

IGS HANDBOOK

GUIDELINES REGARDING CHAPTERS

1. Establishment of a chapter
 - a. 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 IGS Council meeting.
 - b. Discussion of the proposal will be automatically included in the agenda of that council meeting.
 - c. A Chapter can only be established following an approval vote of the IGS Council.

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

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

4. Letters of intent
 - a. 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
 - a. The bylaws can be prepared and a draft submitted to the IGS. Guidance on Chapter by laws is provided below.
 - b. Following IGS officer review and any required amendments, the bylaw draft will be approved by the IGS Council.
 - c. Applicable portions of chapter bylaws shall be in agreement with IGS bylaws and the IGS policy regarding chapters.
 - d. 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

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.

7. Membership

- a. Chapter bylaws shall state, among other items, that membership is open to all individuals qualified to be IGS members in the considered geographic area.
- b. A chapter cannot accept members who are not members of the IGS.
- c. A member of the IGS can be member of only one chapter, but can be an affiliate member of an unlimited number of chapters.
- d. The chapter does not necessarily include all IGS members who reside in the geographical area of the chapter.
- e. 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.
- f. A chapter may have Chapter Company Member (also known as Chapter Sponsors) 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.
- g. A Chapter Company Member is not automatically an IGS Corporate Member. IGS Corporate Membership is independent of chapter affiliation.

8. Special Circumstances

- a. 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.
- b. It is expected that these special circumstances will be reduced through growth of the chapter.
- c. These special circumstances will not alter the independent relationship between the IGS and the Corporate Members and 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.
- d. A caution is urged on those considering application for special circumstances to develop a sound plan on workload distribution and the succession of office responsibility in the formation and management of the chapter.

9. Chapter name

- a. 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.
- b. 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.

10. Membership dues

- a. **Chapters are required to remit an annual membership fee** to the IGS based on the number of chapter members.
- b. At the time of this guideline, IGS chapters pay \$US30 per member/year to the IGS.
- c. A chapter may collect an additional annual membership fee from each member in order to assist with the activities of the chapter.
- d. Alternatively, the IGS can directly invoice each chapter member \$US45 (i.e. the annual IGS membership fee without any rebate to the chapter).
- e. 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.

11. Activities of chapters

- a. 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.

12. Termination

- a. 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.

GUIDELINES FOR NATIONAL GEOSYNTHETICS GROUPS OF THE IGS

NOTE: According to the bylaws of the IGS the only mechanism to form local activity groups of the IGS are “Chapters”. To form a chapter requires a minimum number of members (see Guidelines for Chapters above). The advantage of this rule is that it ensures that there is a critical mass of persons committed to the success of the Chapter. The disadvantage is that there are many countries where the minimum membership requirement will be difficult to achieve in the near term and possibly never. However, there may be a strong interest or activity in a country (without a Chapter) that is consistent with the mandate of the society. Furthermore, a number of IGS members in that country may be clearly identifiable as the leaders of this interest/activity. The IGS needs to encourage and recognize the efforts of these individuals, ensure that their efforts are co-ordinated with IGS initiatives including regional activities, and assist the group to evolve to Chapter status as membership numbers permit.

13. Formation of a National Geosynthetics Group

- a. To resolve the above issues IGS members may form a National Geosynthetics Group.
- b. The group will be called “The XXXXX Geosynthetics Group of the IGS” where XXXXX is the name of the country. The group will meet the following requirements:
 - i. There is no existing IGS chapter in the country.
 - ii. A minimum of three IGS members resident in a single country.
 - iii. All members of the group shall be IGS members.
 - iv. A chair or similar designated person by the group who will be the point of contact between the group and the IGS.
 - v. Conduct activities of the group consistent with the bylaws of the IGS (however, no bylaws are required to form the group).
 - vi. Report annually to IGS Council on the activities of the group and the Regional Activity committee.
 - vii. Operate with the objective of evolving into a chapter.
 - viii. Upon reaching the minimum membership requirement the group shall be required to apply for IGS Chapter status.

14. Advantages to the National Geosynthetics Group from this arrangement:

- a. Recognized as an identifiable group with a designated group leader.
- b. The group will be able to present itself to other IGS members in that country as a sanctioned group of the IGS and as an information conduit to and from the IGS.
- c. Use the IGS logo and the title “The XXXXX Geosynthetics Group of the IGS” in its communications and at local geosynthetics events.
- d. The group will be encouraged to participate in regional IGS events.

15. Advantages to the IGS from this arrangement :

- a. Groups of individuals will be encouraged to continue good works in their country, participate in regional IGS activities, and to be identified as the group responsible for these activities.

- b. A group can be viewed as an “embryonic” chapter and where membership numbers permit, the group would be encouraged to evolve into a chapter.

16. Membership dues

- a. National Geosynthetics Groups of the IGS are not eligible for an IGS rebate from individual membership dues or corporate members, or any other IGS chapter benefits.
- b. The Geosynthetics Group will not have the same voting rights as an IGS Chapter in any regional activity decisions.

17. Formation and Review

- a. The IGS Officers will review the case for a formation of a “National Geosynthetics Group of the IGS”.
- b. This status will be granted to the group when all conditions for this category are met and the IGS Council has voted to approve its formation..
- c. The status of the IGS Geosynthetics Group will be reviewed by the Council at an interval not greater than three years.
- d. Based on this review the IGS Council may decide to discontinue the Group or require that they apply to become a Chapter.

Guidelines for Chapter Bylaws

GUIDELINES FOR CHAPTER BYLAWS **Guidelines for IGS Chapters Bylaws**

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.

1. Name

1.1. The official name shall be ... [reference to IGS must be included in the title]. It shall be referred to herein as ... [short name of the chapter] The scope of this Chapter is ... [describe the geographical area]. The legal address shall be in... [describe the town or restricted area].

1.2. The Chapter shall be a Chapter of the International Geosynthetics Society.

2. The objective of the [short name of the chapter] shall be:

2.1. to collect, evaluate and disseminate knowledge on all matters relevant to geosynthetics.

2.1.1.promote seminars, symposia, conferences, etc.

2.1.2.publish or sponsor papers or books.

2.1.3.maintain reference libraries and collections which relate to the scientific and technological objectives of the ... [short name of the chapters] ... and/or

2.2. to improve communication and understanding regarding geosynthetics and their applications, especially between the textile and civil engineering communities.

2.3. to promote advancement of the state of the art of geosynthetics and their applications.

2.3.1. encourage, coordinate and/or sponsor research and development in industry, universities, laboratories and other organizations.

2.3.2. afford recognition of achievement in the advancement of the science and the practical use of geosynthetics.

2.3.3. encourage academic institutions to provide courses on geosynthetics and their applications.

2.3.4. encourage, through its members, the standardization of geosynthetics test methods, equipment and criteria.

2.4. The ... [short name of the chapter] ... shall not become a commercial enterprise.

2.5. The ...[short name of the chapter] ... shall not act counter to the aims, purposes and decisions of the IGS.

3. Membership

3.1. The ...[short name of the chapter]... shall consist of individual members and if the Chapter chooses, Chapter Company Members (also known as Chapter Sponsors), honorary members, and affiliate members.

3.1.1. 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.

3.1.2. If the new Chapter chooses to have Chapter Company Members they 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.

3.1.3. All individual members must be members of the IGS.

3.2. Honorary membership [life or annual] may be bestowed by the ... [short name of the chapter] ... upon a limited number of persons on the basis of: distinguished position,

scientific achievement, outstanding service to the ...[short name of the chapter] ... or major contributions to the promotion of geosynthetics and their applications. Honorary members of the IGS who otherwise qualify as individual members of the ... [short name of the chapter]... shall automatically become honorary members of the ... [short name of the chapter] ... Election to honorary membership will be by majority vote of the... [short name of the chapter] ... The Chapter shall be liable for the payment of dues for any Chapter Honorary Member who are not Honorary Members of the IGS as a whole.

3.3. Membership in the ... [short name of the chapter] ... will terminate upon resignation or dismissal.

3.4. All classes of membership, except affiliates, must reside or be employed within the geographical bounds of the ... [short name of the chapter].

3.5. Affiliate members are members whose geographical residence or employment is outside the geographical limits of the ... [short name of the chapter] ... but who otherwise qualify as members.

4. Admission to and resignation from the ...[short name of the chapter].

4.1. Admission

4.1.1. Application for membership shall be submitted in writing to the Secretary of the ... [short name of the chapter]... or to any of its Officers who will forward it to the Secretary.

4.1.2. It can also occur through applying directly to the Secretary of the IGS.

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

4.1.4. Qualifications for eligibility and admissions are as follows

4.1.4.1. For individual members:

4.1.4.1.1. 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

4.1.4.1.2. responsibility and experience for the selection, use, applications or testing of geosynthetics, or

4.1.4.1.3. experience in teaching or conducting research on geosynthetics or interest in such matters.

4.1.4.2. For Chapter Company Members (if applicable)

4.1.4.2.1. registered corporation within the geographical region of the chapter.

4.1.4.2.2. engaged in the design, sale, manufacture, specification, research and development, or use of geosynthetics, or

4.1.4.2.3. organization serving the geosynthetics industry, e.g. as an industry association.

4.1.4.2.4. A Chapter Company Member is not automatically an IGS Corporate Member or vice versa.

4.1.4.3. For honorary members:

4.1.4.3.1. qualification as an individual member, and - election by the ... [short name of the chapter] ... or - election by the IGS.

4.1.5. All applications will be considered for approval by the...[short name of the chapter] ... or the IGS

4.1.6. Members in good standing of the IGS living or working in... [short name of the chapter] ... automatically qualify to enroll as members of the ... [short name of the chapter]...

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

4.2. Resignation

4.2.1. Any member may resign at any time by written notice delivered to the Chair or the Secretary of the Chapter or of the IGS.

4.2.2. 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.

4.2.3. Such resignation shall not relieve the member from the obligation to pay the subscription fee for the year in which the resignation takes place. *Note: In the experience of the IGS most resignations take the form of non-payment of dues*

4.3. Dismissal from the [short name of the chapter].

4.3.1. Members who act counter to the aims and interest of the... [short name of the chapter] ... or of the IGS can be dismissed from the Chapter by a majority decision of the ... [short name of the chapter] ... or by the IGS. Members may also be dismissed for non-payment of the subscription fees due to the Chapter.

- 4.3.2. Dismissal for cause cases must formally appear on the Agenda of a ...[short name of the chapter] ... meeting. The Secretary may automatically administer dismissal for non-payment.
5. 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.
- 5.1.1. Members being considered for dismissal must be afforded an opportunity to comment to and/or appear before the ... [short name of the chapter]... before it reaches its decision.
- 5.1.2. Any member of the ... [short name of the chapter] ... has a right of appeal to the IGS Council against dismissal for cause. The .. [short name of the chapter] ... action is suspended pending the IGS decision.
6. Subscription and Finances
- 6.1. Subscription
- 6.1.1. The fee payable to the IGS is decided by the IGS according to its bylaws. The annual subscription fees for the ... [short name of the chapter] ... shall be determined at each General Meeting of the Chapter.
- 6.1.2. Necessary changes from time to time may be recommended by the Executive Committee 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 Sponsor 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 ...[short name of the chapter]...
- 6.2.2. A chapter can elect that subscription fees paid by members joining during the second half of any year shall be levied at half the annual rate. *Note: This is not the case for IGS dues and does not alter the obligation for payment of dues to the IGS by the chapter or the member*
- 6.2.3. Any member whose payment is in arrears may be subject to penalty charges as established by the Executive Committee 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 ... [short name of the chapter]... 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 ... [short name of the chapter], for promoting geosynthetics and their applications, or for any other purposes which the ... [short name of the chapter] ... may decide and which further the objectives of the IGS and the chapter.
- 6.3.3. Other income funds shall be administered as required by the Treasurer under the auspices of the Executive Committee.

7. Votes

7.1. Allocation of votes

- 7.1.1. Individual and honorary members shall have one vote. Affiliate members have no voting rights.
- 7.1.2. If applicable: Chapter Company Members shall have ... [for decision of the Chapter in discussion with IGS] ... vote(s).] *Note: A simple solution is to provide one or more complimentary Individual chapter memberships with each Chapter Company membership.*
- 7.1.3. For any ballot or General Assembly or Chapter Company Committee meeting, each chapter company member shall designate one person to act as its official representative to the chapter. **SEE ABOVE**

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 Executive Committee shall hold a General Meeting periodically. It is recommended that this is at least on an annual basis at a time and place decided by the previous General Meeting or, in its absence. A copy of the agenda and of the minutes shall be 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 [x,

maximum 2] months upon the request signed by one fifth of the member votes, or at the direction of the Executive Committee.

- 8.1.3. The Secretary shall give the membership at least two months' notice of Ordinary or Extraordinary General Meetings.
- 8.1.4. Except when acting in accordance with 8.1.2, the Executive Committee may decide to utilize postal or electronic ballots of the members instead of calling an Extraordinary General Meeting.
- 8.1.5. The business of a General Meeting should include the debate on and the approval of: reports by the Chair and Treasurer, the Executive Committee on chapter activities, the appointment of auditors, the approval of the ... [short name of the chapter] ... accounts, the approval of the subscription fees, and the election of officers for next term of office.
- 8.1.6. Where an IGS Chapter is affiliated to another larger body (eg a geotechnical society) then the reports on the items above in 8.1.5 from the larger organization may be submitted to the IGS Secretary
- 8.1.7. The General Meeting agenda will include reports from committees, meetings or persons, which the Executive Committee considers pertinent.
- 8.1.8. The General Meeting sets the date and place of the next General Meeting.
- 8.1.9. The General Meeting fixes the maximum number of Honorary members the ... [short name of the chapter] ... may elect.
- 8.1.10. The General Meeting decides, by vote, actions to be taken by the ... [short name of the chapter]...e.g. specifying time intervals for Conferences, etc.
- 8.1.11. Any member may add an item to the agenda of the General Meeting by submitting a written statement to the Secretary 30 days prior to the opening of the General Meeting. Additionally, any member may raise a point for discussion at the General Meeting assuming a majority of those in attendance agree. No vote should be taken at a general meeting on any new item raised only at that meeting. This is to ensure that the any absent members may be given an opportunity for input.

8.2. Procedures and Voting at the General Meeting

- 8.2.1. Only fully paid members and invited guests may attend the General Meeting. Only fully paid individual, Chapter Company Members and honorary members may vote at the General Meeting.
- 8.2.2. No item of business shall be transacted at the General Meetings unless a quorum comprising [x % of votes: between 20 % and 51 %, depending on the size, etc. of the Chapter] is present or represented. In the event a quorum is not present or represented at a General Meeting, then the Executive Committee shall recall the General Meeting within 2 weeks hence, at which convening the quorum rules will be suspended. *Note: In the experience of the IGS, a high quorum requirement will prevent effective meetings and therefore the IGS recommends a quorum of 25% or less.)*

8.2.3. 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 may be taken. A secret vote shall be taken if demanded by no fewer than 25 % of members of the ... [short name of the chapter]...who are present or represented.

8.2.4. Ballots and votes of the General Meeting shall be carried by a simple majority of votes except for those 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. Members can request the minutes of any General Meeting.

9. The Professional Manager

9.1. Any Chapter may decide to contract a manager to manage its affairs. This is neither compulsory nor always necessary. Chapters may wish to include the following provisions into their bylaws.

9.1.1. The ...[short name of the chapter] ... may contract with a professional person or Organization, selected by the Executive Committee and approved by the General Meeting to manage its affairs.

9.1.2. The Professional Manager shall/can (as applicable) be paid a fee for its services, such fee to be negotiated by the Executive Committee and approved by the General Meeting.

9.1.3. This item should describe the length and periodicity of the manager's term of office and contract.

10. Officers

10.1. The officers of the ... [short name of the chapter] ... shall be

10.1.1. one Chair

10.1.2. one Chair-elect OR one Vice-Chair

10.1.3. one Secretary,

10.1.4. one Treasurer

10.2. Officers shall be members of the Chapter (and therefore the IGS)

10.3. Election of officers

10.3.1. The first Chair shall be elected at the first General Meeting following approval of the bylaws by the IGS and formally setting up the ... [short name of the chapter]. He/she will be elected for a term of office of [x] years. The subsequent Chairs are elected at the end of each Chair's term.

- 10.3.2. If there is a Chair-elect, the first Chair-elect will be elected at the subsequent General Meeting and will succeed the Chair at the end of his/her term. The next and following Chair-elect will be elected at the end of the Chairs term.
- 10.3.3. Alternately, if there is no Chair-elect: the Vice-Chair is elected at the same time as the Chair for the same length of term.
- 10.3.4. The Treasurer and Secretary [if there is no professional manager] shall be elected at the first General Meeting following approval of the bylaws and formally setting up the ... [short name of the chapter]. They are elected for a term of [x] years.
- 10.3.5. No officer should serve for more than two consecutive terms of office
- 10.4. Responsibility of Officers
- 10.4.1. The Chair will normally chair General Meetings and Executive Committee meetings. In his/her absence, or at his/her request, the Chair- elect or Vice Chair shall act in his/her place. In the absence of both the Chair and the Vice-Chair [or the Chair-elect] the Past Chair or the Treasurer, respectively, shall chair.
- 10.4.2. The Secretary shall conduct the correspondence and ordinary business of the ... [short name of the chapter] ... on behalf of the Chair, and shall prepare the agenda for, and record minutes of all Executive Committee and General Meetings.
- 10.4.3. The Secretary and the Treasurer are empowered to sign checks on behalf of the ... [short name of the chapter]. For amounts exceeding [... to specify ...] the additional signature of the Chair or of his/her substitute shall be required. The new Chapter may delete [this procedure].
- 10.4.4. The Treasurer or his/her appointed agent (the professional manager) shall keep proper books and accounts and prepare a balance sheet as well as income and expenditure statements for presentation to General Meetings.
- 10.4.5. The Treasurer shall be empowered to accept on behalf of the ... [short name of the chapter]... any donations, contribution from individuals or companies.
- 10.4.6. The Executive Committee will decide upon the working program of the ...[short name of the chapter] ... and supervise its finances. The Executive Committee sets the beginning and end of the fiscal year of the ... [short name of the chapter.]
- 10.4.7. The Treasurer will present to the Executive Committee a statement of the previous fiscal year accounts within four months of the end of each fiscal year.
- 10.4.8. Expenses incurred by officers in carrying out their duties for the ...[short name of the chapter] ... may be repaid by the Treasurer in accordance with the current state of funds in the ... [short name of the chapter] ... accounts and should be reported to the Executive Committee and membership at least annually

11. Executive Committee

- 11.1. The Executive Committee of the ... [short name of the chapter] ... shall be comprised of the officers of the [short name of the chapter] ... plus the immediate Past Chair.

11.2. The ... [short name of the chapter]... may decide to add other members to the Executive Committee.

11.3. All members of the Executive Committee shall be members of the Chapter.

12. Committees

12.1. The Executive Committee may appoint committees to undertake specific duties. The committees report to and function under the auspices of the Executive Committee.

12.2. The Executive Committee appoints the chair of each committee. That committee chair shall be responsible for arranging all committee functions proceedings.

12.3. The appointed Chair of a Committee shall be a member of the Executive Committee of the Chapter and if not shall be co-opted as such.

12.4. The appointed chair and four members of the committee_[or half of its members], whichever is the lesser figure, shall comprise a quorum.

12.5. All members of a committee must be members, in any class, of the ... [short name of the chapters] ... All committee members except affiliate members, shall have the same voting rights.

12.6. A committee may confer and act using online or other telecommunications services.

12.7. A committee can set up (a) Task Force(s) for a limited period to undertake a specific task.

12.8. Guests may attend all committee meetings of the ... [short name of the chapter] ... with the agreement of that committee Chair, unless prior advice to the contrary is given by the Executive Committee.

12.9. Officers of the ... [short name of the chapter] ... shall be ex-officio members of all committees. Any officer can renounce this right.

12.10. A record shall be kept of all attendees of any Committee Meeting.

12.11. 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 Chair and the Secretary of the ... [short name of the chapter].

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

13. Language

13.1. The official language of the new chapter is [...]. However, in its relations with the IGS and for all documents to be forwarded to the IGS, the official language will be English.

13.2. Committees may use languages for internal matters, other than the official language of the ... [short name of the chapter] ...if and only if all members of that committee who are present agree.

14. Amendments to the bylaws and dissolution of the ... [short name of the chapter] ...

14.1. Bylaws

- 14.1.1. No alteration or amendment of these bylaws shall be made except at a General or Extraordinary General Meeting.
- 14.1.2. Amendments to the bylaws may be initiated by the Executive Committee or one half of the member's votes of the ... [short name of the chapter].
- 14.1.3. Notice of proposed amendment shall be included with the notice and agenda of the General Meetings.
- 14.1.4. Notice of proposed amendments must be sent in advance to the IGS. No amendment is final unless agreed by the IGS.
- 14.1.5. In the event of any matter arising for which there is provision in these bylaws, the Executive Committee may consider the matter and act at their discretion, in the best interest of the... [short name of the chapter].

14.2. Dissolution of the... [short name of the chapter].

- 14.2.1. Dissolution of the ... [short name of the chapter] ... may only be decided by a General Meeting of the ... [short name of the chapter] ... subject to approval by IGS or result from a decision of the IGS Council.
- 14.2.2. Any proposal seeking to dissolve the... [short name of the chapter] ... shall be initiated by a quarter of the membership of the chapter or by a quarter of the members of the IGS Council.
- 14.2.3. Notice of the proposed dissolution shall be included with the notice and agenda of the General Meeting. (Note: In the case of the IGS Council taking this initiative, advance notice of at least three months will be given to the ... [short name of the chapter].)
- 14.2.4. In the event of a decision to dissolve, the General Meeting shall seek recommendations from the Executive Committee regarding the clearing of all debts and shall dispose of the assets of the ... [short name of the chapter].