

**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? \_\_\_\_\_

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***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? \_\_\_\_\_

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**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? \_\_\_\_\_

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***Proposed process for formalizing chapter***

Who will draft the proposed chapter's bylaws?

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

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

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What provisions will be made for amendment of the bylaws? \_\_\_\_\_

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