

# **By-Laws**

## **USA-Canada Youth Exchange Network, Inc.**

### **1. Purpose**

1.1 The USA-Canada Youth Exchange Network Inc. facilitates collaboration among Rotary Districts and Multidistricts in Rotary Zones 22-34 to provide the world's premier youth exchange program.

### **2. Board of Directors**

2.1 The Board of Directors comprises a President and 13 Directors.

2.2 The President and Directors shall serve a two-year term on the Board, a year meaning a Rotary year 1 July – 30 June.

2.3 The District Chairs Youth Exchange in each Zone 22-34 shall elect a Director, each District Chair having one vote.

2.4 The two-year cycle of service for Directors for Zones 23, 25, 27, 29, 31 and 33 shall begin 1 July 2001 – 30 June 2003

2.5 The two-year cycle of service for Directors for Zones 22, 24, 26, 28, 30, 32 and 34 shall begin 1 July 2002 – 30 June 2004.

2.6 Elections for successive Directors shall be finalized at least six months prior to taking office.

2.7 The two-year cycle of service for President shall begin 1 July 2002 - 30 June 2004.

2.8 Any District Chair in Zones 22-34 may nominate a candidate for President.

2.9 Elections for successive Presidents shall be finalized at least one year prior to taking office; the successful candidate shall hold the title President-Elect.

2.10 The Board of Directors shall facilitate the election of the President at an Annual Meeting of the USA-Canada Youth Exchange Network, Inc.

### **3. Officers and Committees**

3.1 The Board of Directors shall appoint a Secretary and a Treasurer for terms not to exceed three years.

3.2 The same person may not hold the office of President and Treasurer.

- 3.3 The Board of Directors may appoint other Officers and Committees, as they deem necessary to assist in the role of the USA-Canada Youth Exchange Network, Inc.
- 3.4 The President shall preside at all meetings of the board, see that orders and resolutions of the Board are carried out, sign all legal instruments and contracts approved from time to time by the board, and perform related duties as the board may direct.
- 3.5 The Secretary shall record and distribute minutes of all meetings and proceedings of the Board, serve as custodian of all files and records of the Network, keep the corporate seal of the Network and affix it on all papers requiring the seal, notify members of upcoming meetings, and perform related duties as the board may direct.
- 3.6 The Treasurer shall deposit monies in account (s) authorized by the board and disperse funds within limits of the annual budget, shall assist the Board to prepare an annual budget, shall provide a quarterly financial update to the Board and at the Annual Meeting; and perform other related duties as the board may authorize.
- 3.7 The USA-Canada Youth Exchange Network Inc. shall not reimburse Board Members for personal expenses related to serving on the Board.

#### **4. Meeting Schedule**

- 4.1 The Board of Directors shall communicate routinely throughout the year by teleconference calls and the Internet.
- 4.2 The Annual Meeting of the Board of Directors shall be held each year at the USA-Canada Youth Exchange Conference.

#### **5. Membership**

- 5.1 All Districts in Rotary Zones 22-34 are de facto members of the USA-Canada Youth Exchange Network, Inc.
- 5.2 There are no membership dues.

#### **6. Finances**

- 6.1 Revenue sources and amounts to support the provision of services to members shall be discussed and approved by the District Chairs Youth Exchange at annual USA-Canada Youth Exchange Conferences.

6.2 The Board of Directors shall openly publish revenues and expenses on the USA-Canada Youth Exchange web site for reference by members.

## 7. Services

7.1 The Board shall provide services to District Chairs Rotary Youth Exchange such as:

- Organize an annual USA-Canada Rotary Youth Exchange Conference
- Develop and publish best practices for the implementation of youth exchange in the USA/Canada
- Provide interactive e-tools for communication and collaboration
- Provide a USA-Canada Rotary Youth Exchange web site
- Develop mentoring teams to work one-on-one with District YEOs who want to pioneer or grow a program
- Recognize top performing USA-Canada Districts
- Facilitate the recruitment of Rotex alumni into Rotary
- Provide national training as required
- Facilitate the launch of new exchange models
- Publish a monthly Rotary Youth Exchange e-Bulletin
- Be an advocate to the Rotary International Board of Directors and the Rotary International Youth Exchange Committee
- Publish information on regional field trips for foreign inbound students
- Collaborate with regional Rotary youth exchange entities throughout the world

## Article 8 - Amending By-Laws

8.1 District Chairs Youth Exchange may submit proposed amendments to these By-Laws to their Zone Director at any time during the year.

8.2 The Board shall collate and distribute all proposed amendments to District Chairs in January for online discussion and a subsequent vote.

President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_