

Definitions

Forum

A forum is a member body of the IWF with representation and voting rights in the Presidents' Council (forum presidents worldwide). Legally, IWF members are the forums rather than individuals. Forums are legal entities with their own governance structures, finances, and operations, aligned with IWF Forum Development and Sustainability Guiding Principles and Processes. A forum pays dues to IWF headquarters, including a base forum fee.

Chapter

A chapter is a sub-group of a forum with its own local leadership, programming and finances. Chapters may be cities within a national forum, i.e. Montreal is a chapter of IWF Canada (IWF Canada - Montreal). A chapter has representation on the forum board, engages in collaborative activities with the forum, and has shared services and management. The president of a chapter may participate in Presidents' Council meetings, but has no voting rights. A chapter does not pay a base fee.

Branch

A branch is a sub-group of a forum without a separate governance structure or finances. Like chapters, branches are specific to a geographic area and may use the city or region name to identify itself like Melbourne branch within IWF Australia. A branch has representation on the forum board, engages in collaborative activities with the forum, has shared services and management, along with local programming which is open to all forum members. The leader of a branch is not included in Presidents' Council meetings and has no voting rights. A branch does not pay a base fee. A branch may evolve into a chapter.



PROCESS FOR DEVELOPING A CHAPTER THAT EVOLVES FROM A SUCCESSFUL FORUM

STEP ONE

Sponsoring forum notifies IWF Headquarters of its intention to develop a chapter. Relevant support materials and best practices on chapter development, structure and branding will be provided by IWF HQ. The sponsoring forum's board of directors must vote to approve development of the chapter.

STEP TWO

Secure founding leader(s) for Steering Committee who met the qualifications and who have the appropriate caliber of access, power and influence. Steering Committee may be comprised of existing forum members and future members.

A forum member is selected to sponsor the chapter and serve as a guide for chapter development and serve as liaison from the sponsoring forum.

STEP THREE

Sponsoring forum revisits its by-laws and governance structure to accommodate future chapter integration. Sponsoring forum must provide a seat for the future chapter president on its board of directors.

STEP FOUR

Sponsor, and forum Membership Committee develop and vet a list of potential qualified members to invite to a Launch Event. Leaders from the sponsoring forum should attend the event. As a follow-up to the Launch Event, the forum's Membership Committee invites selected qualified participants to join the developing chapter.

A minimum of 25 diverse founding members should be secured.

STEP FIVE

With a core group in place, the chapter may undertake foundational actions including establishing local committees, financial and strategic plans and a bank account.

STEP SIX

For the first two years of a new chapter's existence, the sponsoring forum's Membership Committee must approve the acceptance of proposed new members.

STEP SEVEN

The sponsoring forum supports the chapter's integration into its forum and the global IWF family. At the first World Leadership and/or Cornerstone Conference to which the new chapter is invited to participate, it will be recognized.