

Guidelines for Chapters

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING CHAPTERS

1. Establishment of a chapter

A proposal for the formation of a chapter shall be received by the Secretary of the IGS no later than two months prior to a planned council meeting. Discussion of the proposal will be automatically included in the agenda of that council meeting. However, no application for a new chapter will be approved by the IGS without prior settling of any problem, which could affect the IGS. For example; if the proposed chapter is known to be in dispute; or, if any controversial issue attends the chapter application.

2. Geographic area

A chapter shall invite and accept as their chapter members all IGS members in the given geographic area. The preferred geography associated with a chapter is a country. The geographic area can be a country, a portion of a country, or a group of neighboring countries. A chapter can also have affiliate members from other geographic areas.

3. The process

Interested parties meet and agree to form a chapter of the IGS. The first step is a proposal presented to the Council, which shall include letters of intent prepared by potential chapter members, and proposed bylaws.

4. Letters of intent

A chapter can be established by the Council of the IGS if 20 or more members of the IGS (or a total of 20 individuals who are currently or agree to become members of the IGS) in the considered geographic area agree in writing to establish a chapter and accept the proposed bylaws of the chapter.

5. Chapter Bylaws

The bylaws can be prepared and the draft is submitted to the IGS. After IGS officer review and subsequent amendments by the prospective chapter, the bylaw draft will be approved by the IGS Council. Applicable portions of chapter bylaws shall be in agreement with IGS bylaws and the IGS policy regarding chapters. The bylaws of a new chapter should not conflict with any other IGS chapter or the IGS.

6. When the IGS approved bylaw draft is formally adopted by the chapter, the IGS will receive:

- a. a formal copy of the bylaws
- b. the minutes of the meeting in which the new chapter adopts the bylaws and forms the chapter
- c. a list of members
- d. a list of officers
- e. funds sufficient to establish that the new chapter dues are fully accounted for

7. Note: some new chapter members may already be members of the IGS and have paid dues prior to chapter formation. Others may be newly joining the IGS with the chapter formation. The IGS secretariat will assist the chapter officers in determining the funds required.

8. Membership

Chapter bylaws shall state, among other items, that membership is open to all individuals qualified to be IGS members in the considered geographic area. A chapter cannot accept members who are not members of the IGS. A member of the IGS can be member of only one chapter, but can be an affiliate member of an unlimited number of chapters. The chapter does not necessarily include all IGS members who reside in the geographical area of the chapter. Specifically, it is the policy of the IGS that an individual can belong to the IGS without membership in a chapter and if a member of the IGS does not wish to join a chapter, the chapter cannot require him to do so. A chapter may have Chapter Company members who are engaged in the design, sale, manufacture, specification, research and development, or use of geosynthetics or an organization that serves the geosynthetics industry, e.g. as an industry association. A Chapter Company member is not automatically an IGS Corporate Member. IGS Corporate Membership is independent of chapter affiliation.

9. In certain special circumstances the IGS council may approve the formation of a chapter with 15 IGS members and 1 corporate member, or 10 IGS members and 2 corporate members. It is expected that these special circumstances will be reduced through growth of the chapter. These special cases will not alter the independent relationship between the IGS and the corporate members. The special cases are intended to alleviate problems attendant to situations in which commitment to geosynthetics and the IGS is very strong but due to very small populations it has proven impossible to recruit the critical 20-member mass. A caution is urged on those considering application for special circumstances to develop sound planning on workload distribution and the succession of office responsibility in the formation and management of a chapter of the IGS.

10. Chapter name

The name of a chapter should include a reference to the IGS. A new chapter cannot adopt the same name as any existing IGS chapter. The name of a chapter does not imply recognition by the IGS of the political regime or the name of the country where the chapter is established.

11. Membership dues

Chapters are required to remit an annual membership fee to the IGS based on the number of chapter members. At the time of this guideline (September 2006), IGS chapters pay \$US30 per member/year to the IGS. A chapter may collect an additional annual membership fee from each member in order to assist with the activities of the chapter. Alternatively, the IGS can directly invoice each chapter member \$US45 (i.e. the annual IGS membership fee without any rebate to the chapter). By collecting IGS membership dues on behalf of the IGS, the benefit to a chapter is a funding of \$US15 per member to support local activities.

12. Activities of chapters

Activities and decisions of chapters must be in conformance with the bylaws and policies or guidelines of the IGS. A statement to that effect shall be included in the chapter bylaws.

13. Termination

The IGS Council can terminate a chapter at any time if the activities and decisions of the chapter are not consistent with the bylaws and policies of the IGS.