

**Children's International Summer Villages
Greater Springfield, Massachusetts Junior Branch
BYLAWS
(June 15, 2017)**

Article I – Name And Purpose.

Section One – Name.

The name of the organization shall be CISV Junior Branch Greater Springfield.

Section Two – Affiliation.

CISV Junior Branch (JB) Greater Springfield is associated with the Children's International Summer Villages, INC., which is part of the United States Association of Children's International Summer Villages, and also part of the International Association of Children's International Summer Villages. CISV is an independent, non-political, non-profit, non-religious volunteer organization promoting peace education and cross-cultural friendship.

Section Three – Purpose.

The purpose of CISV JB Springfield shall be to promote friendships, learn about other cultures as well as our own, keep CISVers involved between traveling programs, solidify ideals learned through CISV, become involved in the community, have activities, work on disproving prejudices, get new people involved, and have fun.

Article II – Membership.

Section One – Eligibility.

Any youth wishing to be in CISV JB Springfield must be between the ages of ten and a half (10.5) and twenty-five (25). However, youth wishing to become involved in CISV (specifically, the Village program) may participate in Junior Branch activities at the age of ten (10).

To become a member of the Junior Branch, be an active member of the Greater Springfield by attending Junior Branch events. One must also complete the CISV Greater Springfield JB Contact Form, available upon request. Also, all members must contribute dues of \$5 to the Junior Branch. The money will be used towards activities for the JB, and all money will be collected during the summer travel application process.

Article III – Membership Meetings.

Section One – Official Annual Membership Meeting.

The official annual Membership Meeting will be held in the beginning of the school year, in the month of September. New members will be specifically invited to attend this meeting, but new members will be accepted all year long.

The Junior Branch Board will conduct the annual Membership Meeting, and will be a primarily social/informative event. They will also be in charge of the activities and planning of the event. The event will be held at the most fitting location, and is subject to change from year to year. Also, members will be notified of the event via a combination of e-mails, social media postings, and personal contacts from the organizers of the event if necessary.

Section Two – Other Meetings.

Other membership issues may be dealt with at monthly Junior Branch activities.

Article IV – Junior Branch Board.

Section One – The Executive Junior Branch Board.

The Executive Junior Branch Board shall be composed of the Local Junior Representative, the Junior Local Junior Representative, the Secretary, and the Treasurer. The “Past Local Junior Representative” shall also remain as a resource to the Executive Board, in the interest of maintaining fluidity and smooth transitioning. The purpose of this Executive Board will be to take leading responsibility in the planning, organization, and overall running of the CISV Greater Springfield Junior Branch, as well as the business aspects of running the organization. The Junior Branch advisor shall also sit on the Executive Board. All positions must be filled on the Executive Junior Branch Board at all times.

Section Two – Extended Junior Branch Board.

The extended Junior Branch board shall have additional members. The role of these members is to ensure a complete and effective Junior Branch Board. The positions of the Extended Junior Branch Board are the Outreach Chair, the Community Involvement Chair, and the Publications Chair. Not all of the positions on the Extended Junior Branch Board must be filled, and if a position is not filled it will remain open until an interested party applies for the position at any point in the year.

Also, if a certain event is being chaired by a non-Board member (i.e., Local Mini-Camp, Fundraiser, etc.), said chairperson shall sit on the Extended Junior Branch Board for the duration of the activity. The Board may create these committees and appoint chairpersons as needed. They shall be invited to attend Board Meetings as appropriate.

Section Three – Meetings.

A.) Regular Meetings of The Junior Branch.

The meetings of the Junior Branch will be held monthly, on appropriate dates chosen by those organizing the event. They may be held at local buildings, members’ houses, or other various locations. Meetings will range from social activities to activities that focus on one of the four Areas of

Peace Education and incorporate the values and ideals of CISV. They will be planned and run by the Board, but all JBers are encouraged to step forward with ideas and to help plan said activities.

All Junior Branch members will be notified by a combination of sources. All members will receive an email with the details of the event, and that email will be followed up by a combination of social media posts and personal contacts from Junior Branch Board Members. All Junior Branch members are asked to RSVP to all events, and if they do not respond (after multiple attempts via all sources), it will be assumed that said member does not wish to participate in the activity. Invitations will go out to all Junior Branch members, as well as other interested youth.

Should a JBer cease to become active in the JB, the Board will continue to send invitations and make phone calls. If it is made clear (after an extended period of time – a year and a half or more) that the youth is no longer interested in participating in JB Greater Springfield, invitations and phone calls will cease to be made. Youth that cease to be active will always be welcomed back to the Junior Branch, if they choose to return.

B.) Executive And Expanded Board Meetings.

The Executive and Expanded Junior Branch Board shall meet at least bi-monthly, to plan and work on the Springfield JB. A fixed schedule may be adopted and once so adopted shall be the format for meetings dates and times. Notice shall be given to all board members at least five (5) days in advance.

Section Four – Elections.

Elections shall be held once a year, in late March or early April. All positions whose terms have ended shall be up for election (see **Article IV, Section Six**). The Local Junior Representative of the Junior Branch, with the help of the Executive Board, shall conduct the elections. All JBers may vote in elections.

All those interested in running for a position must not only fulfill all the requirements of that position (see **Article V**), but they must have participated in at least three activities in CISV within the past year. All their dues must have been paid to run. If no interested candidate fulfills all requirements, the election shall be opened to all those candidates realistically capable of filling in the position.

Those interested in running for a position must declare so by completing an application made available by the Executive Branch. At the election meeting, the candidates shall formally introduce themselves to the Junior Branch and participate in a Question and Answer period held at the meeting. The current Local Junior Representative shall run the Question and Answer period, and the current Local Junior Representative shall ask the questions of the candidates. All questions can be submitted to the current Local Junior Representative at the start of the meeting, and the current Local Junior Representative may supplement such questions with others in the interest of allowing all JBers to make an informed vote.

The formal election will take place in late April or early March, with the stipulation that the elections must take place before March 30TH.

At the meeting, the candidates' names will be placed upon a ballot, and all Junior Branchers must then complete the ballot and pass it into the Junior Branch advisor, who will tally the votes. The current JB

President will announce the results at the end of the meeting. If no more than one person applies for any given position the Local Junior Representative and Junior Local Junior Representative may create and approve the slate of candidates for positions where there is only one applicant.

Those running for a position are not allowed to vote in the category that they are running in, but may vote for the other positions.

Section Five – Terms.

All positions on the Junior Branch board have a one-year term, with the exception of Junior Local Junior Representative and Local Junior Representative. All Local Junior Representative must serve the Executive Board for three years – the first being a year as Junior Local Junior Representative, and the second as the Local Junior Representative, and third being a year as Past Local Junior Representative.

After serving a one-year term, it is possible for all positions to seek re-election, except that of Junior Local Junior Representative (who must move on to the Local Junior Representative role). No one person may serve in the same role for more than two terms (two years). After two terms (consecutive or non-consecutive), the person is not allowed to run for the same position (although they may seek a new position on the Executive or Extended Board).

While elections take place in late April or early March, new officers do not assume their responsibilities until August 1st. At that time, the new turnover will take place. During the time in between the ‘inauguration’ of the new officers, the in-place Board will begin to work with the newly elected board, in hopes that a smooth transition will be accomplished.

Section Six– Special Board Meetings.

Any member of the Executive Junior Branch Board may call special Board Meetings for any reason.

Section Seven – Board Voting.

The Board votes when needed, and the vote is conducted by the current Local Junior Representative. All members of the Executive and Expanded Junior Branch Board are entitled to one vote. A simple majority of those board members present is needed to pass a vote, but it is highly recommended that if there is an extremely close vote, time should be taken to discuss the issue, with a probable re-vote.

If these Bylaws so stipulate, a super-majority with a certain amount of members present may be needed to pass a vote.

Section Eight – Resignation Or Removal.

Should any member of the Executive or Extended Junior Branch Board wish to resign, or if any member is not serving effectively in their position and a removal is needed, it will be brought up in a Special Board Meeting and facilitated by the Junior Branch Advisor.

Should any member wish to resign, it is necessary that they do so to the entire Board. A written resignation is required, and the filling of the vacated position shall be dealt with in **Article IV, Section Ten**.

For the voted removal of any member of the Executive or Extended Junior Branch Board, it must be done so in the said member's presence, with a "super-majority" vote needed. (Super-Majority being unanimous, minus a single vote). The Junior Branch Advisor will conduct the vote, and the Executive and Extended Junior Branch Board must be at least two-thirds (2/3) present.

Section Ten – Filling A Vacated Position.

A vacated position may be temporarily filled by an appointment from the Executive Board. This appointed position would serve until the next election where the entire Junior Branch will elect a new person.

Article V – Officers And Duties.

Section One – Local Junior Representative.

The Local Junior Representative of the Junior Branch must be at least fifteen (15) years old.

The Local Junior Representative (formerly known as President) of the Junior Branch is basically in charge of the Junior Branch, is the head of the Executive Board, and runs meetings, elections, and board meetings. The Local Junior Representative shall play an integral role in the planning of meetings, and shall also be responsible for the delegation of tasks. The Local Junior Representative (along with the Junior Branch Advisor) shall sit on the Adult Board, without any voting powers, and attend their monthly meetings. They shall also work with the NCLD (National Committee for Leadership Development) Liaison to the Northeast Region.

It shall also be stipulated that the President shall attend CIM (CISV in Motion). The Springfield Chapter shall reimburse the President for said costs. If the President is unable to attend either of these events, a proxy will be sent in their place. The first choice for the proxy Local Junior Representative shall be the Junior Local Junior Representative. If the Junior Local Junior Representative is unable to go, any member of the Executive Board shall attend.

Any Local Junior Representative must be able to serve the Junior Branch for a minimum of two years. (See **Article IV, Section Six**.)

Section Two – Junior Local Junior Representative.

The Junior Local Junior Representative (formerly knows as the President Elect) shares all of the same responsibilities as the Local Junior Representative (formerly knows as the President) and assists in the running of the Junior Branch. This position is a two year commitment, with the first year as an opportunity to learn the duties of the Local Junior Representative as the Junior Local Junior

Representative, and the second year assuming those duties as Local Junior Representative. The Junior Local Junior Representative must be at least 14 years old.

Section Three – Secretary.

The Secretary is responsible, largely, for the organization of the Junior Branch. They are in charge of all contact information and all notes for meetings. They are in charge of alerting the JB or Board of a meeting, with the help of the rest of the Board. The Secretary serves a one-year term. The Secretary must be at least 14 years old.

Section Four – Treasurer.

The Treasurer is responsible for all financial aspects of the Junior Branch, including the collection and management of dues. All money brought in by the Junior Branch must go through the Treasurer, and the Treasurer must handle all money being spent by the Junior Branch. This position is also responsible for the creation, ordering, and sale of merchandise following CISV's Looking Good Guidelines. The Treasurer must be at least 14 years old.

Section Five – Outreach Chair

The Outreach Chair is responsible for communication to all of the members of the Junior Branch, as well as keeping members involved. This person will assume the responsibilities of the former age representatives. There is no minimum age for the Outreach Chair.

Section Six – Community Involvement Chair

The person that assumes this chair will be the point person for any projects that involve the community. This includes any mosaic programs that the Junior Branch wishes to pursue, as well as the National Service Project. The minimum age is 13 years old.

Section Seven – Publications Chair

The Publications Chair is responsible for communications from the Junior Branch Board to the rest of the chapter and to the public. This includes mostly social media posting on Facebook and Instagram. The minimum age of this position is 13 to comply with social media guidelines.

Section Eight – Junior Branch Advisor

The Junior Branch Advisor must be at least twenty-five (25) years old. Their primary responsibility is to work as a liaison (along with the President) between the adult board and the Junior Branch. They also work with the Executive Board to help run the Junior Branch, in all aspects where an adult is needed. They also serve as a chaperone, when needed.

They serve as long as they wish, and when they decide to resign (or they are removed), a new Junior Branch Advisor is elected by the Adult Board and the Executive JB Board.

Article VI – Policy And Amendments.

Section One – Policy Manuel.

Any JBer may suggest changes to policies that are made by the Junior Branch Board. Policies are made by the Executive Board, kept track of by the Secretary, and kept in a document supplementary to these Bylaws.

Any policy may be amended by the Board (by a vote) after being examined. Any JBer may suggest changes to policies.

Section Two – Bylaw Amendments.

The Executive and Expanded Junior Branch Board may amend bylaws after review and vote. The voting procedure for the amendment of Bylaws must be made by a super-majority with at least two-thirds (2/3) of the Executive and Expanded Board Present.

Changes to the Bylaws must be made aware to the entire JB at the next meeting, and an updated copy of the Bylaws is available to anyone who seeks it (National Office, Adult Board, Junior Branch Board). For a current copy of the Bylaws, one should contact the JB Secretary.

Article VII – Disbandment Of The Junior Branch.

Should the Junior Branch of Springfield fall apart, all monies in the Treasury revert back to the care of the Chapter Treasurer, and all assets must be frozen until a new Junior Branch sees fit to reestablish itself. All monies and past resources of the Junior Branch must be used to establish a new Junior Branch organization.

The Local Junior Representative's Notebook and all records of the Junior Branch shall be entrusted to the Chapter Secretary until a new Junior Branch makes an effort to establish itself.

Efforts shall be made by the NCLD (National Committee for Leadership Development) and the Adult Board to reinstate the Junior Branch, and continue in the path that the previous Junior Branch began.