

2002

## **Chapter formation policies revision**

Ice Age Floods Institute

# ICE AGE FLOODS INSTITUTE

## [PROPOSAL OFFERED AS SUBSTITUTE FOR ORIGINAL 8/28/01 STATEMENT] REQUIREMENTS FOR INITIAL CHAPTER FORMATION AND MEMBERSHIP

As amended by the Board of Directors, xx/xx/02

These specifications are to apply for an interim period, perhaps through the end of 2002, while interested groups and the Board work through the organizing steps that are required. 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. **It is hoped that all of the currently interested groups will have qualified for provisional status by the end of 2002, and that some groups will have gone further, to become fully chartered Chapters.**

### IMMEDIATE REQUIREMENTS FOR PROVISIONAL STATUS

As a Declaration of Interest and Commitment, prospective Chapters should 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 **in well-understood familiar terms (e.g., major towns or cities, and/or counties or parts of counties, and/or major physical features, etc.), as well as by an appended listing of the related Zip codes.** (See Items 3 and 15 for more information.)
2. Chapters must agree to comply with the Bylaws and objectives of the Ice Age Floods Institute. **[Chapter Bylaws are not required for provisional status. However, in order to qualify for fully chartered status, the provisional Chapters should proceed to draft their respective proposed Bylaws as soon as possible, and submit them to the IAFI Secretary for review by the Board. Chapter Bylaws must be consonant, but not necessarily identical, with the Bylaws of the Institute.]**
3. Chapter members must be current paid or honorary members of the IAFI who have indicated 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. **[Honorary membership criteria will be established by the Board of Directors of the IAFI with the assistance of the local Chapters. The authoritative record of Institute membership, dues payment, and Chapter choice will be maintained by the Institute.]**
4. Chapters must have a founding membership of at least ten current IAFI members, who have either signed the Declaration, or signed other written notice to the prospective Chapter's President or Chairperson, **or indicated their choice to be Chapter members on their 2002 Institute membership form as submitted to the Institute Treasurer. A roster of those who are to be counted as founding members should accompany the Declaration, to be verified by the Institute Treasurer.** **[At some later time, continuation as a Chapter will probably require maintaining a larger Chapter membership.]**
5. **Because it is intended that Institute dues will be uniform throughout the organization and that dues will be shared between the Institute parent organization and the Chapters, an individual Chapter may not set additional dues requirements, but may accept direct contributions and conduct appropriate fund-raising activities to benefit the Chapter.**

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6. 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 approved that might specify otherwise, a Chapter officer may hold a committee chair position and committee functions may be combined, as appropriate.

Additional committees may be established by the Chapters.

7. The President or Chairperson of each Chapter shall be an *ex officio* member of the IAFI Board of Directors.
8. A minimum of four Chapter meetings shall be held annually. ~~beginning in 2002.~~
9. 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 in 2002.~~ **[It may be advisable to schedule principal field activities in the spring and summer, or otherwise provide not to conflict or compete with IAFI Board or general membership meetings.]**
10. Chapters shall provide regular reports of activities and other news items, for inclusion in the IAFI newsletter.
11. **As an interim measure, a temporary checking account should be established for the exclusive use of the Chapter, and any disbursements should be under the control of the Chapter Treasurer and perhaps another specified countersigning Chapter officer. [For the Chapter to become fully chartered, the arrangements for the account may need to be changed in order to conform to IRS specifications.]**
12. **Chapters may use the IAFI logo in their work so long as the logo is used appropriately, in keeping with the nature and objectives of the Institute. (Questions should be referred to the IAFI President for consideration by the IAFI Board of Directors or Executive Committee.)**
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 **expert advisors** who are 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 advisors shall be named in the Declaration. **The advisors are not required to be Institute members.**
15. Ideally, **but not as a requirement**, the territory represented by a Chapter should be no larger than a radius of 45 minutes travel time to **most** 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 Chapter territories on **types of** flood features, or on the distribution of Institute members. [Subject to the approval of the Institute Board of Directors, 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.]

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## UPON ACCEPTANCE AS A CHAPTER WITH PROVISIONAL STATUS

1. The Chapter President or Chairperson will become an *ex officio* member of the Institute Board of Directors, as provided in the Institute Bylaws.
2. For a group that qualifies in 2002, the Institute Treasurer will transfer to the Chapter its share of dues, based on 2002 dues paid by declared Chapter members. For 2002, that share is 50%. The transfer may be accomplished in two stages: (1) for members whose qualifying status is clearly established, and then (2) for any people, groups or firms whose qualifying status may require clarification. [Subsequent dues transfers will probably be made on a quarterly basis, but the Board may provide that such transfers will be contingent on compliance with reporting or other requirements, perhaps including regular submission of newsletter material.]

## SUBSEQUENT STEPS REQUIRED FOR FULLY CHARTERED STATUS

1. Preparation and approval of Chapter Bylaws
2. Filling all leadership positions, as provided in the Chapter Bylaws
3. Maintaining at least the level of membership and activity specified for provisional status
4. Compliance with IRS and respective state regulations regarding registration, certification or incorporation, and any required reporting
5. Initiation of internal (Institute-Chapter) processes for handling funds, maintaining member records, submitting reports, and providing material for the Institute newsletter
6. Board action to establish a standard liability release or waiver form for use in connection with all Institute and Chapter field activities
7. Board action to grant status as a fully chartered Chapter, perhaps with provision for periodic charter review and renewal

The Board and the Chapters will need to work together to move through these steps. The state and federal treatment of chapters is still not clear, with regard to a **multi-state** non-profit organization and such matters as the handling of funds, accounting and reporting. More information is needed as to the options that are available, or the outright requirements, and their respective consequences.