



## **CCIS Constitution, Articles of Association and Bylaws**

### ***Article I: Name***

The name of the Association is the “COMMUNITY COMMITTEE FOR INTERNATIONAL STUDENTS OF STANFORD UNIVERSITY” (hereafter referred to as CCIS)

### ***Article II: Purpose***

The specific purpose of the Association is educational and cultural volunteer activity to support international students, scholars and their families at Stanford University and to promote interaction between the local community and the Stanford international population. CCIS is a non-profit organization of volunteers from local communities.

### ***Article III: Rules of the Association***

#### **Section 1: No political activity**

No substantial part of the activities of the Association shall consist of carrying on propaganda or otherwise attempting to influence legislation. The Association shall not intervene in any political campaign (including the publishing and distribution of statements on behalf of any candidate for public office).

#### **Section 2: Educational and Cultural purposes**

This Association is organized and operated exclusively for “educational and cultural purposes” within the meaning of Section 501(C)(3) of the Internal Revenue Code.

#### **Section 3: No benefit to any private person**

The property of this Association is irrevocably dedicated to “educational and cultural purposes” and no part of the net income or assets of the Association shall ever inure to the benefit of any private person. In the event of termination of the Association, the assets remaining after payment, or provision for payment, of all debts and liabilities of this Association, shall be distributed according to Article VIII, Finances, Section 4.

#### **Section 4: No proselytizing**

Religious or other proselytizing is inconsistent with CCIS objectives and should not occur.

### ***Article IV: Membership***

#### **Section 1: Guiding Principles**

Membership is open to anyone who agrees to follow the CCIS Guiding Principles.

## **Section 2: Volunteering**

All CCIS volunteers must be members.

## **Section 3: Membership entitlement**

Membership entitles one to receive the CCIS newsletter, to vote in the election of officers at the annual meeting and to participate in CCIS activities.

# ***Article V: Board of Directors***

## **Section 1: Composition of the BOD**

The Board of Directors (BOD) shall be composed of officers and the program chairs.

The Director of the Bechtel International Center shall be an *ex officio* member.

## **Section 2: Duties of the BOD**

The BOD shall manage and control all affairs of CCIS. In consultation with the Director and staff of the Bechtel International Center at Stanford, the BOD shall organize and administer programs to carry out its objectives. The BOD alone shall have the authority to commit CCIS to any activity or financial obligation.

## **Section 3: New Board Members**

Newly elected and/or appointed Board members shall be invited to attend Board meetings prior to taking office July 1<sup>st</sup>.

## **Section 4: Meetings**

The BOD shall meet monthly (except for July, September and December) and upon call of the President.

A meeting, to which all CCIS members are invited, shall be held annually.

## **Section 5: Executive Committee**

The Officers of CCIS shall be empowered to act for the BOD in an emergency between meetings of the BOD. Minutes of the action taken must be presented to the BOD at the next meeting.

# ***Article VI: Officers***

## **Section 1: Officers of CCIS**

Officers of CCIS shall include a President, a Vice President, a Secretary and a Treasurer.

## **Section 2: Election and term of office**

Officers shall be elected at the annual membership meeting, shall assume office on July first, and shall serve for a term of one year. Any vacancy occurring on the Board between annual meetings may be filled by appointment by the President and Vice President and approval of the BOD.

### **Section 3: Nominating Committee**

Three members shall be appointed by the President and approved by the BOD to serve as a Nominating Committee. It shall be the duty of the nominating committee to propose a slate of officers and program chairs for approval at a BOD meeting prior to the Annual meeting. Upon approval by the BOD, the President shall appoint the program chairs to serve as BOD members beginning with the new term July 1<sup>st</sup>.

The slate of officers shall be placed in nomination at the annual meeting. Additional nominations for Officers may be made from the floor, provided the consent of the nominee has been obtained.

### **Section 4: Duties**

- a. The President shall preside at the BOD meetings and be responsible for planning the overall program and for making periodic reports and recommendations to the BOD. The President shall appoint program chairs, as needed, with the approval of the BOD.  
As invited by the Director of the Bechtel International Center, the President shall attend staff meetings for the Bechtel International Center, and be a liaison between the I-Center and CCIS volunteers.
- b. The Vice President shall preside at BOD meetings in the absence of the President and assist the President, as needed, in carrying out overall programs.
- c. The Secretary shall take and keep minutes of all BOD meetings, assist the Board with correspondence and act as custodian of CCIS files and records. Board minutes are to be sent to all Board members before the next meeting.
- d. The Treasurer shall be the custodian of CCIS funds and shall, upon due authorization by the Board of Directors, receive and disburse money for and on behalf of the CCIS. The Treasurer shall be responsible for keeping complete financial records and for making quarterly reports to the Board and a report to the membership at the Annual Meeting, and for any required tax- or tax-status-related reports to governmental agencies.

## ***Article VII: Program Chairs***

### **Section 1: Duties**

Program Chairs shall be appointed to the BOD to administer the programs adopted by the BOD, give reports at BOD meetings, and shall provide an annual report of their activities to the BOD, at the President's request.

### **Section 2: Programs**

Programs and activities shall be developed by the CCIS BOD, in consultation with the International Center Director and staff. These programs shall be designed to further the purpose of CCIS. CCIS shall assist and advise newly arrived

international students, scholars and their families in the late summer/autumn through the Community Advisor program, Homestay program and the Loan Closet.

Throughout the year, CCIS will provide cultural opportunities for international students, scholars and their families through such programs as English in Action, English classes, Hospitality and Homestay.

## ***Article VIII: Finances***

### **Section 1: Dues**

The dues of CCIS shall be determined by the BOD.

### **Section 2: Fiscal Year**

The fiscal year of CCIS shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Section 3: Budget Committee**

There shall be a budget committee comprised of the President, Vice President and the Treasurer who will be responsible for proposing the Annual CCIS Budget to the BOD.

### **Section 4: Disposition of Assets**

Should CCIS be dissolved, any assets shall be donated to the Bechtel International Center at Stanford University (a non-profit educational corporation which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue Code) to be used at the discretion of the Director.

Should CCIS be dissolved, any remaining assets of the CCIS Spouse Education Fund should continue to be used for the purpose of the fund, under the control of the Bechtel International Center Director.

### **Section 5: Audit**

Upon request, and approval of the BOD, one auditor (who shall not be a member of the BOD) shall be appointed by the President. The auditor shall audit the accounts for the Treasurer at the end of the fiscal year and render a signed, itemized statement of condition.

## ***Article IX: Amendments***

The Constitution and Bylaws may be amended by a two-thirds majority vote of the BOD. Proposed amendments must be presented in writing and discussed at a previous meeting of the BOD.