# Proposal for Forming a Chapter of the International Society of Tropical Foresters

**20 May 2020**

## About you

Name of individual submitting this proposal: ____________________________________________

Mailing address: __________________________________________________________________

Email: ____________________________________________________________________________

Affiliation/organization: _____________________________________________________________

## About the proposed chapter

Proposed name of ISTF chapter to be formed: ____________________________________________

Chapter of the International Society of Tropical Foresters, Inc. (ISTF)

Proposed coverage of the chapter to be formed (geographic, thematic, institutional, etc.): ______

__________________________________________________________________________________

Where will the chapter be based? ________________________________________________________

Will the proposed chapter be physically “hosted” by another organization or institution? If so, indicate name and details of the host: ____________________________________________

__________________________________________________________________________________

Working language of proposed chapter: _________________________________________________

## Proposed membership

Who will be eligible to become members of the proposed chapter (i.e., membership criteria; in keeping with the ISTF goal to be as inclusive as possible and to strive for diversity and gender balance; but student chapters being focused on an academic institution)? _____________________________

__________________________________________________________________________________

Number of members anticipated at the time of chapter formation (must be a minimum of ten individuals): _______ (if possible, attach list of proposed initial members)

Projected number of members two years after formation of chapter: ________

How do you propose to recruit members? ________________________________________________
Proposed chapter governance

What chapter officers are anticipated/proposed? (check all that apply)
☐ Chair (President)
☐ Vice-Chair (Vice-President)
☐ Secretary
☐ Treasurer
☐ Other (list): (Example: Co-Chairs (Co-Presidents))

Which officer will serve as the Liaison to the ISTF Central Board?

Proposed method of electing officers:

Proposed duration of terms of office:

Proposed Executive Committee for making routine decisions of chapter functioning (if different from proposed chapter officers):

How will major decisions of the chapter be made?

Anticipated number of chapter meetings each year: ______ (Note: each chapter is required to have at least one meeting annually)

Who will be responsible for submitting required annual report to the ISTF Central Board?
☐ Liaison to the ISTF Central Board
☐ Chair
☐ Secretary

Anticipated chapter purpose/goals/activities

Consistent with and complementing the global ISTF Vision, Mission, Objectives and Activities (see ISFTF bylaws), what will be the anticipated focus of the proposed chapter?

What are the anticipated priority activities of the proposed chapter?
Chapter finances

Will the chapter charge membership dues?  ☐ Yes  ☐ No
If yes, how much will be the proposed dues?____________
Are other fund-raising activities anticipated?  ☐ Yes  ☐ No
If yes, describe:_______________________________________
__________________________________________________________________________________

Indicate measures to be taken to ensure responsible use of funds, maintain transparency of finances, and ensure sound financial management:_____________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Coordination and synergy

What other organizations are active in the area of tropical forest management in the area of the proposed chapter (list)?______________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Is there a national association/organization/society of professional foresters in the country of the proposed chapter?  ☐ Yes  ☐ No  ☐ Don’t know
If so, provide name:_____________________________________________________
__________________________________________________________________________________

Describe how the proposed ISTF chapter will coordinate/collaborate with the above organizations also working with tropical forestry in the area:___________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

How will the proposed chapter facilitate communications among its members?____________
## Proposed process for formalizing chapter

**Who will draft the proposed chapter’s bylaws?**

____________________________________________
____________________________________________
____________________________________________

**How will the draft bylaws be reviewed by interested chapter members?**

__________________________________________________________
__________________________________________________________
__________________________________________________________

**How will the draft bylaws be adopted by prospective chapter members?**

__________________________________________________________
__________________________________________________________
__________________________________________________________

**What provisions will be made for amendment of the bylaws?**

__________________________________________________________
__________________________________________________________
__________________________________________________________