



Bylaws of Youth for Understanding (Switzerland)

Name

Section 1 Under the name YOUTH FOR UNDERSTANDING (YFU) (SWITZERLAND) an association exists with its seat in Berne. It is registered in the commercial register.

Article II Purpose

Section 1 The purposes of the association are exclusively educational and philanthropical, i.e. the promotion of respect for cultural diversity, friendship between people of different nations and cultures, and opportunities for personal development through international homestay exchange program.

The association is neutral in regard to politics, religion, race, and gender. The association is non-profit oriented.

Section 2 Unless otherwise provided hereinafter under these Bylaws, the provisions of Art. 60 through Art. 79 of the Swiss Civil Code (ZGB) shall apply.

Article III Membership

Section 1 The association shall have the following categories of members:

- a) active members
- b) honorary members

Active members shall be former YFU program participants and/or present or past holders of office in YFU Switzerland. These categories of persons automatically become members of YFU Switzerland based on their function.

Active members shall also be all who share and sympathize with YFU ideals, but do not assume responsibility for any regular activity. This category of persons shall submit a request for membership to the Board. The request is decided on by the Board and can be denied without indication of reasons.

Honorary members (of YFU-Switzerland, of the Board) shall be anyone whom the Membership Meeting or the Board deems worthy of such a distinction. They are elected by the Membership Meeting. They are invited to the National Conference resp. the Board meetings, official alumni meetings and social gatherings.

Section 2 Active members may deliberate and vote at the National Conference, whereas honorary members may deliberate but not vote. Honorary members of the Board do not have voting rights at Board meetings.

Section 3 The annual membership fee shall be determined by the National Conference, but it is limited to the maximum amount of CHF 20 per member. YFU program participants do not pay a membership fee during the first year following their return to Switzerland. Honorary members do not pay a membership fee.

Section 4	<p>The membership is terminated by:</p> <ul style="list-style-type: none"> a) written resignation to the Board, at least 30 days prior to the end of the calendar year b) non-payment of membership fee c) expulsion due to severe breach of the bylaws <p>Expulsion is decided on by the Board. The member can appeal against the decision to the next ordinary Membership Meeting, within 30 days of the written announcement of the decision.</p>
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Article IV Organs

Section 1	The association pursues its purposes through committees (Swiss Committee and Management Committee) entrusted with the practical tasks in Switzerland inherent in the exchange.
Section 2	<p>The organs of the association shall be:</p> <ul style="list-style-type: none"> a) the Membership Meeting alias the National Conference b) the Board c) the Swiss Committee and the Management Committee d) the Auditor

Article V Membership Meeting alias National Conference

Section 1	<p>Meeting</p> <p>There shall be held annually at least one regular membership meeting. The Chairperson of the Board shall chair the meeting.</p>
Section 2	<p>Convocation and agenda</p> <p>The Board shall in writing give advance notice of the National Conference at least six weeks before the event providing the date, the place and the main items on the agenda besides the following stipulation about motions. Motions for resolutions and nominations for elective office must be submitted to the Board no less than four weeks prior to the National Conference. The written invitation with the finalized agenda, including the nominations for elective office and the motions which have been previously submitted to the Board, shall be sent to all members no less than two weeks prior to the National Conference.</p>
Section 3	<p>Agenda</p> <p>The membership meeting elects the members of the Board and the Auditor. It approves the Financial Report, the Auditor's Report, and the annual report of the Chairperson of the Board. It gives discharge of liabilities to the members of the Board. Under "Miscellaneous" any subject may be brought up and discussed.</p>
Section 4	<p>Extraordinary meeting</p> <p>The Board may convene an extraordinary membership meeting at any time upon the written request of</p> <ul style="list-style-type: none"> a) two-thirds of the members of the Swiss Committee b) one-fifth of the active members or c) upon demand from two-thirds of the Board.

Article VI Board

Section 1	<p>General</p> <p>The Board is the policy-making and supervisory body of YFU Switzerland. It is</p>
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ultimately responsible for the operations and activities of YFU Switzerland. The Board shall represent the association to outside audiences and constituencies.

- Section 2 Duties and function
The Board issues basic decisions regarding the activities of YFU Switzerland, supervises the work of the National Director, and checks the annual statements of account. The Board shall further, with the advice and consent of the Director, set the amounts of salaries. It decides on the budget after consultation with the Budget Committee (s. Art. VII, Sect.3), on the introduction or abolition of exchange programs, on the number of program participants (quotas), and on program fees, with the advice and consent of the National Director and the International Administration.
The Board may take decisions or adopt resolutions by way of communication other than meetings.
- Section 3 The Board shall elect the Chief Executive Officer (National Director). The Board shall further elect the National Electors pursuant to Art. 3 of the Agreement on International Cooperation and Consensus Building (AICCB) (election of members to the International Advisory Council).
The Board shall determine those persons who shall have binding signature authority for the association and the form in which such signature authority is to be used.
- Section 4 Constitution
The Board is composed of a minimum of seven members and a maximum of eleven members, honorary members not included. A proper representation of linguistic minorities and genders should be ensured. Members of the Management Committee shall not be eligible to the Board but may be invited to Board meetings. As to its officers, the Board constitutes itself. The Board shall appoint a chairperson. The Board may appoint committees and delegate certain duties to them. Individual duties of Board members shall be laid down in a job description.
- Section 5 Elections
The members of the Board are elected by the National Conference. The Board is entitled to fill its vacancies to the extent of ensuring that the minimum of seven members is reached, in which case such elections have to be ratified by the next following National Conference. The term of the members elected by the Board starts with the ratification by the National Conference.
Candidates for Board membership must obtain the written recommendation of ten active members of the association or the support of the majority of either the Board or the Swiss Committee.
- Section 6 A Nominating Committee for the election of new Board members shall be appointed. It shall consist of Board Members and members of the Swiss Committee.
- Section 7 Terms
The term of office for Board members is limited to three terms of two years each, after which they have to step down for at least one term.
Care should be taken to arrange for alternate expirations of the terms of office.

Article VII
National Director

- Section 1 Election and Term
The Director shall be appointed by the Board.
- Section 2 A Nominating Committee for the election of the National Director shall be appointed. It shall consist of Board Members and one member of the Swiss Committee with a deliberative function.

Section 3	<p>Responsibilities</p> <p>The National Director has the overall responsibility for the personnel of the administrative staff and for the members of the Swiss Committee. He/she shall discharge his/her duties in accordance with the job specifications issued by the Board.</p> <p>The Director shall conclude contracts and issue job descriptions for the holders of executive offices.</p> <p>The Director appoints and dismisses the members of the Swiss Committee subject to ratifications by the Board.</p> <p>The Director shall as a rule attend the meetings of the Board. However, he/she shall not have voting rights at such meetings.</p>
Section 4	<p>Committees</p> <p>The Director shall, for the preparation of the budget, appoint a Budget Committee. Such Committee shall at least consist of the Director, at least one member of the Board and one member of the Management Committee. The Committee shall submit the budget to the Board for approval.</p> <p>The Director may, as needed, appoint other working committees to deal with special tasks or assignments.</p>
Section 5	<p>Staff Recognition</p> <p>The Director shall have authority for the recognition of his/her staff and shall report on it to the Board.</p>

Article VIII Management Committee

Section 1	<p>Constitution</p> <p>The Management Committee shall consist of its Director (National Director), the Regional Directors, the District Coordinators and their respective assistants.</p>
Section 2	<p>Meetings</p> <p>The Management Committee shall convene as a regular meeting at least twice a year. The Director shall cause minutes to be made at such meetings, on which he/she shall regularly report to the Board.</p> <p>Office-holders other than the members of the Management Committee may demand that the National Director allow them access to the discussions of specific items of the agenda of the meetings of the Management Committee in order that they may present their views.</p>
Section 3	<p>Responsibilities</p> <p>The main responsibilities of the Management Committee shall be the following:</p> <ul style="list-style-type: none"> - overall planning, regulation and running of YFU Switzerland's short and longterm operations - selection and preparation of Swiss exchange students prior to their departure - selection and preparation of Swiss host families - caring for the international exchange students during their stay in Switzerland
Section 4	<p>A member of the Management Committee is appointed by the National Director to be a member of the Budget Committee (s. Art. VII, Sect.2).</p>
Section 5	<p>The functions of the Management Committee shall be laid down in the job description issued by the National Director.</p>

Article IX Swiss Committee

Section 1	<p>Constitution</p> <p>The Swiss Committee shall consist of the members of the Management Committee, the National Events Coordinators (NEC), the trainers and coaches, the counselors, the hired office staff and any person holding a national function defined by the National Director.</p>
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Section 2 Function
The Swiss Committee shall discharge its functions in accordance with the job description issued by the National Director.

Section 3 Nominating Committee
A member of the Swiss Committee shall, with a deliberative function, be a member of the Nominating Committee for the election of the National Director. Members of the Swiss Committee shall - together with Members of the Board - be members of the Nominating Committee for the election of new Board Members. A proper representation of different positions and Regions of the members of the Swiss Committee shall be ensured.

**Article X
Auditor**

Section 1 The Auditor shall not be a member either of the Board or the Swiss Committee. On behalf of the membership meeting, he/she shall audit the annual statement of accounts, the net worth, and the Finance Officer's records.

**Article XI
Closing Provisions**

Section 1 Amendments. Amendments to these Bylaws, as well as the dissolution of the association, shall require a majority of two-thirds of the active members present at the membership meeting.

Section 2 Dissolution. In the event of the dissolution of the association the Board shall, with the consent of the International Administration, determine how, in the manner most consistent with the association's purposes, the association's assets shall be utilized.

Section 3 The official text of the Bylaws is the English one.

Adopted at the YFU National Conference on January 27, 2007.