

INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS

GUIDANCE NOTES ON THE CREATION OF NATIONAL CHAPTERS

These notes are provided to assist members of IAH who wish to establish a Chapter of IAH in their own country. The Executive and Secretariat are very willing to provide additional assistance or advice.

General

1. IAH is an organisation of individual members. National chapters are not part of the formal structure of IAH and, even where they exist, a member need not adhere to one. Nevertheless IAH encourages the formation of national chapters. Section 6 of the IAH rules sets out the framework under which national chapters may exist. (Annex A).
2. A national chapter may be called a National Chapter, Committee or Group depending on the preferences and linguistic traditions of the country.
3. There is no reason why a chapter should not cover more than one country – this would then be a Regional Chapter.
4. Normally it is expected that a national chapter will be an independent body and that it will seek such legal authority as is needed to meet the requirements of the country.
5. However there are precedents for national chapters to be linked to or part of a national organisation, such as the national geological society. If such an arrangement is proposed the details should be discussed with the Secretariat at an early stage.
6. National chapters are encouraged to hold meetings and undertake other activities to promote the understanding of groundwater in their country. To fulfil this role they would be expected to encourage interested non-members to join their meetings.
7. Persons who are members of national associations recognised under rule 6.2 as being the National Group or Committee of IAH, but who do not pay the appropriate membership fee for full membership of IAH, are entitled to be recognised as Associate Members of IAH. Associate Members shall be entitled to discount registrations at conferences that are offered to full IAH members but not to discounts on publications. They may receive copies of “IAH news and information” and other material circulated to full members, subject to agreed bulk distribution arrangements between the National Group and the IAH Secretariat. Associate Members may not vote in Association elections and will not be listed in the register of members. Associate Membership is not available on an individual basis but only through a recognised National Group. No fee is paid to IAH in respect of Associate Membership, except any agreed administration charges for bulk mailings. If recognition of a national association as the National Group or Committee of IAH is withdrawn under rule 6.2, then the rights to Associate Membership are also withdrawn.

Forming a National Chapter

8. A national chapter will not be formally recognised until it has been fully established with a constitution accepted by the IAH Executive and officers have been formally elected.
9. Typical steps for forming a chapter are:

- a. Obtain a full list of current members of IAH in the country from the international office. It is suggested in the rules that some 10 members in a country are needed to form a chapter;
- b. By correspondence or by holding a meeting establish that there is general support among IAH members in the country to form a chapter and, if so, set up a provisional management committee to draw up a constitution. Annex B provides a draft model constitution. This can be changed to suit local circumstances providing that these changes do not conflict with the aims of IAH;
- c. At this stage the IAH Executive would give provisional recognition and list the national chapter on the web site and other literature;
- d. Hold an inaugural meeting to agree the constitution, elect the inaugural officers and other members of the management committee and agree a programme of activities;
- e. Make a report to the IAH Executive who will likely give formal recognition to the chapter.

Running a treasury

10. A number of national chapters collect fees in local currency on behalf of the international office. This is an important, but not essential, function of national chapters. If a national chapter is able and willing to undertake this function then they need to seek the agreement of the IAH Executive. The widespread use of credit cards has simplified international currency transfer so that local collection of fees does not offer the same financial advantages to the members and to IAH as previously. The Association publishes detailed guidance notes to Secretary/Treasurers of fee collecting national chapters.

Submission of reports

11. A national chapter must submit an annual report on activities each year for publication in the Association's annual report. National chapters who collect fees must make a financial return covering the fees collected. National chapters who receive financial contributions from the international body must submit full annual accounts to the international office. It is expected that, under the terms of the chapter constitution the chapter will make an annual report to members in their country.

October 2009

ANNEX A

EXTRACT FROM THE RULES OF THE INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS (adopted on 28 November 2000)

6. REGIONAL ADMINISTRATION

- 6.1 The Association encourages the formation of national or regional committees, national chapters or national groups of its individual members, in order to facilitate administration, promote contacts and co-operation, and undertake relevant studies of local or regional interest.
- 6.2 The Executive Committee of IAH may recognise an independent national association as the National Group or Committee of IAH, providing that the aims and objectives of the national association are compatible with those of IAH. A nominated member of the governing body of the national association, who shall be a member of IAH, shall be the recognised representative of IAH on the governing body and the official correspondent with IAH. The Executive Committee may rescind its recognition if they consider that the best interests of IAH are not being met and the President shall report the circumstances of any such decision to the next meeting of the Council.
- 6.3 National groups are voluntary associations of two or more members, but when their membership exceeds approximately ten, groups must elect or appoint, at intervals of not more than five years, a smaller number of representatives to form National Committees which will conduct affairs on behalf of the whole group. National Committees must appoint at least two officers (chairman and secretary/treasurer) if finances are to be handled.
- 6.4 National groups and committees operate within the framework provided by these Rules, but may make further rules to suit local conditions. Such local rules must have the approval of the Council and shall not contravene the Articles of Association or the rules of the Association.
- 6.5 National Committees must send a brief annual report in respect of their group's activities for the calendar year concerned to the Secretary by such date as the Council shall from time to time fix as the due date for the submission of such reports.
- 6.6 National Committees may recruit new members in accordance with Rule 2. Subject to Council approval, which may later be rescinded at the Council's discretion, National Committees may also collect fees from their members. Such committees must send, each year, through their treasurer, all membership fees (subject to Rule 6.8) below collected for the calendar year concerned, together with a list of names and addresses for all members who have paid, to the Association's international office. The Executive Committee may, with reasonable notice to National Committees, make and amend administrative procedures for the transfer of funds.
- 6.7 Each National Committee which has been authorized by the Council to collect membership fees must also send an annual financial statement in respect of the previous financial year, to the Association's international office, in the format prescribed.

- 6.8 National Committees authorized to collect membership fees may retain up to 10% of such fees to meet expenses and commitments properly incurred in furtherance of the objects of the Association, but the remaining 90% must be sent to the treasurer or secretary in accordance with Rule 6.6.
- 6.9 National Groups and Committees are solely responsible for settling their own debts (including the payment of membership fees) to the Association. The Association takes no responsibility whatsoever for financial debts incurred by National Groups or Committees unless a previous written commitment or guarantee against loss has been made or given by the Association.
- 6.10 In addition to recognising national associations as IAH National Groups or Committees, regional and national associations with common goals can be recognised as Associated Organisations with which IAH agrees to cooperate. Such cooperation may be formally endorsed through a Memorandum of Understanding.

ANNEX B MODEL CONSTITUTION FOR A NATIONAL COMMITTEE/CHAPTER

CONSTITUTION OF THE <insert name of county > NATIONAL COMMITTEE/CHAPTER OF THE INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS

ARTICLE 1

Definition and Aims

1. The name of the Committee/Chapter shall be the < > National Committee/Chapter of the International Association of Hydrogeologists.
2. The < > Committee/Chapter shall operate within the framework provided by the Rules of IAH.
3. The < > Committee/Chapter shall have as its aims
 - 1) Representation of the < > members of IAH in the activities of the parent body and in other international activities as appropriate.
 - b) Appointment of reporters to the Council Meetings of IAH.
 - c) Promotion of activities which further groundwater science and technology.
 - d) Promotion of groundwater issues in < > and providing a link between the international groundwater community and hydrogeologists in < >.
 - e) Collaboration with other groups in < > concerned with international and national water-related activities.

ARTICLE 2

Membership

1. The affairs of the < > Committee/Chapter shall be managed by a management committee consisting of:
 - a) Up to ten elected members of IAH. Members of IAH are eligible for election if they reside in < > or if they work overseas but their permanent domicile is in < >.
 - b) Serving members of the Council of IAH resident in < >.
 - c) The Chairman or other representative of any national hydrogeological society, for example the Hydrogeological Group of the National Geological Society.
 - d) Up to four co-opted members.
2. Ordinary members of the management committee of the Committee/Chapter will normally serve for one < (not exceeding five)>-year term beginning on the day of election. Terms will be staggered so that two members of the management committee retire each year. No ordinary members shall serve more than two terms consecutively.
3. The officers of the management committee shall be a Chairman and a Secretary/Treasurer, who shall be appointed by the Committee/Chapter from amongst their membership. The Chairman shall serve for

one five-year term, which is not renewable; the Secretary/Treasurer, if elected, may serve for a further term.

4. The Chairman will preside over meetings of the Committee/Chapter.
5. The Secretary/Treasurer will be responsible for preparing minutes of meetings and other general administrative work. He/she will collect and hold the funds belonging to the Committee/Chapter and shall present regular (normally annual) accounts.

The Secretary/Treasurer will advertise vacancies on the management committee in the spring of each year. Prospective Committee/Chapter members must be proposed by two < > members of IAH. The Secretary/Treasurer will organise a ballot of the membership if there are more candidates than vacancies on the Committee/Chapter.

7. The management committee will set the annual membership fee for the < > members of IAH who choose to pay through the Committee/Chapter. They may charge a sum higher than the international fee converted into local currency, both to protect against exchange rate changes and to fund local activities.
8. Unless otherwise determined by majority vote of all serving members of the Committee/Chapter, upon dissolution any residual assets of the Committee/Chapter shall pass to the International Association of Hydrogeologists or to its successor body.

ARTICLE 3

Meetings

1. The < > Committee/Chapter of IAH shall meet at least once per calendar year and more frequently if requested by the members of the Committee/Chapter.
6. A quorum shall consist of four elected members of the Committee/Chapter. Each member of the Committee/Chapter, whether elected or otherwise, shall have one vote. Decisions will be made by a majority vote with the Chairman having the casting vote if necessary. If a quorum cannot be achieved, business may continue, but the next meeting of the Committee/Chapter at which there is a quorum must ratify decisions.
3. The management committee shall be required to report annually at a meeting of the Committee/Chapter on their activities and to provide a financial report.

ARTICLE 4

Changes to the constitution

1. Changes to this constitution may be made upon the affirmative vote of two-thirds of the elected members of the Committee/Chapter.