



*Chapter Formation
Guidance Package
Updated February 2022*

This package has been designed to help you establish your IGS chapter. It includes:

- **A checklist 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

For all queries and to help you through the process, please contact the IGS Secretariat Manager:

igssec@geosyntheticssociety.org



Chapter Formation Checklist

- 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
- Create chapter bylaws
 - Relationship to the IGS
 - Geography of membership
 - Election terms & process
 - Membership fees
 - Purpose
 - Obtain IGS approval for the bylaws
- Hold a formation meeting
- Establish chapter Officers
- Submit documentation for approval by the IGS Council
- Pay for members

Chapter Formation Process

1. Membership

- a. Ask the IGS Secretariat Manager for a list of IGS Members from your country. You may *invite* these IGS Members to become members of your chapter. If they accept, your chapter will receive membership fee credit for them. **Please do not collect the basic IGS Membership fee from any existing IGS Members in the year of formation, as they will have already paid the IGS directly. You will receive a credit from the IGS for every existing member who joins your chapter. At time of writing, this credit is US\$15.** 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 chapter's 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 template below. You will be asked to provide the member number of any existing IGS Members and the names and contact information for each new member.
- d. Critical mass is reached when you meet one of the following criteria:
 1. 20 Individual Members
 2. 15 Individual Members + 1 Corporate Member
 3. 10 Individual Members + 2 Corporate Members
- e. Consider arrangements for making payments to the IGS. Your chapter will need to be able to set up a bank account. It will also need to assure the IGS that it can make international payments to the IGS's bank account in the United States. In some countries, this can be difficult.
- f. Financial responsibilities relating to the Membership Roster *in the year of formation*:
 1. For each **new Individual Member**, you will owe **US\$30** 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 - US\$1,000**
 4. **Existing Corporate Members** require **no fees**

Notes:

- i) In subsequent years your chapter will be responsible for the collection of all individual membership fees.
- ii) IGS Corporate Members will always pay their fees to the IGS directly.
- iii) Chapters continue to receive a financial credit for each Corporate Member in their defined geographic region every year that Corporate Member continues with the IGS. The amount of that credit is decided by the Council.

2. Bylaws

- a. Develop your chapter bylaws. Further information and links to official IGS documents are below. Please review these carefully when creating your bylaws. In addition, upon request, the IGS Secretariat can supply copies of some existing chapter bylaws for further guidance.
- b. Submit your proposed bylaws to the IGS Secretariat Manager. The IGS Officers will then review and comment on your draft. This will normally be within two working weeks.
- c. Once reviewed, the Secretariat Manager will return the bylaws to you, along with any amendments requested by the Officers. If changes are required, you should review and return an amended version of the bylaws to the Secretariat Manager.

3. Formation Meeting

- a. Once the bylaws are accepted by the IGS Officers, the proposed chapter must have a meeting to adopt them and elect or confirm the Chapter Officers.
- b. Minutes of this meeting must be recorded and shared with the IGS Secretariat Manager as soon as possible.

4. Formal Submission of Proposal

- a. The formal submission to the IGS Secretariat Manager to propose a new chapter formation should normally be made 60 calendar days prior to the Council meeting at which the Council votes to approve your chapter. This time may be reduced where practical to do so.
- b. The final submission package must include:
 - Proposed chapter name
 - Minute of the formation meeting at which Chapter Officers were elected and bylaws adopted
 - Officer roster with contact information
 - Full membership roster in excel spreadsheet format
 - Chapter Bylaws

IGS Handbook - Chapter Formation Rules & Regulations

1. Membership and Fees

Chapter bylaws shall state, among other things, 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 writing, 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 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. At the time of writing, these credits amount to US\$50 per year for each existing IGS Corporate Member and \$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 regularly reviewed and may change.

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 chapter's 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.

2. Bylaws Creation

Guidelines for IGS Chapter Bylaws - from the IGS Handbook

Chapters should follow the template for bylaws set out in the [IGS Handbook](#). The model may be amended to serve the particular needs and circumstances of the new chapter, provided that the final version is accepted by the IGS Officers and approved by vote of the IGS Council.

The final version of any chapter(s) bylaws and any subsequent amendments must be agreed by the IGS.

While full details are in the IGS Handbook and not repeated here, the chapter bylaws should cover the following:

1. Chapter name, which must reference the IGS.
2. Chapter objective(s), for example to raise knowledge and understanding on all matters relevant to geosynthetics.
3. Membership, typically individuals, companies, students, honoraries and affiliates, who must also be members of the IGS.
4. Admission criteria and procedures.
5. Resignation and dismissal criteria and procedures.
6. Subscriptions and chapter finances.
7. Vote allocations and procedures.
8. General meetings.
9. Professional manager (if required).
10. Officers: roles, election.
11. Executive Committee.
12. Language (English is required for communication between the chapter and the IGS).
13. Amendments to the Bylaws and dissolution of the chapter.

Appendix Chapter Roster

Each chapter must submit a chapter roster as an excel spreadsheet containing the following member information:

IGS Member number (if known)
Title (e.g. Mr/Mrs/Ms/Dr)
Member First name(s)
Member Surname
Company / Institution
E-mail address
Phone/Mobile

Appendix