



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 Association property shall be dedicated exclusively to educational and cultural purposes. 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 the termination of the Association, distribution of the remaining assets after

payment, or provision for payment of all debts and liabilities of this Association shall be per 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 the 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 or appointed Board members shall be invited to attend Board meetings before taking office on July 1st.

Section 4: Meetings

The BOD shall meet monthly (except for July, September, and December) and upon the call of the President. An annual all-member meeting shall be in May.

Section 5: Executive Committee

The Officers of CCIS shall be empowered to act for the BOD in an emergency that occurs between meetings of the BOD. The Emergency Committee shall

distribute the emergency meeting minutes to the full Board at the next BOD meeting.

Article VI: Officers

Section 1: Officers of CCIS

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

Section 2: Election and term of office

Election of Officers shall be during the annual membership meeting. Newly elected officers and chairs shall serve for a period of one year, from July 1 to June 30. A BOD vacancy which occurs between the annual meeting and the end of the following CCIS year shall be by Presidential appointment with the approval of the BOD.

Section 3: Nominating Committee

The President shall appoint three BOD members to serve as a Nominating Committee. The BOD shall approve this committee before the nominating committee proposes a slate of officers and program chairs for approval at a BOD meeting before to the Annual meeting. Upon approval by the BOD, the President shall appoint the slate of program chairs to serve as BOD members beginning with the new term July 1st. The presentation to the Membership shall be at the Annual meeting. Members may make additional nominations from the floor provided consent is granted by the nominating committee prior to the annual meeting. The Nominating Committee's duties shall end when the results of the approval of the new BOD has been declared final.

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 Bechtel 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 the minutes of all BOD meetings, assist the Board with correspondence, and act as custodian of CCIS files and records. The Secretary will distribute the minutes 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

The CCIS BOD, in consultation with the International Center Director and staff, shall develop programs and activities. 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 BOD shall determine the dues of CCIS.

Section 2: Fiscal Year

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

Section 3: Budget Committee

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

Section 4: Disposition of Assets

Upon the dissolution of CCIS, all CCIS funds, Spouse Education Funds and Spouse Education Fund Endowment assets shall transfer to the Bechtel International Center at Stanford University. The Bechtel International Center is a non-profit educational corporation which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue Code. Allocation of such assets shall be at the discretion of the Director. Upon the dissolution of CCIS, any remaining assets of the Spouse Education Fund and the Spouse Education Fund Endowment shall continue to the benefit of the Fund. Control of such funds will be at the discretion of the Bechtel International Center Director.

Section 5: Audit

Upon request and approval of the BOD, the President shall appoint one auditor who shall not be a member of the BOD. 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

A two-thirds majority vote of the BOD shall be required to amend the CCIS Constitution and Bylaws. Proposed amendments must be presented to the BOD, in writing, and discussed at a previous meeting of the BOD.

Reformatted August 24, 2019