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## Bylaws of Citizens for Peace (501c4)

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1 **Bylaws of Citizens for Peace (501c4)(70019K)**

2 *(Specific sections amended 5/12/2009 & 7/9/2013)*

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4 **Article I - Name and Purpose**

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6 **Section 1** --- Name: The name of the organization is Citizens for Peace. It  
7 is a nonprofit nonpartisan political organization incorporated under the laws  
8 of the State of Michigan.

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10 **Section 2** --- Purpose: The purpose of Citizens for Peace is to be responsive  
11 community leaders centered on learning, educating and facilitating the  
12 practices and principles of non-violence in our world. We encourage the  
13 empowerment of an active citizenry and support a United States Department  
14 of Peacebuilding, a Youth PROMISE Act, and violence prevention. *(Amended*  
15 *7/9/2013)*

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17 **Article II – Membership**

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19 **Section 1** --- Eligibility for Membership: Citizens for Peace is open to all  
20 who are interested in promoting peace and nonviolence. Membership is  
21 granted after completion of membership application and payment of the  
22 annual dues.

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24 **Section 2** --- Annual Dues: The amount required for annual dues will be  
25 decided at the annual meeting by a majority vote of the members in  
26 attendance with a minimum of ten voting members present. Continued  
27 membership is contingent upon being up-to-date on membership dues. The  
28 President of the Citizens for Peace may waive the payment of dues in the  
29 case of financial hardship. Information will only be shared with the  
30 Secretary. *(Amended 5/12/2009)*

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32 **Section 3** --- Rights of Members: Each member in good standing has the  
33 right to vote on organizational issues.

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35 **Article III – Meetings of Members**

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37 **Section 1** --- Regular Meetings: Regular meetings shall be held on the  
38 second Tuesday of each month at a time and place designated by the  
39 President, unless altered by the Executive Board.

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41 **Section 2** ---Annual Meeting: An annual meeting of the members will take  
42 place in January on the regularly scheduled meeting night and place, unless  
43 altered by the Executive Board. The annual meeting requires a minimum of  
44 ten (10) voting members. At the annual meeting the membership will elect  
45 directors and officers nominated at the preceding November and/or  
46 December meetings. There will be an end of year financial report along with  
47 reports on accomplishments of the previous year and goals for the coming  
48 year.

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**Section 3** --- Special Meetings: Special membership meetings may be called by the President.

**Section 4** --- Quorum: The members present at any properly announced meeting shall constitute a quorum, except at the annual meeting which requires a minimum of ten (10) voting members.

**Section 5** --- Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, except for the annual meeting which requires a minimum of ten (10) voting members. The President does not vote unless there is a tie.

#### **Article IV – Board of Directors**

**Section 1** --- Board Members: The Board consists of President, Vice-President, Secretary, and Treasurer; in addition there are seven (7) Committee Chairpersons: Education, Public Relations, Fund Raising, Citizen Action, Membership, Technology, Inner Peace, and two Board Members at Large. The Board of Directors receives no compensation. *(Amended 5/12/2009)*

The Executive Board is the officers: President, Vice-President, Secretary, and Treasurer.

**Section 2** --- Board Elections: The board members are elected at the annual meeting in January. Term of office is one (1) year and all board members are eligible for re-election.

**Section 3** ---Quorum, Meetings and Notice: A quorum for a Board of Directors’ meeting shall consist of seven (7) board members. Meetings will be held at least once a year at an agreed time and place. *(Amended 5/12/2009 & 7/9/2013)*

**Section 4** --- Special meetings: The President will notify members of the Board when there is a need for a special meeting.

**Section 5** --- Election Procedures: Nominations for board members will be accepted by the President or Secretary at the November and December membership meetings.

Voting will take place at the annual meeting held in January each year. The quorum for the annual meeting is a minimum of ten (10) voting members.

**Section 6** --- Directors and Duties:

The **President** of Citizens for Peace is the U.S. Congressional District Leader of the 11<sup>th</sup> District for the Michigan Department of Peace Campaign. In

97 addition, the President convenes and presides at the regular membership  
98 meetings, the board meetings and the executive board meetings. The  
99 President adheres to and enforces the bylaws of the Citizens for Peace.  
100 The **Vice-President** will act for the President in the event of an absence.  
101 The Vice-President will perform such duties as the President delegates.  
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103 The **Secretary** shall take minutes at all membership and board meetings.  
104 In addition, the secretary will maintain membership and corporate records  
105 and collect annual dues.  
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107 The **Treasurer** is responsible for developing an annual budget and  
108 maintaining records on revenue and expenditures. The Treasurer will make a  
109 financial report at each regularly scheduled membership and board meeting.  
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111 Additional board members will have their responsibilities defined by the  
112 Executive Board:  
113  
114 The **Education Chairperson** works to educate members and the public on  
115 peace and nonviolent issues, and forms a committee to accomplish these  
116 goals.  
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118 The **Inner Peace Chairperson** provides the members with the tools to  
119 enhance their personal growth and inner peace, and forms a committee to  
120 accomplish inner peace goals.  
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122 The **Public Relations Chairperson** oversees all aspects of media promotion  
123 and forms a committee to promote awareness of Citizens for Peace.  
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125 The **Citizen Action Chairperson** is responsible for influencing the political  
126 agenda in regards to peace and nonviolent issues especially the passage of  
127 the Department of Peace legislation, and forms a committee to accomplish  
128 this goal.  
129  
130 The **Technology(IT) Chairperson** promotes the organization via the  
131 Internet and assists members in using the Internet to promote peace and  
132 non-violence. The IT Consultant also maintains the organization's blog.  
133  
134 **Membership Chairperson** networks with other community organizations  
135 and promotes the Citizens for Peace with the goal of increasing membership.  
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137 The **Fundraising Chairperson** develops funding sources to support the  
138 organization's goals.  
139  
140 The Board Members at Large take on Board responsibilities that fall outside  
141 of committee chairpersons' duties. (*Amended 5/12/2009*)  
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144 **Section 7** --- Vacancies: When vacancies on the Board exist mid-term, the  
145 President shall appoint people who will fill out the term until the new election.

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147 **Section 8** --- Resignation: Resignation from the Board must be in writing  
148 and submitted to the President, who will notify the membership and seek a  
149 replacement.

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### **Article V – Committees**

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153 **Section 1** --- Committee Formation: Each Committee Chairperson will seek  
154 volunteers to serve on their committee. *(Amended 5/12/2009)*

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156 **Section 2** --- Executive Board: The four officers (President, Vice-President,  
157 Secretary, and Treasurer) serve as the members of the Executive Board

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159 The Executive Board shall have the authority to alter meeting dates, times,  
160 and location as needed. In addition, the Board of Directors shall have all the  
161 powers and authority in the intervals between meetings of the Board of  
162 Directors.

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164 **Section 3** --- Financial Oversight: Within the first quarter of each year, there  
165 will be an audit of the Treasurer's records from the previous year. A  
166 committee of at least one to two members who are not on the Board will be  
167 appointed by the President. *(Amended 7/9/13)*

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### **Article VI – Amendments**

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171 **Section 1** --- Amendments: These bylaws will be amended as needed. Any  
172 member may submit a bylaw amendment proposal to the President. The  
173 President will share the proposal with the Board of Directors for review and  
174 discussion. A two thirds majority vote by the Board in favor of a bylaw  
175 change will be presented to the members at the next regularly scheduled  
176 meeting.

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### **Certification**

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179 These bylaws were approved at a meeting of the membership by two-thirds  
180 majority vote on \_\_\_\_\_

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Secretary Date