

INTERNATIONAL CORAL REEF SOCIETY

Policy for Chapter Formation and Operation

1. Any International Coral Reef Society (ICRS) member can propose the formation of a Chapter. Chapters represent a group of individuals by region (e.g., country or countries, ocean basin, etc.) or subject area (e.g., coral Symbiodiniaceae, coral conservation, etc.). The formation of any proposed Chapter is subject to final approval by the ICRS Council. Continued Chapter status is subject to an annual review by the ICRS Officers.
2. The Chapter should consist of at least 20 members, 30% of which are current members of ICRS. Each Chapter has a Council consisting of a minimum of an elected chair, secretary and treasurer. The Chapter chair must also be a current ICRS member.
3. The Chapter Council should have meetings (face-to-face and/or conference calls and/or online video calls) at least twice per calendar year to conduct Chapter business. Minutes of the meeting are recorded by the secretary and forwarded to the ICRS Recording Secretary for archiving. The ICRS Officers may comment on the minutes.
4. A Chapter may organise regional meetings and/or promote relevant training, public awareness, research, management activities, or other activities consistent with the mission, vision, and values of the ICRS. The Chapters may submit advertisements for their events and a logo for the Chapter to be posted on the ICRS website, subject to approval of the ICRS Officers. All proposed website material should be submitted to the ICRS Corresponding Secretary.
5. A Chapter may also produce and distribute a newsletter or news bulletin, which can be posted on the ICRS website, subject to approval by the ICRS Officers. A Chapter may submit publication materials to ICRS's Reef Encounter, subject to review by the editor.
6. A Chapter may apply to ICRS for financial support in the following ways:
 - a) Grants of up to \$1,500 annually in support operations and activities, subject to approval by ICRS Officers. Funds are to be managed by the Chapter Treasurer. A statement of how the funds benefited the Chapter will be submitted to the ICRS Treasurer within 12 months of receiving the funds.
 - b) A Chapter may apply for a sponsorship grant of up to \$5,000 for a regional conference, subject to approval by the ICRS Officers. There is an annual limit of \$15,000 for these grants across all Chapters and ICRS supported organizations. Requests will be reviewed on a first-come, first-served basis. Funds are to be managed by the Chapter Treasurer. A Chapter may not apply for a sponsorship grant and an annual support grant in the same calendar year.
 - c) A Chapter may also apply to the ICRS Council for a loan of a larger sum (up to \$40,000 USD) to support larger activities such as a pump-priming loan to facilitate the organisation of a regional conference between successive ICRS conferences. Such loans are to be

repaid, are subject to the terms of the MOU governing that loan, and are subject to approval by the ICRS Council. The terms of the MOU will be developed at the time of the loan between the Chapter and the ICRS.

7. A Chapter may also apply independently to other organisations or individuals for grant-aid to support their activities.
8. A Chapter may not enter into financial commitments on behalf of the ICRS without the approval of the ICRS Officers.
9. Chapter members who are also ICRS members, may stand in elections for ICRS council or officer positions.
10. The Chapter Chair is automatically a member of the ICRS Council and invited to all ICRS Council meetings as the Chapter representative. Chapter Chairs are non-voting council members, unless they are also elected ICRS Council members. The Chair will present an annual Chapter report to the Council each year.
11. A Chapter may not issue statements to the public or media in the name of the ICRS, or claim to speak on behalf of the ICRS, without the approval of the ICRS Officers, although such statements may be issued on the Chapter's own behalf.
12. A Chapter will abide by the ICRS Code of Conduct and Diversity Statement.
13. A Chapter will indicate on their website that they are a Chapter of the ICRS.
14. A Chapter that fails to operate within the ICRS's Policy for Chapter Formation and Operation shall have their Chapter status revoked and will no longer be considered part of the ICRS.

I, _____, as President of the _____ Chapter, agree to the policy of chapter formation and operation on this date, _____.

Name of Chapter President: _____

Signature: _____ Date: _____

Name of ICRS President: _____

Signature: _____ Date: _____