



Dear Chair of the Internet Society «Name»,

In accordance with the updated Bylaws of the Internet Society (ISOC) on 22 July 2013, we are pleased to send you the Chapter Charter letter, including the chapter minimum standards and confirming that the "Internet Society «Name»" is chartered and approved as a Chapter of the Internet Society.

We look forward to a successful collaboration with you and your colleagues at the ISOC «Name» to advance the Internet Society's mission and goals through the local work of your Chapter.

To support the Chapter's activities the Internet Society, will provide the «Name» with:

1. Tools, materials, and resources, including, but not limited to supporting the following areas:
 - a. Leadership development
 - b. Programme development
 - c. Grant opportunities
 - d. Membership recruitment and retention
 - e. Organizational development
 - f. Public and technology policy information and position papers as developed by ISOC
2. Collateral materials and templates for materials (electronic and/or print) which can be used to promote Chapter programmes and services;
3. Two-way communication channels and forums to facilitate information sharing, the distribution of relevant information, and the fostering of cross-chapter collaboration;
4. Access to the Internet Society's membership portal to manage your membership;
5. Authorized use of the Internet Society brand name, its associated Chapter-specific logo (collectively, "ISOC IP"), provided the Chapter acknowledges that the Internet Society owns all rights to the ISOC Intellectual Property;
6. Advice, guidance, and assistance by the associated Internet Society Regional Bureau and other Internet Society staff members in relation to the resources mentioned above.

At any time, with written notice, the Chapter may end its relationship with the Internet Society. Should this happen we require that you stop using the Internet Society name, mark or logo (ISOC IP), the Internet Society materials and Chapter tools.

As the «Name» of the Internet Society, you will take the responsibility to:

1. Establish and maintain the Chapter with a minimum of 25 individual members who must be members of the Internet Society;
2. Maintain updated Chapter member information in the ISOC membership database, including monthly updates of pending applications, list of Chapter officers and members;

3. Develop, maintain, and adhere to your Chapter by-laws or equivalent formation documents, as required by the jurisdictions in which your Chapter operates. These documents will:
 - a. Reflect and support the Internet Society's vision, mission, and operating principles;
 - b. Provide for a representative governing body and a consistent, transparent mechanism to ensure annual or bi-annual transparent and open elections (proof of elections to be reported to ISOC);
 - c. Define the maximum number of terms that any individual may hold office both successively and in total; and
 - d. Be filed with the Internet Society and updated as necessary during General Assembly or similar member meeting of the Chapter.
4. Conduct at least one mission-related activity (programme/project/event) during every 12 month period and share results with the Chapter Development staff within 30 days of completion;
5. As appropriate and in consultation with the Internet Society Chapter Development staff, share and promote one or more of the Internet Society's official strategic positions or initiatives with local community leaders, media representatives, legislators, and/or regulatory decision-makers every 12 month period, and share results with the Chapter Development staff within 30 days of completion; and
6. Establish and maintain a presence on the Internet for your Chapter.

If the «Name» does not meet one or more of the minimum standards described in points 1-7 above, and has not received, based on valid reasons, a waiver from ISOC Chapter Development staff, a process of "Rejuvenation" will be initiated prior to further action. Chapters who do not meet one or more of the minimum standards will be granted a period of three months to regain the minimum standards level of performance. If after this period of three months the minimum standards level is not regained, the chapter will be put in 'Rejuvenation' for a maximum of 1 year. In this period the chapter will be asked to take the necessary steps in the lacking areas to level up the standards. During a rejuvenation period, no fellowships or event funding will be available to the chapter.

If after the rejuvenation period the chapter is not successful in meeting the minimum standards, Internet Society will have the right to withdraw the Chapter's charter agreement.

The «Name» is visible on our online Chapter map at: <http://www.internetsociety.org/find-chapter> and it is also listed as active in our membership system. Global members of the Internet Society can choose to join your Chapter via our web portal at <https://portal.isoc.org/>. Be sure to review and approve these member applications (by the designated Chapter AMS Administrators).

The Chapter is chartered on a non-exclusive basis (i.e. other Chapters within your area could be formed in the future).

At all time the Chapter will represent the Internet Society in your territory, as defined in your bylaws, and in accordance with the Mission, Vision and Principles of the Internet Society.


Please ensure that the Chapter's formation documents do not conflict with any of the organizational documents of the Internet Society pertaining to the rights and responsibilities of Chapters. To help comply with the above, we require that your Chapter submit any proposed changes to the Chapter's by-laws or other governance documentation to the Internet Society Chapter Development Team before being presented to the Chapter's membership for adoption.

Finally, we would like to thank you for your support, time and effort to furthering the Internet Society's mission.

Please return this document signed by your Chapter Chair no later than **(DATE)**. This document replaces any prior charter letters.

Please do not hesitate to contact us at <chapter-support@isoc.org> should you have any questions.

Kind regards,



Joyce Dogniez, CMM
Director of Chapters
Internet Society
<http://www.internetsociety.org>

Received and acknowledged:

Place, Date

Printed Name and Signature, Chapter Chair