



*Chapter Formation  
Guidance Package  
February 2014*

The IGS is pleased that you are considering the formation of a new chapter and we thank you for your efforts. The IGS Officers and Secretariat Manager are eager to support you in this effort.

This package has been designed to assist you in the organization and formalization of your chapter and it includes:

- **A check list overview** - designed to identify all of the components in chapter development
- **A procedure** - designed to help you understand the process
- **Detailed Explanation** - providing the details necessary to execute each step according to IGS Bylaws and Handbook

If you have any questions you may always contact any of the IGS Officers or the IGS Secretariat Manager, Diana Davis, ([IGSsec@geosyntheticssociety.org](mailto:IGSsec@geosyntheticssociety.org) / TEL+1.561.768.9489 FAX +1.561.828.7618).

Congratulations again on your efforts to become an IGS Chapter.

Sincerely,

The IGS Officers

*Dr. Russel Jones*, IGS President

*Prof. Chungsik Yoo*, IGS Vice President

*Dr. Jorge Zornberg*, IGS Immediate Past President

*Mrs. Elizabeth Peggs*, IGS Secretary

*Mr. Peter Legg*, IGS Treasurer

- Choose a name for your chapter.
- Assemble critical mass for IGS membership
  - 20 Individual Members *or*
  - 15 Individual Members and 1 Corporate Member *or*
  - 10 Individual Members and 2 Corporate Members
- Compile Chapter Bylaws
  - Relationship to the IGS
  - Geography of Membership
  - Election terms & process
  - Membership Fees
  - Purpose
- Hold a Formation Meeting
- Establish Officers either by appointing a limited term ad-hoc officers or by election at the initial meeting
- Pay for members
- Submit documentation to the IGS Officers for review this will be followed by a recommendation and request for council approval after any agreed modifications are made.

*\*Final chapter approval must be achieved by a vote of the council. Please check with the IGS Secretariat for dates of upcoming council meetings. As noted below Chapter By-Laws should be submitted to the officers no less than 60 days prior to a Council meeting if the Chapter hopes to be approved at a particular meeting.*

## 1. Membership

- a. Ask the IGS Secretariat Manager for a list of Members from your country, you may *invite* these IGS members to become members of your chapter. If they accept your chapter will receive credit for those members. **Please do not collect the basic IGS Membership fee from them in the formation year as they will have already paid the IGS directly. You will receive a credit of \$15, from the IGS, per existing member when they become members of your chapter.** It will be the responsibility of your chapter to collect any additional fees from those members.
- b. The IGS does not charge a membership fee for Student members. Students who have not paid full IGS membership dues are non-voting members of the IGS. Chapters are encouraged to accept students as members with no charge but may, at the chapters discretion, opt to charge a minimal fee for student members. Student members are not considered part of the critical mass needed to start an IGS Chapter.
- c. Create a membership roster. This must be put together using the Membership Roster Spreadsheet Template (Attached). You will be asked to provide the member number of any existing IGS members who want to join your chapter as well as the names and contact information for each of the new members.
- d. Critical Mass will be reached when you have **one of the following** three membership combinations:
  1. 20 Individual Members, or
  2. 15 Individual Members + 1 Corporate Member, or
  3. 10 Individual Members + 2 Corporate Members
- e. Financial responsibilities relating to the Membership Roster *in the year of formation* :
  1. For each **NEW Individual Member** you will owe **\$30 USD** to the IGS
  2. For each **Existing Individual Member** you will owe **no money** to the IGS
  3. Each **NEW Corporate Member** must pay its membership dues to the IGS **directly - \$1,000 USD**
  4. **Existing Corporate Members** in good standing for the current year **require no fees**

\* In subsequent years your chapter will be responsible for the collection of all individual membership fees. IGS Corporate Members will always

pay their fees to the IGS directly.

\*\* Chapters continue to receive a financial credit for each Corporate Member in their defined geographic region every year that that Corporate Member continues with the IGS. The amount of that credit is decided by the Council.

## 2. Bylaws

- a. Develop your chapter bylaws. You will find direction [in Appendix 1 - IGS Handbook, Section 2](#) on Bylaws Creation. Please review that section carefully when creating your bylaws.
- b. Submit your proposed bylaws to the IGS Secretariat Manager. The IGS Officers will then review and comment on the bylaws. **Please submit the bylaws at least 120 days prior to the next Council Meeting (to allow the Officers 30 days review time and your chapter 30 days for any required revisions).** Submissions via email are recommended.
- c. Once reviewed, the Bylaws will be returned to the proposed Chapter with a request for any necessary changes or a note that no changes are required.
  - iii. **IF** changes are required, it is asked that those be executed and that the modified bylaws be returned to the Secretariat Manager no fewer than 45 days before the next council meeting
  - iv. **IF** changes are not required the Secretariat will include the bylaws in the agenda of the next council meeting
- d. The Officers will then recommend to the Council that the Chapter be approved by Council. A vote to approve the Chapter will be held at the upcoming IGS Council Meeting.

## 3. Formation Meeting

- a. Once the By-laws are amended the proposed Chapter must have a meeting wherein the Bylaws are adopted and the Officers are elected or confirmed. Minutes of this meeting must be recorded.
- b. **These minutes should be provided to the IGS Secretariat no fewer than 60 days before the IGS Council Meeting in which the council will vote to approve the bylaws and the chapter.**

## 4. Formal Submission of Proposal

- a. The formal submission to the IGS Secretariat of a Proposal for New Chapter Formation must be accomplished at least 60 days prior to the Council meeting in which the council will vote to approve your chapter.
- b. Final submission package should include:

- Proposed Chapter Name
  - Meeting Minutes wherein Officers were elected and By-laws adopted
  - Officer Roster with contact information
  - Full Membership Roster in Excel format
  - Chapter By-Laws
  - Payment of membership fees for all members, less credits for members already paid ( see 1.d. above for rates and terms)
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# IGS Handbook - Chapter Formation Rules & Regulations

## 1. Membership and Fees

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. An individual who resides in an area that does not offer an IGS Chapter may opt to join a Chapter in an adjoining country/area. 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.

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 2011), IGS chapters pay \$US 30 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 \$US 45 (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 \$US 15 per member to support local activities.

The IGS does not charge a membership fee for Student members however students may opt to pay membership dues and become full members of the IGS. Students who have not paid full IGS membership dues are non-voting members of the IGS. Chapters are encouraged to accept students as members with no charge but may, at the chapters discretion, opt to charge a minimal fee for student members. Student members are not considered part of the critical mass needed to start an IGS Chapter.

The current policy, under the direction of and by vote of the IGS council, is to issue credits to a Chapter for Corporate IGS Members located in their Chapter area. These credits amount to \$US50 per year for each existing IGS Corporate Member and \$US 250 for each new Corporate Member from the previous year. The credits will be deducted from the Chapter fees due in the following year. This policy is reviewed every four years and may change.

## 2. Bylaws Creation

## Guidelines for IGS Chapters Bylaws - from the IGS Handbook

### Preliminary Remarks

This guide has been drafted in order to facilitate the adoption of bylaws by Geosynthetics organizations applying for Chapter recognition. This model document intentionally mirrors the bylaws of the IGS and includes suggestions and recommendations. The model can be altered to serve the needs of the chapter as long as the final product meets the requirements of the IGS for a chapter.

The final version of any Chapter(s) bylaws and any subsequent amendments has to be agreed by IGS.

## CHAPTER BYLAWS

### XXXX CHAPTER OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY

#### 1. NAME

- 1.01 The official name shall be **XXXX Chapter of the International Geosynthetics Society**. It shall be referred to herein as XCIGS. The geographic scope of this Chapter is XXXX. The legal address shall be in XXXX
- 1.02 The Chapter shall be a Chapter of the International Geosynthetics Society (IGS).
- 1.03 It shall be constituted as a non-profit association under XXXX Law.

#### 2 OBJECTIVES

The objectives of XCIGS shall be:

- 2.01 To collect, evaluate and disseminate knowledge on all matters relevant to geosynthetics.
- 2.02 Promote seminars, symposia, conferences, etc.
- 2.03 Publish or sponsor papers or books and other documents such as standards and codes of ethics to help the growth of geosynthetics applications.
- 2.04 Maintain reference libraries and collections which relate to the scientific and technological objectives of XCIGS.
- 2.05 To improve communication and understanding regarding geosynthetics and their applications, especially between the textile and civil engineering communities.
- 2.06 To generally promote advancement of the state of the art of geosynthetics and their applications.
- 2.07 Encourage, co-ordinate and/or sponsor research and development in industry, universities, laboratories and other organisations.

- 2.08 Afford recognition of achievement in the advancement of the science and the practical use of geosynthetics.
- 2.09 Encourage academic institutions to provide courses on geosynthetics and their applications.
- 2.10 Encourage through its members the standardisation of geosynthetics test methods, equipment and criteria.
- 2.11 To encourage honourable and ethical behaviour from its members at all times.
- 2.12 The XCIGS shall not become a commercial enterprise and it shall not act counter to the aims, purposes and decisions of the IGS.

### 3. INTERPRETATIONS

In these by-laws the following are the intended meanings unless specifically indicated otherwise:

- 3.1 XCIGS means the XXXX Chapter of the International Geosynthetic Society.
- 3.2 "Board of Directors" means the elected office bearers who constitute the committee of management.
- 3.3 "Financial Year" shall be the year ending 31 December.
- 3.4 "General Meeting" means an annual or a special general meeting in accordance with these by-laws.
- 3.5 "Member" means a member of the chapter.
- 3.6 "Secretary" means the person who is elected to the office of Secretary as set out herein.
- 3.7 "officer" means a member of the Board of Directors.
- 3.8 "Chapter Company Member" means a commercial enterprise which is a member of the local Chapter. This is distinguished from the IGS Corporate Members which pay a separate fee directly to the IGS.

### 4. MEMBERSHIP

- 4.01 The XCIGS shall consist of individual members, honorary members, student members and affiliate members. The Chapter may also decide to make available a category of chapter company membership.
- 4.02 Individual members must be engaged in, or associated with, the research, development, teaching, design, manufacture or use of geosynthetics and their applications, or be otherwise interested in such matters.
- 4.03 If the new Chapter chooses to have chapter Company Members: Chapter Company Members must be companies, contractors, distributors, fabricators, laboratories, governmental institutions, universities, consultants, etc. who are engaged in or associated with, the research, development teaching, design, manufacture or use of geosynthetics products or systems and their applications, or be otherwise interested in such matters. Each chapter Company Member shall designate one person to act as its official representative to the chapter.
- 4.04 All chapter members must also be members of the IGS in accordance with the IGS by-laws.

- 4.05 Honorary membership (life or annual) may be bestowed by the XCIGS upon a limited number of persons on the basis of scientific achievement or outstanding service to the XCIGS, major contributions to the promotion of geosynthetics and their applications. Honorary members of the IGS who otherwise qualify as individual members of the XCIGS shall automatically become honorary members of the XCIGS. Election to honorary membership will be by majority vote of the membership of the XCIGS.
- 4.06 Membership in the XCIGS will terminate upon resignation or dismissal.
- 4.07 All classes of membership, except affiliates, must reside or be employed within the geographical bounds of the XCIGS.
- 4.08 Affiliate members are members whose geographical residence or employment is outside the geographical limits of the XCIGS but who otherwise qualify as members.

## 5. ADMISSION TO AND RESIGNATION FROM THE XCIGS.

### 5.1 Admission

5.1.1 Application for membership shall be submitted in writing to the Secretary of the XCIGS or to any of its officers who will forward it to the Secretary. It can also occur through applying directly to the Secretary of the IGS.

5.1.2 The application should include adequate evidence of the applicant's eligibility for membership as well as agreement to pay the appropriate subscription fee.

5.1.3 Qualifications for eligibility and admissions are as follows:

#### A. For individual members:

- A good general education with suitable scientific or technical qualifications or experience, and individual membership in the IGS;
- Engagement in the design, sale, or manufacture of geosynthetics; or
- Responsibility and experience for the selection, use, applications or testing of geosynthetics; or
- Experience in teaching or conducting research on geosynthetics or interest in such matters; or
- Involved in an association, publication or event group working with the geosynthetic industry.

#### B. For Chapter Company Members (*if category established*):

- Registered corporation within the geographical region of the chapter;
- Engaged in the design, sale, manufacture, specification, research and development, or use of geosynthetics; or
- Organization serving the geosynthetics industry, e.g. as an industry association.

*(Note: A Chapter Company Member is not automatically an IGS Corporate Member.)*

#### C. For honorary members:

- Qualification as an individual member; and
- Election by the XCIGS; or
- Election by the IGS.

#### D. For student members:

- Any full time registered student at a university, college or engineering school engaged in teaching and research of geosynthetics.

5.1.4 All applications will be considered for approval by the XCIGS or the IGS.

5.1.5 Members in good standing of the IGS living or working in XCIGS automatically qualify to enrol as members of the XCIGS.

5.1.6 Membership in the XCIGS will officially begin with the payment of the subscription fee or the approval by the XCIGS or the IGS, whichever is the latest. Honorary members shall not be liable for membership subscription fees during the period of the honorary membership.

5.2 Resignation

5.2.1 Any member may resign at any time by written notice delivered to the Secretary of the chapter or of the IGS.

5.2.2 Such resignation shall take effect on the date specified in the notice or at the termination of the current subscription period if no date is specified.

5.2.3 Such resignation shall not relieve the member from the obligation to pay the subscription fee for the year in which the resignation takes place.

- 5.3 Dismissal from the XCIGS
  - 5.3.1 Members who act counter to the aims and interest of the XCIGS or of the IGS can be dismissed from the chapter by a majority decision of the XCIGS or by the IGS.
  - 5.3.2 Dismissal for cause cases must formally appear on the agenda of an XCIGS Board of Directors. The names of the individuals involved in dismissal cases and the supporting reason must be sent for information to IGS within a month of the decision.
  - 5.3.3 Members being considered for dismissal must be afforded an opportunity to comment to and/or appear before the XCIGS before it reaches its decision.
  - 5.3.4 Any member of the XCIGS has a right of appeal to the IGS council against dismissal for cause. The XCIGS action is suspended pending any IGS council appeal decision.
  - 5.3.5 Members may also be dismissed for non-payment of the subscription fees due to the Chapter. The Secretary may automatically administer dismissal for non-payment of fees.
- 6. SUBSCRIPTION AND FINANCES
  - 6.1 Subscription
    - 6.1.1 The annual subscription fees for the XCIGS shall be determined at each annual General Meeting of the chapter.
    - 6.1.2 Necessary changes from time to time may be recommended by the Board of Directors for approval by ballot.
    - 6.1.3 An entrance fee can be levied and is not refundable. It cannot exceed a one-year membership subscription fees.
    - 6.1.4 The subscription fee may differ for the different classes of membership, i.e. for individual, chapter company and affiliate members.
  - 6.2 Payment of subscription
    - 6.2.1 The annual subscription fee for members shall become due on the first day of January each year unless otherwise decided by the XCIGS.
    - 6.2.2 The Board of Directors may elect that subscription fees paid by members joining during the second half of any year shall be levied at half the annual rate.
    - 6.2.3 Any member whose payment is in arrears may be subject to penalty charges as established by the Board of Directors or, after due notice, be dismissed for non-payment.
    - 6.2.4 Subscription fees shall be paid by all individual, chapter company and affiliate members.
  - 6.3 Other income
    - 6.3.1 In addition to entrance fees and subscription fees from members, the XCIGS may receive income from gifts, legacies, etc., other activities, such as sale of publications, sponsored conferences, etc.
    - 6.3.2 Other income may be used as a fund for financing awards for the XCIGS, for promoting geosynthetics and their applications, or for any other purposes which the XCIGS may decide.

6.3.3 Other income funds shall be administered as required by the Treasurer under the auspices of the Board of Directors.

## 7. VOTES

### 7.1 Allocation of votes

7.1.1 Individual and honorary members shall have one vote. Affiliate and student members have no voting rights.

7.1.2 Chapter Company Members shall have votes as decided by the executive in establishing this grade of membership.

7.1.3 For any ballot or general assembly or chapter committee meeting, each chapter Company Member shall designate one person to act as its official representative to the chapter.

### 7.2 Proxy

7.2.1 Each member may appoint any other member present at a meeting to act as his/her proxy. Notice of authority to act as proxy must be given in writing to the Secretary. No member shall represent more than five members by proxy.

## 8. GENERAL MEETINGS

### 8.1 General meetings

8.1.1 The Board of Directors shall hold an annual General Meeting at a time and place decided by the previous annual General Meeting or, in its absence, as decided by the executive. A copy of the agenda and of the minutes is sent to the Secretary of the IGS.

8.1.2 An extraordinary General Meeting may be convened at any time to transact special business. The Secretary shall convene an extraordinary General Meeting within 2 months upon the request signed by one fifth of the voting member votes, or at the direction of the Board of Directors.

8.1.3 The Secretary shall give at least 30 days notice of annual, ordinary or extraordinary General Meetings.

8.1.4 Except when acting in accordance with clause 8.1.2, the Board of Directors may decide to utilise postal ballots of the members instead of calling an extraordinary General Meeting.

### 8.2 Function of the meeting

8.2.1 The business of an annual General Meeting will include the receipt of and the approval of: Reports by the President and Treasurer, the Board of Directors on chapter activities, the appointment of auditors, the approval of the XCIGS accounts, the approval of the subscription fees, and the election of officers for next term of office.

8.2.2 The General Meeting agenda will include reports from committees, meetings or persons, which the Board of Directors considers pertinent.

8.2.3 The annual General Meeting sets the date and place of the next annual General Meeting.

8.2.4 The General Meeting fixes the maximum number of honorary members the XCIGS may elect.

- 8.2.5 The General Meeting decides, by vote, actions to be taken by the XCIGS, e.g. specifying time intervals for conferences, etc.
- 8.2.6 Any member may add an item to the agenda of the annual General Meeting by submitting a written statement to the Secretary 15 days prior to the meeting. Additionally, any member may raise a point for discussion at the annual General Meeting.
- 8.3 Procedures and voting at the General Meeting
- 8.3.1 Only fully paid members and officially invited guests may attend the General Meeting. Only fully paid individual, chapter company and honorary members may vote at the General Meeting.
- 8.3.2 No item of business shall be transacted at the General Meetings unless a quorum comprising 25% of the membership is present or represented either personally, by proxy or electronically. In the event a quorum is not present or represented at a General Meeting, then the Board of Directors shall recall the General Meeting within 2 weeks hence, at which convening the quorum rules will be suspended.
- 8.3.3 Votes of the General Meeting shall be taken by a show of hands, except for personal matters, such as electing officers, in which case a secret vote by ballot shall be taken. A secret vote shall also be taken if demanded by no fewer than 25 % of members of the XCIGS who are present or represented.
- 8.3.4 Ballots and votes of the General Meeting shall be carried by a simple majority of votes except for those proposing amendments to the bylaws and of dissolution which must be decided by a 2/3 majority of the votes cast. In the event of any tie, on a show of hands, the side of the chairman's vote casts the deciding vote.
- 8.3.5 Any member may request the minutes of any General Meeting.
9. THE PROFESSIONAL MANAGER
- 9.1 The XCIGS may contract with a professional person or organisation, selected by the Board of Directors and approved by a General Meeting to manage its affairs.
- 9.2 The professional manager can be paid a fee for its services, such fee to be negotiated by the Board of Directors and approved by a General Meeting.
- 9.3 This item should describe the term and other aspects of the manager's appointment.
10. OFFICERS
- 10.1 The officers of the XCIGS shall be
- One President;
  - One Vice-President (*Optional*);
  - One Secretary; and
  - One Treasurer.
- 10.2 Election of officers
- 10.2.1 The first President shall be elected at the first General Meeting following approval of the bylaws by the IGS and formally setting up the XCIGS. He/she will be elected for a term of office of 2 years. The subsequent Presidents are elected at the end of each President's term.

- 10.2.2 *The Vice-President is elected at the same time as the President for the same length of term.*
- 10.2.3 The Treasurer and Secretary shall be elected at the first General Meeting following approval of the bylaws and formally setting up the XCIGS. They are elected for a term of 2 years.
- 10.2.4 No officer can serve for more than two consecutive terms of office.
- 10.3 Responsibility of officers
- 10.3.1 The President will normally chair General Meetings and Board of Directors meetings. In his/her absence, or at his/her request, the Vice-President shall act in his/her place. In the absence of both the President and the vice-President the Treasurer shall chair.
- 10.3.2 The Secretary shall conduct the correspondence and ordinary business of the XCIGS on behalf of the President, and shall prepare the agenda for, and record minutes of all Board of Directors and General Meetings.
- 10.3.3 The Secretary and the Treasurer are empowered to sign checks on behalf of the XCIGS. For amounts exceeding US\$ 2,000 the additional signature of the President or of his/her substitute shall be required.
- 10.3.4 The Treasurer or his/her appointed agent shall keep proper books and accounts and prepare a balance sheet as well as income and expenditure statements for presentation to General Meetings.
- 10.3.5 The Treasurer shall be empowered to accept on behalf of the XCIGS any donations, contribution from individuals or companies.
- 10.4 The Board of Directors will decide upon the working program of the XCIGS and supervise its finances.
- 10.5 The Treasurer will present to the Board of Directors a statement of the previous fiscal year accounts within two months of the end of each fiscal year.
- 10.6 The Board of Directors can organize or encourage conferences, symposia or exhibits, which should not conflict with the official conferences of the IGS.
- 10.7 If agreed to by Board of Directors certain expenses incurred by officers in carrying out their duties for the XCIGS may be repaid by the Treasurer in accordance with the current state of funds in the XCIGS accounts.
11. BOARD OF DIRECTORS
- 11.1 The Board of Directors of the XCIGS shall be comprised of the officers of the XCIGS plus the immediate past President. The XCIGS may decide to add other members to the Board of Directors by amendment to these by-laws.

## 12. COMMITTEES

12.1 The Board of Directors of the Chapter will appoint committees from time to time to manage and control the activities of the Chapter. Typical committee tasks may involve conferences or other activities, publications or tasks of interest to the geosynthetics industry.

### 12.2 Committee Appointments

12.2.1 The Board of Directors may appoint committees to undertake specific duties. The committees report to and function under the auspices of the Board of Directors.

12.2.2 The President or the Board of Directors shall appoint the chair of each committee who will generally be a member of the executive committee. That committee chair shall be responsible for arranging all committee functions proceedings.

12.2.3 The appointed chair and two members of the committee or half of its members, whichever is the lesser figure, shall comprise a quorum.

12.2.4 All members of a committee must be members, in any class, of the XCIGS. All committee members except affiliate members, shall have the same voting rights.

12.2.5 A committee may confer and act using postal and telecommunications services.

12.2.6 A committee can set up task forces for a limited period to undertake a specific task.

12.2.7 Guests may attend all committee meetings of the XCIGS with the agreement of that committee chair, unless prior advice to the contrary is given by the Board of Directors.

12.2.8 Officers of the XCIGS shall be ex-officio members of all committees. Any officer can renounce this right.

12.2.9 A record shall be kept of all attendees of any committee meeting.

12.2.10 Minutes of all meetings will be kept. Copies of minutes and of all documents issued will be sent to the members of the committee and to the President and the Secretary of the XCIGS.

12.2.11 Committee recommendations must be endorsed by a General Meeting before taking full effect. These may be adopted by postal vote.

13. SECRETARY

13.1 Responsibilities

13.1.1 The Secretary shall be responsible to the Board of Directors for the administration of the chapter.

13.2 Duties

13.2.1 Conduct the correspondence of the association.

13.2.2 Keep records of all correspondence, committee reports and minutes of general and executive meetings.

13.2.3 Maintain a register of members.

14. TREASURER

14.1 The Treasurer shall be responsible to the Board of Directors for the finances and financial records of the chapter.

14.2 Duties

14.2.1 The Treasurer shall receive all monies, conduct all banking and pay accounts as authorised by the Board of Directors.

14.2.2 The Treasurer shall receive all entrance fees and membership fees and his receipt shall be sufficient discharge.

14.2.3 The Treasurer shall keep and control the books and financial records of the chapter.

15. LANGUAGE

15.1 The official language of XCIGS is English. In its relations with the IGS and for all documents to be forwarded to the IGS, the official language will be English.

16. AMENDMENTS TO THE BYLAWS AND DISSOLUTION OF THE XCIGS

16.1 Bylaws

16.1.1 No alteration or amendment of these bylaws shall be made except at a General Meeting.

16.1.2 Amendments to the bylaws may be initiated by the committee or one half of the members votes of the XCIGS.

16.1.3 Notice of proposed amendments shall be included with the notice and agenda of the General Meetings.

16.1.4 Notice of proposed amendments must be sent in advance to the IGS. No amendment is final unless agreed by the IGS.

16.1.5 In the event of any matter arising for which there is no provision in these bylaws, the Board of Directors may consider the matter and act at their discretion, in the best interest of the XCIGS.

- 16.1.6 Any amendment to these by-laws shall require the approval of the IGS and a vote in favour by a 2/3 majority of the voting membership of the chapter.
- 16.2 Dissolution of the XCIGS
  - 16.2.1 Dissolution of the XCIGS may only be decided by a General Meeting of the XCIGS subject to approval by IGS or result from a decision of the IGS Council.
  - 16.2.2 Any proposal seeking to dissolve the XCIGS shall be initiated by a quarter of the membership of the chapter or by a quarter of the members of the IGS Council.
  - 16.2.3 Notice of the proposed dissolution shall be included with the notice and agenda of the General Meeting. In the case of the IGS Council taking this initiative, advance notice of at least three months will be given to the XCIGS.
  - 16.2.4 In the event of a decision to dissolve, the General Meeting shall seek recommendations from the Board of Directors regarding the clearing of all debts and shall dispose of the assets of the XCIGS
  - 16.2.5 Any resolution for dissolution shall require in favour a majority of the voting membership of the Chapter.

## Appendix 2 Chapter Roster

**Each Chapter must submit a Chapter Roster (preferably as an Excel spreadsheet) containing the following member information:**

**IGS Member number (if known)**  
**Mr/Mrs/Ms/Dr**  
**Member Full Name**  
**Member Sort Name**  
**Title**  
**Company / Institution**  
**E-mail address**  
**Mailing Address**  
**Phone**  
**Fax**  
**Mobile**