

# **U.S. Citizens for Peace & Justice – Rome**

## **Organizational Structure and Operating Mechanisms**

### **Scope/Goals**

U.S. Citizens for Peace & Justice – Rome (USC4P&J) is a non-partisan all-volunteer group of U.S. citizens and international friends who firmly believe there can be **no peace without justice**. We work to spark debate, raise consciousness and promote positive change through self-education, outreach events and direct nonviolent action.

We are firmly convinced that by taking an active role in democracy and promoting social justice, citizens can bring about long lasting, positive change. We subscribe to non-violent means of protest only.

### **Objectives/Commitments**

As U.S. citizens living abroad, we commit to:

- Stay involved in U.S. politics from overseas;
- Work locally with Italian groups to achieve our common goals - peace and social justice;
- Be part of the bridge making this an international movement;
- Make our voices heard both at home and abroad.

### **Activities**

To further our objectives, our activities include:

- Self-education events, including the Eyes Wide Open Documentary Film series, presentations and round-table discussions;
- Outreach events including leafleting;
- Direct non-violent actions including protests and demonstrations;
- Media outreach including articles and letter writing.

### **Affiliations**

In Italy, we work together with the coalition of groups forming the Tavolo della pace in Rome as well as our sister group U.S. Citizens Against War in Florence. We are a member group of United for Peace and Justice in the U.S. and work together with fellow member groups. In Europe we belong to the network American Voices Abroad.

### **Structure**

The group is comprised of:

- General Membership;
- Coordinating Committee (CCom); including up to 7 members, of which:
  - Coordinator
  - Treasurer

### **General Membership**

The general membership participates in General Meetings, elects members of the CCom, participates in committees/working groups as well as USC4P&J events, and works to further the goals of the group. There are no membership dues, however individual members may contribute economically to support USC4P&J activities.

**Eligibility:** Membership in USC4P&J is open to all individuals who subscribe to the scope and objectives of the group and agree to abide by the principles and policies indicated in this document.

**Voting Rights:** Members who have attended at least one General Meeting in the previous 12 months may vote in any subsequent General Meetings, including election of the CCom.

**Expulsion:** Any member who has acted contrary to the principles and policies of the group may be expelled. The CCom, by majority decision, can defer the question to the next General Meeting, which will decide on revoking membership by a two-thirds vote.

### **Coordinating Committee**

The Coordinating Committee (CCom) is comprised of up to 7 members and is elected by the members with voting rights. The CCom shall work together primarily via email and will meet in person at general meetings or when deemed necessary.

Duties of the CCom include:

1. Appointing the Coordinator and Treasurer;
2. Calling and setting the agenda for monthly general meetings;
3. Making decisions on behalf of the group between monthly meetings;
4. Approving the creation of committees/working groups;
5. Approving letters or articles written on behalf of the group;
6. Managing the USC4P&J mailing lists and web site;
7. Representing the group in the press or at meetings of affiliated groups.
8. Holding and managing the assets of USC4P&J (funds; demonstration materials such as signs, banners, megaphone; DVDs; logo; archive, etc.).

A certain number of these duties can be delegated to willing USC4P&J members, to reduce the load on the CCom and, more importantly, to encourage as widespread participation as possible.

**Vacancies:** In the case of a vacancy on the CCom, the remaining members will appoint a substitute member to complete the term.

### **Coordinator**

Duties of the Coordinator include:

1. Serving as principal spokesperson for the group;
2. Handling correspondence on behalf of the group;
3. Coordinating duties as required and providing general supervision of the affairs of the group;

### **Treasurer**

Duties of the Treasurer include:

1. Taking charge of USC4P&J funds;
2. Authorizing ordinary expenditures made on behalf of the group for photocopies, signs, banners, DVDs, domain registration and web hosting;
3. Making all disbursements as authorized by the CCom;
4. Keeping a record of all incoming and out-going funds;
5. Preparing an annual report on USC4P&J finances for the monthly meeting preceding annual elections.

### **Terms**

Members of the CCom shall serve a 1-year term and shall begin upon election. CCom members are eligible for re-election for 2 additional consecutive terms. All outgoing CCom members shall provide for ongoing continuity for incoming members.

## **Elections**

Annual elections will be held for up to 7 members of the CCom. Nominations may be made by members who have attended at least one General Meeting in the previous 12 months. Eligible candidates must receive at least 2 nominations from members with voting rights. Elections will be held, on principle, during the month of June and will be conducted online, preceded by the General Meeting in which an Elections Administrator is appointed by the membership.

## **Meetings**

**General Meetings:** General Meetings are open to the membership and will be held every two months, unless circumstances warrant a change, such as holiday months or months with a particularly full or empty calendar. The date of each meeting as well as the agenda will be communicated via email by the CCom at least 7 days in advance, with an invitation for input from the membership. Meetings will be chaired and minutes will be taken by the Coordinator or other member of the CCom. Minutes will, on principle, be published on the web site within 7 days following the meeting.

The purpose of General Meetings includes proposals and planning of future initiatives, reports on past activities and discussion of the direction, objectives and policy of the group as well as designating funds for major expenses. Decisions will be made by a simple majority.

**Planning Meetings:** Meetings will be called on an as needed basis to organize specific events and initiatives. All members will be invited to participate.

## **Committees**

Working groups/committees shall be formed in order to organize events or to write letters on behalf of the group. The formation of committees will be approved by the CCom.

## **Endorsements**

USC4P&J endorses appeals and demonstrations on a case-by-case basis with consideration given to both the platform and the groups organizing. If time permits, the decision will be made at a monthly general meeting, otherwise the CCom shall decide.

If there is no group endorsement, members can express their support as individuals. However, they may not use the USC4P&J name or engage the association in any way.

## **Amendment or Revision**

The Organizational Structure and Operating Mechanisms may be amended or repealed by a two-thirds vote in a General Meeting, provided that the substance of the text of such a proposed change is included in the notice of meeting at which the change is to be considered.