



Peace through Understanding

HOW TO START A CHAPTER

People to People International (PTPI) has promoted international understanding for almost 50 years. Chapters are the backbone of the organization. This document explains the structure and responsibilities of PTPI chapters. It will also guide you through the process of starting a new PTPI chapter.

Chapters – What is a chapter?

The foundation of People to People International (PTPI) is its network of chapters. Chapters are volunteer organizations consisting of at least 10 people. Chapters are responsible for their own programs and finances which makes them very independent. Chapters vary in size and activity and sometimes work with other organizations.

Chapters are chartered by PTPI World Headquarters. PTPI chapters are organized in regional councils.

Programs – What does a chapter do?

There are a variety of programs that a PTPI chapter may be involved in:

- ◆ Offer Homestays to international visitors through the International Visitors Program.
- ◆ Social activities, such as dinners, receptions, concerts, etc.
- ◆ Artistic program
- ◆ Humanitarian program
- ◆ Issue a chapter newsletter.
- ◆ Youth and student programs (such as summer camps, student exchange projects, offering an internship to students etc.).
- ◆ Introduce foreign students at local colleges/universities to culture and way of life of the country.
- ◆ Sponsor or co-sponsor local community events whose purpose is to increase international understanding.
- ◆ Host a foreign diplomat through the Meet the Diplomats Program.
- ◆ Provide assistance and support to projects organized by other chapters.
- ◆ Network with chapters worldwide (sister chapter cooperation) and with other local organizations of similar purposes.
- ◆ Participate in Language Ambassador Program
- ◆ Host or participate in Annual European Conference.
- ◆ Assist in School and Classroom Program.
- ◆ Organize or participate in seminars, training sessions and workshops.
- ◆ Cultural exchanges involving chapter members or guests (for example organizing festivals, exhibitions, exchanges for artists, folklore groups, choirs, theatre groups, etc.).

Finances of a chapter

As stated above, chapters handle their own finances. Chapters finance their activities by collecting membership dues, fees for programs (i.e. local events or offering homestay to international visitors), donations and fundraising. PTPI staff assists chapters seeking partnerships, project ideas, when applying for financial support.

Chapters set membership dues depending on local needs. Of the dues, they pay three Euros per member per year to PTPI's European Council. Of those three Euros, PTPI's European Council pays one US Dollar (\$1) to PTPI World Headquarters. It is therefore recommended to fix the membership dues no lower than three Euros.

Basic requirements to organize a chapter

The following steps are necessary in order to start a PTPI chapter:

1. Find a minimum of ten members.
2. Elect at least four officers.
3. Accept the Chapter By-laws of PTPI.
4. Decide on chapter activities.
5. Fix chapter membership dues, collect the dues of each member for the first year and transfer three Euros per member to PTPI's European Council.

To apply for a chapter charter, you need to prepare the following documents:

- Chapter charter application including the list of officers.
- A list of chapter members with addresses and if possible e-mail address, phone number and date of birth
- A statement of the projected activities intended to be undertaken by the chapter.
- Signed copy of the PTPI Chapter By-laws.
- Payment of three Euros per member to PTPI's European Council.

The application should be submitted to PTPI's European Office which will forward it to PTPI World Headquarters. If the application is approved, Headquarters will issue a charter to the chapter.

Structure of PTPI in Europe

All European PTPI chapters together form PTPI's European Council, also called People to People Europe (PTPE).

The annual meeting of PTPI's European Council is called the European Conference. All European PTPI members and non-members interested in PTPI may attend this conference.

Each chapter may have one member on the European Representative Board. The European Representative Board elects the five members of the European Executive Committee during the European Conference. The European Executive Committee coordinates the activities of PTPI's European Council.

PTPI's European Office assists, the European Executive Committee as well as the chapters and members.

Chapter officers

The chapter members elect chapter officers. Each chapter shall have at least a president, vice president, secretary and treasurer. These officers should oversee the chapter activities and any committees within the chapter. A youth coordinator and an officer for resource development are also recommended.

The chapter officers make up the executive committee and/or board of the chapter. The board should meet no less than four times a year.

The officers shall be elected at least every other year. The president and vice president shall not serve more than two consecutive terms. At each change of officers, either permanent or interim, a list of the officers shall be sent to PTPI World Headquarters.

Meetings

A chapter shall have regular meetings with an agenda or order of business. There should be at least six chapter meetings or events per year. It is possible to combine the actual discussion of the agenda with social events. Failure to hold regular meetings may cause revocation of a chapter's charter by PTPI World Headquarters.

Minutes shall be written for all regular meetings of the chapter and of all meetings of the executive committee/board. They shall be kept on permanent file. Copies shall be sent to PTPI World Headquarters following each meeting.

People to People International (PTPI), with World Headquarters in Kansas City, Missouri USA, was established by President Dwight D. Eisenhower on September 11, 1956 to enhance international understanding and friendship through educational, cultural and humanitarian activities involving the exchange of ideas and experiences directly among peoples of different countries and diverse cultures. Today, as a NGO with a U.S., not-for-profit, [501 (c)(3)] tax rating, PTPI has a presence in 135 countries with more than 80,000 families and individuals actively participating in People to People International programs. Please visit www.ptpi.org for more information.

Annual Report

Each chapter president is responsible for submitting an annual report to PTPI World Headquarters each year. If a new chapter president is elected, the report is the responsibility of the outgoing president and will be submitted at the time of the change of officers.

Payment

Each chapter collects the membership fees and pays them to the European Council via bank transfer or credit card. Please contact PTPI's European Office for more information.

How to get started

Contact friends, community leaders and others you believe would be interested in forming a chapter. Seek out a core group of at least ten people.

Hold a planning/organizational meeting of your core group. Elect officers and decide on a name for the chapter. Set programs and membership goals for the first year.

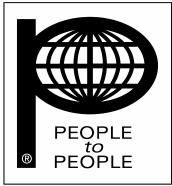
Submit your application to PTPI European office.

And then, enjoy the satisfaction and friendships which your new PTPI chapter will provide!!

People to People International European Office
Schillerstr. 59
10627 Berlin
Germany

+49 30 889 16 433 *phone*
+49 30 889 16 434 *fax*
admin-europe@ptpi.org
www.ptpe.org

People to People International World Headquarters
911 Main Street, Suite 2110
Kansas City, MO, 64105, USA
+1 816 531 4701 *phone*
+1 816 561 7502 *fax*
ptpi@ptpi.org
www.ptpi.org



International

Peace through Understanding

People to People International World Headquarters

911 Main Street, Suite 2110

Kansas City, Missouri, 64105, USA

Phone: +1 816-531-4701

Fax: +1 816-561-7502

APPLICATION FOR CHARTER

As the Chapter Officers of the People to People (Chapter Name):

_____ Chapter, we do hereby submit our By-laws for approval by People to People International Headquarters (attach Copy) and hereby apply for a Chapter Charter to begin People to People activities in our community, and agree to send to PTPI the charter dues of _____ for adult individual membership. These dues will remain in effect for one year, at which time members will be encouraged to renew. In accordance with the concept of People to People to advance international understanding and friendship through educational and cultural exchange among peoples of different countries and diverse cultures.

This agreement is made and entered into this _____ day of _____ by and between People to People International, a not-for-profit corporation organized and incorporated under the laws of Missouri, U.S.A., and the People to People International _____ Chapter.

The Parties hereto agree to follow and adhere to all rules and regulations as stated in the Chapter Manual, and understand that People to People International may withdraw the use of the name "People to People" if for any reason this chapter misuses or detracts from the good name of the founder, Dwight D. Eisenhower or People to People International.

Name:

Signature:

Chapter President

Chapter Vice President

Chapter Secretary

Chapter Treasurer

PTPI Chief Executive Officer (for PTPI use)

*A copy of this agreement will be sent to the Chapter President upon approval of chapter application.



People to People International Program of Activities Worksheet

Chapter Name: _____ Date: _____

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Below is a list of *possible* program ideas that chapters may undertake. Please indicate which programs your chapter envisions to do. If possible also indicate when the program will take place and budget for the program. Chapters are encouraged to have programs of different types each year. You may also include programs that are not listed below.

Program Idea	Date	Budget
International & Cultural Program Ideas		
Host guests participating in the International Visitors Program (Homestay Program)		
Host an event or dinner for international visitors		
Cultural Exchanges—a delegation from your chapter visits another chapter and they visit you in return		
Artistic Program—work with a local artist who shares the PTPI mission or recommend an artist to participate in the Worldwide Conference or Global Youth Forum		
Chapter presentations on international affairs, cultures and travel		
Host a participant in the Meet the Diplomats Program		
Host or participate in the annual European Conference		
Meet with groups and associations of local minorities or immigrants and organize joint events		
Membership Program Ideas		
Create a Chapter Newsletter or Webpage		
Hold chapter meetings or dinners featuring a PTPI activity and planning future events		
Sponsor or co-sponsor local community events that increase international understanding		
Provide assistance and support to projects organized by other chapters		
Network with chapters worldwide (sister chapters) and with local organizations of similar purpose		
Send a delegation to the Worldwide Conference		
Sponsor a student participating in the Global Youth Forum		
Hold a membership drive to increase the number of chapter members		
Organize an information evening for non-members and inform on local and international PTPI programs		

<i>Program Idea</i>	<i>Date</i>	<i>Budget</i>
Humanitarian Program Ideas		
Participate in a Sister Chapter Project with a humanitarian theme		
Organize a visit to a local old people's home / orphanage / hospital		
Host an Operation International Children Event or fundraiser		
Raise awareness of the PTPI Global Landmine Initiative		
Educational and Youth Program Ideas		
Create a student exchange project		
Organize a summer camp		
Offer an internship position or promote the internship program in PTPI's European Office		
Introduce foreign students at local colleges/universities		
Participate in the Language Ambassador Program by hosting or sending a language teacher		
Organize or participate in seminars, training sessions and workshops with an international focus		
Promote the School and Classroom Program in local schools		
Contact local universities and schools to inform on PTPI student and university chapters		

Comments

People to People International Chapter By-Laws



Peace through Understanding

CHAPTER BYLAWS

ARTICLE I - Definition and Purpose

- Section 1. This organization shall be known as People to People International (PTPI) [city, state/province/or country] _____ Chapter, 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, Regional Headquarters, 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.

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 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 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 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 of them 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.

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.

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 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:
- e. Upon receipt of ten (10) members and their contact information.
 - f. Appointment of first term officers: president, vice president, secretary and treasurer with contact information.
 - g. Membership dues paid for initial members.
 - h. Written acceptance of the Bylaws herein.
 - i. Proposed activities to be undertaken by the chapter.
 - j. 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.

ARTICLE X – Revoking a Chapter Charter

- Section 1. In the event of a chapter closing, the following procedure will be followed:
- k. 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.
 - l. Chapter Charter and pertinent documents must be returned to PTPI World Headquarters.
 - m. 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.

Annual requirements of People to People International Chapter:

- Minimum of 10 members
- Submit annual president's report
- Program and activities
- Membership list and contact information
- Membership dues

I, _____, president of People to People International's _____ Chapter, do hereby accept these Bylaws.

President's Name (printed)

President's Signature

Secretary's Name (printed)

Secretary's Signature

Date

(A copy of these Bylaws will be returned to the chapter with the chapter charter.)

(A copy of these bylaws will be returned to the chapter with the chapter charter.)



PTPI Community Chapter Dues Payment

PTPI asks all community chapters in Europe to submit once a year three Euros per chapter member to PTPI. The money is collected by PTPI's European Council, also called People to People Europe (PTPE). Of those three Euros, one US Dollar (US \$ 1) is paid by PTPI's European Council to PTPI's World Headquarters.

The chapter may require extra membership dues. Any amount asked in addition to the three Euros required by PTPI per member per year will be kept by the chapter. The chapter administers its finances independently.

There are four different ways of submitting the payment:

1. Bank Transfer

Account holder: People to People Europe
Account: 235 FJ-122138.1
IBAN: CH51 0023 5235 FJ12 2138 1
BIC: UBSWCHZH80A
Bank: UBS, Switzerland
Reference: Chapter name and year

2. Credit Card (AMEX and VISA only)

Please send by fax (preferably) to +49 (0)30-88916434:

Name on card (card holder)
Type of card: VISA or AMEX
Card number
Expiration date
Reference: Chapter name and year

3. Registered mail

Please contact PTPI's European Office

4. Western Union or other money transfer

Please contact PTPI's European Office