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8-28-2001

Chapter formation policies from 2001

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ICE AGE FLOODS INSTITUTE

REQUIREMENTS FOR INITIAL CHAPTER FORMATION AND MEMBERSHIP

Approved by the Executive Committee, 08/28/01

These specifications are to apply for an interim period, perhaps through the end of 2001, while Institute Bylaws are modified and dues are re-structured, and Chapter Bylaws are being drafted. The groups that qualify by meeting the immediate requirements will be Institute Chapters with provisional status, to be upgraded to fully chartered status when the Institute and the respective Chapters have taken all the steps that still remain to be accomplished.

As a Declaration of Interest and Commitment, prospective chapters should now submit a letter from the President or Chairperson of the applying group to the IAFI Secretary, for review and action by the IAFI Board. The Declaration should include the information, and indicate acceptance of the conditions and requirements, as listed in the following specifications.

1. The name to be used by the Chapter should be stated, and the area to be represented should be defined. (See item 15.)
2. Chapters must agree to comply with the Bylaws and objectives of the Ice Age Floods Institute. Chapter Bylaws must be consonant, but not necessarily identical, with the Bylaws of the Institute. The provisional Chapters will draft their respective proposed Bylaws before the end of the year, and will submit them to the IAFI Secretary for review by the Board.
3. Chapters must have a founding membership of at least ten (10) current IAFI members, who have either signed the Declaration, or have submitted a written notice to the prospective Chapter's President or Chairperson of their choice to be Chapter members, and those notices should be included with the Declaration. At some later time, continuation as a Chapter might require maintaining a larger Chapter membership.
4. Chapter members must be current paid, or honorary, members of the IAFI, who have formally declared their choice to be members of the Chapter. An Institute member may choose to be a member of any Chapter, or no Chapter (At-Large), regardless of residence, but may be a member of only one Chapter. Visiting-member status (non-voting) will be extended to all Institute members who wish to participate in another Chapter's activities for members or the public.
5. A Chapter may set additional dues requirements, depending on its needs.
6. Honorary membership criteria will be established by the Board of Directors of the IAFI with the assistance of local Chapters.
7. Chapters must have the following Officers and Committee Chairs, who are identified in the Declaration:
 - * President or Chairperson
 - * Vice President or Vice-Chair
 - * Secretary
 - * Treasurer (may be combined with Secretary)
 - * Membership Committee Chair
 - * Program Committee Chair
 - * Field Activities Committee Chair
 - * Publicity Committee Chair
 - * Nominating Committee Chair

Until Chapter Bylaws are developed that might specify otherwise, a Chapter officer may hold a committee chair position and committee functions may be combined, as appropriate. Other committees may be established by the Chapters.

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8. The President or Chairperson of each Chapter, or perhaps a designated representative, shall be an *ex officio* member of the IAFI Board of Directors. [This will require an amendment to the Institute's Bylaws, which would be accomplished by the IAFI Board.]
9. A minimum of four Chapter meetings shall be held annually, beginning 2002.
10. Each Chapter shall sponsor or co-sponsor at least one ice age floods tour, or field trip, each year for members, educators and the general public, beginning 2002.
11. Chapters shall provide regular reports of activities and other news items, for inclusion in the IAFI newsletter.
12. Chapters may use the IAFI logo in their work with prior approval of the IAFI Board of Directors, and it must be used appropriately.
13. Chapters shall not lobby or support political candidates nor take any action that might jeopardize IAFI 501(c)(3) tax status.
14. In order to ensure the authoritative presentation of the ice age floods story, each Chapter shall identify appropriate experts who will be available to review scientific and technical information that is to be published or presented to the public by the Chapter or by non-expert Chapter members, and the experts shall be named in the Declaration.
15. Ideally, the territory represented by the Chapter should be no larger than a radius of 45 minutes travel time to Chapter meetings, and the territory shall be defined in the Declaration, subject to approval or modification by the IAFI Board. Chapters need not be limited to political or jurisdictional boundaries such as Counties, or even States, if it is appropriate to base Chapters on like flood features, or on the distribution of Institute members. After the first Chapters are formed, a large Chapter may decide to split into more than one Chapter if the split supports the mission of the IAFI and its organization of Chapters. Each Chapter must have the necessary members, officers and committee chairs to become a new Chapter.

The Institute Board will need to act on the provision of some support for the initial Chapters. It has not yet been determined what form that would take, for 2001. The Board will also need to make changes in the dues structure, for 2002. It has been recommended, but not decided, that 2002 Institute dues for all members be set at \$35 annually, and that the dues paid by declared Chapter members should be divided, with \$20 retained by the Institute and \$15 returned to the local Chapter. The dues for At-Large members might be assigned entirely to the parent organization. Another question relates to the establishment of a dues rate for couples or families. The authoritative record of Institute membership, dues payment, and Chapter choice would be maintained by the Institute.

The state and federal treatment of chapters is still not clear, with regard to non-profit incorporation, handling of funds, and accounting and reporting. More information is needed as to the options that are available, or the outright requirements, and their respective consequences.