

ISES Chapter Formation Process – International Chapters

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 or the ISES Secretariat, pjensen@infinityconferences.com.

1. A potential chapter needs to send a letter to the Board of Directors via the Secretariat, 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).
 - c. Agreement regarding funding/Secretariat support
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
5. After approval the chapter should proceed with:
 - a. opening a bank account
 - b. filing with the appropriate authorities for an applicable non-profit tax status and other associated tax requirements (e.g., VAT) for the particular country.
 - c. creating a web site and method for collection of member dues and tracking of members

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 main activities in the past 5 years and the plan for the next 5 years.