

## **Bylaws of Greater Kansas City People to People Chapter (GKCPTP)**

Adopted by the general membership on March 24, 1996. These bylaws consist of 12 articles and are based on People to People International (PTPI) bylaws, dated 2/27/88; GKCPTP bylaws as amended 1/19/1995; amended 3/22/2009. ROBERTS RULES OF ORDER NEWLY REVISED, 1990 Edition, 9th Edition.

### **Article I -Name**

This organization shall be known as GREATER KANSAS CITY PEOPLE TO PEOPLE CHAPTER (GKCPTP) an IRS Code approved Sec. 501 (c) (3),. tax exempt nonpolitical and nonprofit corporation. It was organized and incorporated as the Greater Kansas City People to People Council in 1961 under the statutes of the State of Missouri.

### **Article II - Mission Statement**

The GKCPTP Chapter of PTPI is formed to promote understanding and friendship among the peoples of the world through fellowship, goodwill, person-to-person communication and mutual respect.

Members will endeavor to enhance international relationships by interacting with those individuals and organizations which share People to People purposes and principles throughout the world. The membership encompasses persons of all ages, races, creeds and nationalities.

### **Article III -Members**

**Section 1-** The chapter membership includes chapter and Honorary members.

**Section 2-** The chapter must maintain a minimum of ten (10) members to qualify as a self-sustaining, affiliated unit and be chartered by People to People International.

**Section 3-** Chapter membership is open to any person who pays required dues, subject to the conditions in Section 5 of this article. Chapter membership is an annual membership (except for Honorary Membership) which expires on Dec. 31st of each year; chapter membership may be renewed for the following year by prompt payment of the required dues as provided in subsection A below.

A. Dues are due on January 1 each year. Members 90 days in arrears will be contacted by the First Vice President. If the member remains in arrears after 180 days he/she will be dropped from the membership rolls.

B. Membership may not be denied on the basis of age, ethnicity, religion, gender, sexual orientation, disability status or political affiliation.

**Section 4-** Honorary memberships may be offered to those persons designated by the GKCPTP Board of Directors. These memberships may be extended to individuals who support the goals and ideals of People to People and who have shown an extraordinary interest in the People to People Program. There is no dues obligation for Honorary Memberships.

**Section 5-** Membership may/shall be revoked by:

A. Resignation

B. Failure to pay dues within 180 days of the due date.

C. Failure to comply with the certificate of Incorporation, these bylaws and/or published guidelines or conduct inconsistent with the mission of GKCTP, as determined by the Board. Any such revocation shall be as a result of a vote of the Board of Directors and shall not result in return of dues.

D. Procedure for Revocation of Membership

1. Resignation is effective upon being submitted by the member.
2. Membership (other than Honorary Membership) is annual and automatically terminates at December 31st of each year, unless the required dues are paid for renewed membership for the following year and no further procedure is required if the dues are not paid.
3. Termination of membership for any other reason will be in accordance with the following procedures:
  - a. Not less than fifteen days' prior written notice of the expulsion, suspension or termination and the reasons therefore shall be given to the member; and
  - b. The member will be provided an opportunity to be heard, orally or in writing, not less than five days before the effective date of the expulsion, suspension or termination, by the Board of Directors or by a Committee appointed by the Board and authorized to decide that the proposed expulsion, termination or suspension not take place.

**Section 6-** Reinstatement of membership can result if application for reinstatement of resigned or revoked membership is made to the president or secretary. Such members shall be given written terms for reinstatement and shall not be reinstated until they fully comply with these terms. Any membership which had been revoked by Board action shall require a vote of the Board for reinstatement. Any decision or conditions of the Board regarding such reinstatement shall be final.

#### **Article IV - Officers**

Section 1- Officers of this chapter shall be: the president; first vice president; second vice president; secretary; and treasurer. Only Members who are in good standing and whose dues are current may be eligible for election as Officers or Directors. The officers shall constitute the Executive Committee of the chapter.

**Section 2-** Directors shall be:

- A The Executive Committee
- B. Nine elected Directors serving three year terms. One third of the Directors will be elected or re-elected annually and no Director shall serve more than **two** complete, successive terms.
- C. The immediate past president.
- D. Past presidents as non-voting directors emeritus.

**Section 3-** Election of the officers and directors shall be by ballot at a membership meeting held annually in March. New officers shall assume office at the April Board meeting which

shall be a joint meeting of the new and preceding Boards.

A. Executive Committee officers shall be nominated, elected and installed annually.

B. No officer or director shall hold more than three offices at a time and no officer shall be eligible to serve more than three consecutive terms in the same office (secretary and treasurer excepted).

C. A vacancy in office shall be filled by Executive Committee appointment for the remainder of the unexpired term.

**Section 4** - Two unexcused absences by a member of the Board from regularly scheduled Board meetings shall result in the removal of that member from the Board.

**Section 5**- Removal of an officer shall be by vote of a majority of the Board members. This vote shall take place at a meeting following 30 days written notice to the individual of the proposed removal.

**Section 6**- Resignation from office shall be by giving written notice to the president, the Executive Committee or the secretary .

#### **Article V - Duties of Officers**

**Section 1**- The president, as chief executive officer, shall:

A. Chair Executive Committee and Board of Directors meetings.

B. Appoint a chairperson to each active committee with the approval of the Executive Committee.

C. Exercise supervision over all chapter affairs.

D. Serve, at will, as an ex-officio member of all committees except the nominating committee.

E. Function as liaison with People to People International and submit an annual report to them.

F. Assist the CONT ACT editor in the publication of the chapter newsletter, to be published at least quarterly.

G. Arrange annually for an internal review by the Budget and Finance Committee and, every fifth year, an external audit conducted by an independent, qualified individual as defined by the Board.

**Section 2**- The first vice president shall:

A. Perform the duties and exercise the powers of the president in the absence of the president.

B. Oversee membership related activities and keep the official membership roll.

C. Discharge duties as the president may assign.

**Section 3-** The second vice president shall:

- A. Perform the duties and exercise the powers of the president and or first vice president in their absence.
- B. Oversee program related activities.
- C. Act as parliamentarian.
- D. Discharge duties as the president may assign.

**Section 4-** The treasurer shall:

- A. Prepare an annual budget.
- B. Collect membership dues and pay People to People International dues.
- C. Collect, administer and expend such other funds as may be received.
- D. Maintain custody and regularly report to the Board and membership on the Al and Anne Brown Student Loan Fund (a separate and distinct fund, existing solely for the purpose of providing student loans.)
- E. Submit monthly written financial reports to the Board and an annual report to the membership. This financial report shall be reviewed by the Budget and Finance Committee and submitted to the Board by the June Board meeting.
- F. Act as chairperson of the Budget and Finance Committee.
- G. Supervise the Flag Sales Committee financial records.

**Section 5-** The secretary shall:

- A. Attend meetings of the membership, Board of Directors and Executive Committee and keep and maintain their minutes. All changes of officers shall be included in the minutes and reported along with the minutes to People to People International.
- B. Keep on file all committee reports and submit a copy of the monthly minutes on file at the GKCPTP office.
- C. Maintain a list of all existing committees and their members.
- D. Maintain accurate records for the archives.

**Section 6-** Directors (Executive Committee members and other Directors) shall perform such duties as are specifically assigned:

- A. By these bylaws and by the president.
- B. By regularly attending Board meetings and actively supporting the programs and activities of GKCPTP.

## **Article VI - Meetings**

**Section 1.** Chapter meetings

Regular chapter meetings shall be held as designated by the Board of Directors: and,

- A. Annually in March for the election of officers.
- B. At least five (5) other meetings or events shall be held each year.
- C. Special meetings may be called by the president or on written petition by 20 members of the chapter.
- D. Written notice of at least 10 days shall be given to members prior to holding a

meeting.

**Section 2- Board Meetings**

Meetings of the Board shall occur monthly and at such time and place as the president shall designate in accordance with an annual schedule, or as amended by ten (10) days notice.

- A. The quorum required to conduct a Board of Directors meeting is a majority of the Board.
- B. An act of the Board shall require the majority vote of the members present.
- C. Officers and directors are expected to attend all scheduled meetings. (See Article IV, Section 4)

**Section 3- Special Meetings.**

A special Board of Directors or Executive Committee meeting may be called at a designated time and place by the president or three (3) members of the Board.

The Executive Committee cannot modify any action taken by the Board and will report all action taken at the next regular Board meeting.

**Section 4- Voting Procedures.**

A. Voting at any meeting of the membership may be accomplished by one of the following:

- 1. In person.
  - 2. By absentee ballot received in writing by the chairperson of the nominating committee prior to the annual meeting on votes pertaining to the nominative slate.
- B. A quorum is constituted by at least 25 members present at chapter membership meetings. The action of the majority present at any meeting shall be the action of the chapter.

**Article VII - Standing Committees**

**Section 1. Membership Committee.**

- A. The committee chairperson shall report to the first vice president.
- B. Committee members shall be selected by the chairperson of the committee.
- C. The committee shall plan and coordinate programs to recruit new members and to retain current members.
- D. The committee shall maintain accurate and permanent membership reports for the Board and People to People International.

**Section 2. Program Committee.**

- A. The committee chairperson shall report to the second vice president.
- B. Committee members shall be selected by the chairperson of the committee.
- C. The committee shall develop, plan and carry out programs and social activities which promote the spirit of People to People International and which may coincide with, but are not limited to, the six regular chapter meetings and/or events.
- D. The committee shall prepare and maintain monthly reports for the Board.

**Section 3. Budget and Finance Committee**

- A. The chairperson shall be the treasurer who shall select the members of the committee.
- B. The committee shall develop and submit an annual budget for Board approval. The annual budget will be submitted to the May Board meeting and be based on a April1-March 31 fiscal year.
- C. Any non-budgeted expenditure in excess of \$500 requires Board approval.
- D. A written monthly treasurer's report shall be prepared and maintained for the Board.
- E. The Budget and Finance Committee and the Treasurer shall submit a financial report to the Board of Directors at the end of each fiscal year and anytime the Treasurer is replaced. Every fifth year such report shall include an external audit performed by an independent, qualified individual, as determined by the Board.

**Section 4. Nominating Committee**

- A. The nominating committee shall consist of five (5) non Board members.
  - 1. The chairman of the nominating committee shall be elected by the Board of Directors at least 60 days prior to the annual meeting.
  - 2. The chairman of the nominating committee will select the other four committee members from the general membership rolls.
- B. The qualifications of the nominating committee shall be as follows:
  - 1. No member shall be eligible to serve two (2) consecutive terms on the nominating committee.
  - 2. A vacancy on the nominating committee shall be filled by the Board.
- C. The duties of the nominating committee shall be:
  - 1. Receive and consider the qualifications of all nominees proposed by members of the nominating committee or the membership.
  - 2. Meet and prepare a written report consisting of a nominee for each office to be filled by election and submit it at the February Board meeting.
  - 3. Print said report as an official notice in the CONTACT mailed to the membership not less than 21 days preceding the annual meeting.
  - 4. Members may submit nominations by mail for additional candidates for office, together with a statement of nominee consent to the chapter at least ten (10 ) days before the annual membership meeting.
  - 5. All nominees, officers and committee chairpersons must be members in good standing of GKCPTP and of People to People International.

**Section 5. CONTACT Committee**

- A. The chairperson shall be appointed by the president with the approval of the board.
- B. Committee members shall be selected by the chairperson of the committee.
- C. The committee shall be responsible for the publication of CONTACT, the chapter newsletter, at least quarterly.

**Article VIII - Special Committees**

The following special committees may be activated by the president with the approval of the

Board. All chairpersons of committees shall be appointed by the president with the approval of the Board. Committee members shall be selected by the chairperson of the committee.

1. International Personnel Committee.

A. The committee shall assign international officers and families to Kansas City area hosts according to approved guidelines.

B. The committee chairperson shall act as a liaison with the office of the class director, Fort Leavenworth, and the Operation International Committee of the City of Leavenworth, Kansas, Chamber of Commerce.

2. The Al and Anne Brown Student Travel Scholarship Committee

A.. This committee shall administer scholarship program to include selection of recipients

B. The chairperson shall manage the Al and Anne Brown Student Travel Scholarship Fund operation and assets including:

1. Making status reports to the treasurer.

C. Investment or interest income earned on the student scholarship fund, and any contributions or receipts designated from memorials shall be credited to the Al and Anne Brown Student Travel Scholarship Fund.

D. The committee shall establish criteria for two or more \$1000.00 scholarship awards/year to students between the ages of 15 and 25 inclusive to support travel by young Americans to international countries or tours approved by the board.

E. The committee shall solicit and receive charitable donations to support specific trips with the provision that funds not expended for trips shall be retained in the Al and Anne Brown Student Travel Scholarship Fund or returned, if requested, to the donor.

F. The committee shall work with the flag sales chairperson to manage flag sales as a major fund raising activity of the Al and Anne Brown Student Travel Scholarship committee. All profits from flag sales shall accrue to such fund and shall be disbursed as travel scholarships.

G. The committee shall solicit applications for the Al and Anne Student Travel Scholarship Program and screen applicants to determine those meeting established guidelines.

3. Flag Sales Committee

A. The committee shall promote flag sales as a fund raising project of the Travel Scholarship Program.

B. The committee shall annually provide a marketing plan to the Board.

C. The committee shall quarterly provide financial reports to the Board.

D. The committee shall maintain flag fund financial records and inventory in compliance with approved GKCPTP financial guidelines.

4. Homestay/Meet the Americans Committee

A. The chairman may be a non-voting member of the Board.

B. The committee shall maintain an updated roster of GKCPTP members who desire to participate in homestays.

C. The committee shall coordinate homestays with chapter members and the People to People International homestay coordinator.

5. College Student Friendship Committee

A. The committee shall develop and maintain contacts with international student affairs officers of local and area colleges and universities.

B. The committee shall plan and administer a program for international students and teachers to further international understanding.

C. The committee shall develop and coordinate a program of holiday hosts for international students in the locality.

6. The Marketing Committee

This committee shall provide, in coordination with the program committee, fund raising activities necessary to sustain the chapter.

7. Awards and Historical Committee

This committee may nominate one or more individuals to receive awards for extraordinary service to the GKCPTP organization and shall maintain the chapter archives

8. Additional Committees

The president may appoint any special committees as required. Ongoing committee appointments require Board approval.

**Article IX-Use of Corporate Assets or Income**

**Section 1.** Chapter assets or income shall not inure to the personal financial benefit of any member or officer except for such compensation as may be determined and authorized by the Board of Directors. All assets and income shall be devoted exclusively to purposes set forth in the articles of incorporation and bylaws.

**Section 2.** In the event of dissolution of the chapter, any assets remaining shall be dispersed to People to People International or in the event of the non-existence of People to People International, to one or more of the Section 501( c)(3) organizations in Missouri, operating in Kansas City, Missouri.

**Section 3.** In the event the student loan program is discontinued, remaining funds will be remitted to People to People International for continued support of the Al and Anne Brown Student Loan Fund.

**Article X -Fiscal Year**

**Section 1.** The fiscal year of the corporation is April 1 through March 31.

**Section 2.** Upon completion of the fiscal year, financial statements shall be submitted to the membership and to People to People International.

**Article XI-Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization at all general membership, Board and special meetings and shall apply in all cases in which they are not inconsistent with these bylaws and any special rules the organization may adopt.

**Article XII -Amendments**

**Section 1** .These bylaws are subject to amendments that may be enacted by the Board of Directors of People to People International and shall be binding upon the chapter.

**Section 2**. These bylaws may be amended at the annual meeting or at a special meeting of the members of the GKCPTP called for such purpose by a two-thirds majority vote of the defined quorum, provided the proposed amendments are published to the membership at least 21 days in advance of such annual or special meeting.

Approved by the GKCPTP membership  
[22 March, 2009]