

IWRA GEOGRAPHIC CHAPTER POLICIES & GUIDELINES

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1. Introduction

This document defines the structure, operations, and objectives of National/Regional Chapters (Chapters) and their governance, including the guidelines for the relations between IWRA and Chapters. Chapters are set up by IWRA members for members of a specific country or region, with the support of the Executive Office and the Board of Directors.

For all Chapters, unless something is described as a minimum requirement, this document should be seen as a guideline. It is the responsibility of the Executive Office and Board to assess these guidelines on an on-going basis.

The Executive Office and the Board will help set up Chapters but ultimately, they should be fairly autonomous, while continuing to report to the broader IWRA Community.

2. Chapter Definition

A Chapter is a group of IWRA members from a specific country or region that aims to actively engage on a water-related theme or on regional water-related issues, sharing knowledge and building stronger networks. As such Chapters have a clear focus on regional issues defined either by the Chapter Bureau or by members according to their own interest, with the purpose of delivering concrete activities (e.g. reports, seminars, webinars, Policy Briefs, newsletter updates). All Chapters should decide their own governance structure and which activities they wish to undertake.

3. How to set up an IWRA Geographical Chapter

3.1 Authorisation

Chapter can only be established with the authorisation of the IWRA Executive Board.

3.2 Motivation

A Chapter can be established when a group of a minimum of two IWRA members from the same country or region or an organisation in that country or region express interest in setting up a Chapter.

3.3 Regional definition

IWRA Geographical Chapters shall exist at a national or regional level while there are no overlaps between any Chapters currently operating in the same country or region. If this is the case, then the Chapters will be invited to merge into one by the Executive Office. The Executive Board will ultimately decide and approve on this merger.

3.4 Setting up the Bureau

Once the need for a new Chapter has been acknowledged and approved, the first step is to set up its Bureau. This is done either through a call for applications from the IWRA membership, or by the Chapter initiators, who can propose a list of Bureau members. In the case of a call, interested members must formally apply by sending a one-page letter of motivation and short CV, showing some interest in the Chapter's activities to the Executive Office. All Bureau members must commit to the basic Terms of Reference requirements in order to become a member of the Chapter Bureau. Each Chapters Bureau creates the Terms of Reference, and list of Bureau members to be approved by the Executive Board. It is recommended that each Bureau consist of between 5 to 15 members, with a maximum of 20% students.

The members of the Bureau will be responsible for the Chapter as its governing body and will have to report a brief summary of activities to the Executive Board once per quarter and publish updates in IWRA's quarterly newsletter. Bureau members are also responsible for the content of their relevant Chapter's page on the IWRA website. All Bureau members will be recognised on the IWRA website, and all Chapter members will be acknowledged for any work that leads to a published or presented output, or contribution to any IWRA project.

One member of the Executive Office must take part in each Bureau meeting. The Executive Office will ensure that activities will be communicated to the Board, will endeavour to build synergies with other IWRA activities, and will provide support and manage the logistics in each meeting.

3.4.1 Bureau Structure

Each Bureau will have the ability to tailor the Chapter to its own needs. One Coordinator

or Chair of the Bureau should be self-selected by the Bureau. There could be a Co-Chair, and it is advisable that different members of the Bureau are assigned specific responsibilities to build a sense of ownership of the Chapter and its Bureau and activities. IWRA may also provide, if necessary, an online co-working/discussion platform for each Chapter. The structure of the Bureau should be formalised in a written document.

Membership of the Bureau should be reviewed on an annual basis, with members offered the chance to formally step down, while opening the door for new members to join. Bureau members who are not active during the year will be disqualified from continuing in the Chapter Bureau for the following year. The Executive Board has the authority to disqualify Bureau members that are not active.

Once a Chapter has more than 50 members, the Bureau may implement a democratic process to elect the new governing body. The Bureau is the Governing Body of the Chapter, and ensures the proper running of the Chapter, the Working Groups, and its external relations, while the general members of the Chapter share knowledge, learn, and participate when interested and able (e.g. as members of Working Groups within the Chapter, working on specific subthemes/projects, etc.).

3.5 Opening the Chapter

Once the Bureau has been set up, all interested IWRA members (regardless of their geographic residency or nationality) can join the Chapter by simply sending an email to the Bureau Chair (an IWRA email address can be provided for this purpose). Anyone that is interested in joining the Chapter who is not an IWRA member must first become an IWRA member to join. Members of a Chapter can be offered the chance to contribute towards the outputs being managed by the Bureau, including suggesting new activities. General members of a Chapter can decide how engaged they may want to be.

3.6 Communication with the rest of the Chapter

The Bureau needs to communicate via email or social media to the whole Chapter at a minimum of once per quarter, and the Bureau has to provide the Chapter an on-going opportunity to provide feedback, ideas and suggestions to engage in activities set up by the Chapter.

4. Benefits of setting up a chapter

Bureau Members

Bureau members obtain a higher personal profile within IWRA, as their names and a short biography will be added to the IWRA website. Being part of a Bureau gives the opportunity for members to work collaboratively on projects, to take a leading role in IWRA activities, and to network with experts in their area and region.

Chapter Members

General Chapter members can both learn about the topic they are interested in and share their latest research or knowledge if they work on the subject. Chapter members can increase their professional networks of people working on regional water issues.

5. Responsibilities of a chapter

5.1 Strategy & Timeline

Each Chapter Bureau is responsible for establishing its own strategy and timeline for the following 12 months, with the guidance of the Executive Office and Executive Board. Bureaus also decide their own structure and once set up can, with the support of the Executive Office, have a call for new members whenever appropriate.

However, each Chapter needs to ensure that it operates in accordance with the Articles of Incorporation and Bylaws of IWRA, according to functions prescribed to national and regional Chapters under IWRA Bylaws Article X.D., which includes:

- i. to promote the objectives of the Association,
- ii. to encourage membership in the Association,
- iii. to host IWRA meetings, and
- iv. to make recommendations to the Board on the affairs of the Association.

5.2 Commitments

Each member of the Bureau will commit to up to 5 hours of work per month. This estimate includes time for correspondence, reading/writing project material and

participating in meetings. To remain in good standing, Bureau members have to attend a minimum of two online meetings per year and/or demonstrate active contribution towards Chapter outputs. Each Bureau should hold a minimum of four meetings per year.

It is up to the Chair of the Bureau to evaluate whether member participation meets the minimum requirements. Minutes of Chapter meetings must be shared with the IWRA Executive Board, Executive Office and the general members of the Chapter. All Chapter members have to keep their IWRA membership valid in order to maintain their membership in the Chapter.

The Bureau needs to ensure that all existing and new members of the IWRA Chapter are registered as members of IWRA (at least at the free bronze level) and provide to the IWRA Executive Office the full names and contact details of all IWRA Chapter members at least annually (on 30th November) and refrain from having any IWRA Chapter members who are not also IWRA members.

5.3 Deliverables

All documents produced within a Chapter will remain the property of IWRA. The Chapter must produce at least one tangible output per year.

This is a non-exhaustive list of other possible concrete outputs: policy briefs; webinars; seminars, workshops; Chapter newsletter; hosting a thematic, regional or online conference; organising sessions at a World Water Congress or any international event in the name of IWRA (following authorisation by the Executive Board); regular use of social media and blog channels; publication of articles and/or a special issue of *Water International*; identifying new collaborations, partnerships and project for IWRA; etc.

All Chapters should also actively seek to increase their membership by attracting new people to join IWRA.

5.4 Fund Management

The Chapters must refrain from charging IWRA membership dues or any other fees on top of those collected by IWRA.

All additional services provided by the Chapter to the members are optional, and not a precondition of membership to the Chapter, or to IWRA. Any such fees must be informed in writing to the IWRA Executive Office and agreed by the IWRA Executive Board in advance.

After Executive Office overhead costs are covered, any revenue from these outputs (e.g. an online conference) or any new project initiated by the Chapter shall be reinvested into future activities of the Chapter.

6. Guidelines for IWRA relationship with Chapters

- Any party that wants to establish a chapter of IWRA must make a formal application and obtain the approval of the Executive Board of IWRA.
- National/regional chapters must be a legal entity recognised in their country or region or hosted by a legal entity. They need to affirm there is no other entity with the same purpose / name in their country or region.
- IWRA brand, logo and name cannot be used by any individual, group, or entity without prior approval from IWRA, or used outside the scope of the IWRA chapter agreement with IWRA.
- The chapter logos shall consist of the IWRA logo with the (country/region) chapter name underneath.
- Membership in IWRA is a prerequisite for membership in an IWRA chapter. • The use, collection, dissemination, and exchange of the personal data of IWRA members must comply with IWRA's privacy policy and requires advance approval of said members. • IWRA membership dues must be paid to IWRA directly. A local chapter may have additional local dues, but only if it is included in the IWRA Chapter agreement. • The rights of individual IWRA members are determined by the bylaws of IWRA, not by the national chapter.
 - A chapter may request funding for specific events hosted by the chapter by submitting a proposal and a budget request. These will be considered if IWRA's budget allows for this. • Annual reports of chapter activities must be sent to the IWRA Executive Office, which will transmit them to the Executive Board and IWRA Taskforces and Chapters Committee.
- The Executive Office may promote the chapters' activities upon the request of the

chapters.

- Chapter officers must meet on a regular basis with the chapter liaison to exchange ideas and plans for the chapter and relay messages to the IWRA Taskforces and Chapters Committee.
- Chapter bylaws must be consistent with IWRA bylaws mission, vision, and values and must be approved by the IWRA Taskforces and Chapters Committee.
- Once a chapter is approved, all nationally or regionally registered IWRA members may be invited to become members of the local chapter.
- IWRA members can join any national or regional chapter, regardless of their geographic residency.
- The IWRA Executive Office must be notified of the outcomes of Chapter elections within two weeks of the election.

For any questions, please reach out to the IWRA Executive Office at: office@iwra.org.



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