paid memberships or fails to accomplish required annual programming.

#### ARTICLE XI – Revoking a Chapter Charter

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

- A – Chapter must notify PTPI Headquarters. Files on the chapter will be closed and contact information will be removed from mailing lists and the PTPI International Directory. Chapter will be considered defunct. In the case of United States 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 Headquarters.
- C – 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 the Director of Chapters 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.

Section 2 – As stated in Article III section 2 of the Chapter Bylaws, a Chapter Charter may be revoked by PTPI International World Headquarters at any time it determines that a chapter has in

any manner failed to perform its functions, promote the objects and purposes of PTPI, or comply with any of the terms, conditions and limitations imposed upon it by the Articles on Incorporation, By-Laws and the Constitution of PTPI. The Charter will be automatically revoked if the chapter membership falls below the required ten currently paid memberships.

#### ARTICLE XII – Amendments

Section 1 – These bylaws are exempt from such future amendments as may be enacted by People to People International World Headquarters. Chapters that have been chartered ten years before said amendment will be exempt from the amendment. Chapters that have been chartered less than ten years will have one year to accept the change to the by-laws. If national law prevents the chapter from adopting new amendments, People to People International 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 Articles I through Article X, 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.

---

#### Annual requirements of People to People International Chapter

- Submit Annual President’s report
- A minimum of 10 members
- Program and Activities
- Membership list and contact information
- Membership dues

I, \_\_\_\_\_ president of People to People International’s Delaware Chapter, do hereby accept these bylaws.

\_\_\_\_\_  
*President’s Name (printed)*

\_\_\_\_\_  
*President’s Signature*

\_\_\_\_\_  
*Date*

The chapter is an all-volunteer organization. Having an executive director would constitute a single exception.

## **ADDITION**

Should the Board decide to create an executive director position, certain changes in the Supplemental Bylaws would be required. These are specified below. Additionally, there should be a written contract with the individual selected for the executive director position, and the contract should contain the following provisions

- Acknowledgement of the independent contractor status
- Specification of duties as the chapter's chief administrative officer reporting to the chapter president
- Requirement that the executive director maintain the same high level of ethical behavior expected of a board member
- Right of either party to terminate on not less than 30 days advance written notice.

### By Laws Changes

A new Article shall be added to the Supplemental By Laws concerning the executive director position, which shall provide -

That there shall be an executive director, who may be a non-volunteer member of the chapter serving the chapter in an independent contractor capacity under such arrangement in writing may be approved by the chapter board

That the executive director, although a chapter officer, shall not be a member of the board of directors

That the executive director shall monitor all committee activities as an ex officio member

That at least annually the executive director shall submit an operational report to the board setting forth any recommendations for future action