



CHP-100: Chapters – February 2, 2011

INCOSE encourages formation of chapters to serve its members. Specific geographic areas define each chapter. An example of a service to the membership is the conduct of meetings.

Upon request of no fewer than twenty-five (25) members of INCOSE, in good standing, residing within the area defined in their request, the Board of Directors may charter a local Chapter and approve its territorial limits and region. The Member Board owns the approval procedure. After chartering, INCOSE shall provide a grant to each new Chapter. The INCOSE Price List provides the specific monetary amount of the grant.

Chapters shall maintain their own Chapter bylaws to be consistent with the INCOSE Bylaws and Policies.

Each Chapter shall have a President, President-Elect (or Vice-President), Secretary/Treasurer, and such officers as the Bylaws of the Chapter may provide.

Each Chapter Treasurer shall have the obligation to maintain adequate financial records to support a periodic accounting of money owed to/due from INCOSE. The procedure for this reporting process is owned by the INCOSE Managing Executive.

No Chapter shall have the authority to act for, or incur any financial obligation in the name of INCOSE without authorization from the INCOSE Board of Directors.

The Member Board owns the procedure for revocation of Chapter charters by the INCOSE Board of Directors.

Chapters within the USA are not responsible for incorporation as a non-profit organization, tax status, IRS filings and insurance, unless required by state or other laws. The INCOSE Secretary will provide guidance and assistance to include the Chapter as part of the national incorporation. Each Chapter in the USA shall file an annual financial report to INCOSE not later than 31 January to support IRS filings.

Chapters chartered outside the USA shall be structured in a manner suitable to national laws governing their geographic area. These Chapters shall provide copies of their annual financial report filed with their national governments to INCOSE. If no report is required by the national government, an annual financial report shall be provided not later than 31 January to INCOSE using a format to be provided by the INCOSE Administrative Office.

SUPERSEDES: July 15, 2010

APPROVED BY: INCOSE Board of Directors, Phoenix, AZ, USA, February 2, 2011

MAINTAINED BY: Member Board Chair