

Guidelines for setting up an IALE chapter/working groups

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For the official founding of a IALE chapter the following steps are needed to take (also refer to the statutes of IALE, esp. section I):

1. Find out about the legal situation to become an official Association/foundation (non-taxable organisation) in your country.
2. Make the chapter financially independent of persons (some official letter/statement sent?). What does this mean? I copied it from a mail from Rob. Could you rewrite this?
3. Statutes or constitution need to be formulated and submitted to IALE international (treasure and secretary general). They should not be in any contradiction with the newest ones by IALE international. It can be adopted from other regions.
4. A board needs to be elected and sent to IALE EC (treasure and secretary general + member of the council).
5. Therefore the following paperwork is needed to submit to EC for approval:
 - Application to the council (to be forwarded to the Secretary-General of IALE) with an outline why this regional chapter is needed (max 2 pages)
 - Statutes/constitutions
 - List of regional/chapter board members and representative to the Council (see also statutes I2)
 - List of members (see also statutes I3).
6. The foundation of a chapter will be approved by the council (normally through e-mail) and a letter of official founding of chapter will be sent to Chair of chapter EC (Secretary General and member of the council).
7. The founding of chapter will be announced through the IALE *bulletin* (Chapter present information) (see also statutes I3)
8. expect to write a report of meetings held (see also statutes I3).

Please note

- that a IALE chapter is set up only by members in good standing of IALE international (see also statutes I5)
- that a chapter does not have to be a mutually exclusive region, and does not have to conform to political boundaries, e.g., IALE-Africa does not exclude the formation of a IALE-Ghana, a region comprising a river basin can cover a part of or different parts of other region(s), e.g. a Rhone-region or a Donau-region (see also statutes I1).
- To be sure how the liability of the board members is handled according to disaster or how to reduce risk.