

Steps for TIEMS Chapter Approval

Version 2008.01.25

- I. **The potential chapter should submit a letter in English to the President of TIEMS** requesting acceptance as a TIEMS Chapter. The President should officially accept the application and advise the applicant that, under normal conditions, a decision will be made within 55 business days (see IV Timeline).

This letter should include, at a minimum, the following information:

1. The names of the TIEMS members forming the proposed chapter. A minimum of five members should be indicated.
2. The name, location, legal address and geographical coverage of the proposed chapter.
3. Contact information for the point person for approval of the chapter (i.e., name, address, email and phone number).
4. Proposed bylaws and regulations for Chapter. These bylaws and regulation should correspond to the bylaws and regulations used by TIEMS i.n.p.a., but need not be overly complex or elaborate.
5. The names of any officers elected or proposed for the chapter. Minimum 3 ; a chapter President, a chapter Secretary and a chapter Treasurer.
6. A statement that the proposed chapter agrees to abide by the procedures and regulations of TIEMS including an annual review of activities, financial reporting and submission of annual plans.
7. A statement as to whether the proposed chapter intends to collect funds, the amount of chapter membership fees to be collected and the proposed uses of these funds. An illustrative budget should be provided.
8. A statement whether the proposed Chapter intends to collect TIEMS i.n.p.a. membership fees (as opposed to Chapter membership fees).
9. A summary of activities the proposed Chapter intends to conduct in the coming year (the "annual plan"), including any meetings which need to be coordinated by the TIEMS i.n.p.a. Board of Directors. This plan should cover the period from application to the next TIEMS i.n.p.a. Annual Meeting, after which plans will be submitted on an annual basis commencing at the date of the TIEMS i.n.p.a. Annual Meeting.
10. Any request for financial support from TIEMS International and the justification for same.
11. Any request for waiving normal procedures and regulations with respect to the creation or operation of a TIEMS chapter as indicated in Annex 1 to the TIEMS Bylaws.

II. **The letter should be forwarded to the TIEMS Director for Chapters and Affiliates.**

On receipt of the letter, the Director should (in cooperation with other Chapter and Affiliate Committee members):

- Review the letter to ensure compliance with the minimum points noted above.

- Circulate the application letter to:
 1. The TIEMS i.n.p.a. Vice President,
 2. The TIEMS i.n.p.a. Treasurer to ; certify that the financial plans and procedures of the propose chapter are acceptable.
 3. The TIEMS i.n.p.a. Principal Registration Officer ; for a review of the Bylaws and procedures proposed by the chapter for compliance with the TIEMS International bylaws and regulations.
 4. The TIEMS i.n.p.a. Director on Conferences and Meetings ; for comments on the proposed chapter's plans for meetings and conference.
 5. The TIEMS i.n.p.a. Director for Policy and Development ; to verify the proposed chapter fits within TIEMS plans for development.
 6. The TIEMS i.n.p.a. Director for Membership ; to certify that the persons proposed as chapter members are paid members of TIEMS.
 7. The TIEMS i.n.p.a. Director for the geographic area within which the proposed chapter will be located ; for comments about the location and operation of the proposed chapter. These comments should include whether the proposed chapter will conflict with the geographical coverage of existing chapters or other proposed chapters.

The Director for Chapters and Affiliates may decide to circulate the application to other Directors or TIEMS members for comments.

III. Once input has been provided by the respective Councillors and Vice President, the Director for Chapters and Affiliates should formulate a recommendation to the Board of Directors of TIEMS i.n.p.a. on the proposed chapter. The Director should recommend:

1. Full acceptance of the proposed chapter.
2. Provisional acceptance of the proposed chapter, with specific additional information or details to be provided by the chapter after which a final decision will be made on acceptance.
3. Continued review of the application, with specific details or actions which are needed from the proposed chapter, and a time table for when these details or actions are required.
4. Rejection of the proposed chapter.

Between the time of the initial review by the TIEMS committees and a recommendation to the International Management Council, the Director for Chapters and Affiliates can request additional information from the proposed chapter to resolve any issues raised in the review of the application. All such requests should be handled by the Director for Chapters and Affiliates as the single point-of-contact with the proposed chapter.

- IV. The International Management Council should vote on the recommendation** by the Director for Chapters and Affiliates using normal TIEMS i.n.p.a. voting procedures. The vote should be a simple for or against one of the four recommendations noted above.
- V. Based on the decision of the Board of Directors**, the President will inform the proposed chapter of the status of their application. In the case of acceptance, provisional acceptance or continued review, the Director for Chapters and Affiliations will subsequently communicate with the chapter with regards to further actions needed to finalize the application process.
- VI. The timeline for the application review process is as follows**, in business days:
1. Transmission of the application letter from the President to the Director for Chapters and Affiliates: 2 days.
 2. Review the letter to ensure compliance: 5 days. This period may be extended if additional information is needed from the applicant.
 3. Circulation and review by the applicable Directors: 10 days. This period may be extended if additional information is needed from the applicant.
 4. Formulation of a recommendation to the TIEMS Board of Directors : 10 days
 5. Voting on the recommendation: 21 days. If voting results in a decision before the end of the 21 day period (i.e., 50% plus 1 of the possible votes for or against a recommendation), the Director for Chapters and Affiliates should move to the following step.
 6. Formulation of official response to the applicant by the President: 5 days.