

## ISES Chapter Formation Process - Domestic

This document is intended to assist potential chapters with the formation process. Questions regarding formation can be directed to the chair of the ISES Chapters Committee, Tina Fan, [Tina.Fan@doh.nj.gov](mailto:Tina.Fan@doh.nj.gov) or the ISES Secretariat, [pjensen@infinityconferences.com](mailto:pjensen@infinityconferences.com).

1. A potential chapter needs to send a letter to the Board of Directors via the Secretariat, [pjensen@infinityconferences.com](mailto:pjensen@infinityconferences.com), requesting permission to form a chapter. The letter needs to include:
  - a. The names of at least 15 professionals who qualify for membership in the Society, of which at least five are currently regular members, student members, or emeritus members and reside within a specified geographical location
  - b. The proposed chapter officers
  - c. A copy of the chapter's draft bylaws (for reference, ISES bylaws and chapter websites including bylaws can be accessed from the ISES website <https://www.intlexposurescience.org/>)
2. Upon receipt of all of the above items the Board will consider the chapter's request for formation.
3. If the Board approves the chapter, the chapter president will receive:
  - a. notification of the approval
  - b. the chapter agreement for review and signature. (Note: initial approval is for three years).
4. The chapter will provide the ISES Secretariat with:
  - a. The appropriate contact information and chapter write up for posting on the ISES web site.
  - b. The name and contact information for the chapter delegate to the Board
  - c. Name and contact information for chapter treasurer
5. After approval the chapter should proceed with:
  - a. creating a web site and method for collection of member dues and tracking of members
6. The Secretariat will:
  - a. Provide the chapter treasurer with the society's tax ID information
  - b. Provide the chapter treasurer with guidance regarding income and expense submissions

The following information needs to be submitted to the Secretariat as noted:

**3 years after formation** approval by the ISES Board – Chapter Progress Report

**Annually** – List of chapter members, brief summary of chapter activities

**As applicable** – New chapter delegate to the ISES Board

**Every 5 years** – A progress report of chapter activities, including the summary of the main activities in the past 5 years and the plan for the next 5 years.