Internet Society Chapter Formation Process

Initial interest to form a Chapter is received:
- ISOC staff shares information re Chapter formation with the interested person/group & puts them in touch with others interested in Chapter formation in the country in the past so that they can work on this together

Chapter application submitted:
- ISOC staff checks the application form & does its initial due diligence together with the Regional teams, interview with the prospective Chapter group
- Further clarifications might be requested based on the questions raised during the due diligence process

Application accepted (the Chapter is now officially “in formation” and now has 6 months to complete this process and provide ISOC with the Chapter bylaws):
- The application is sent for a 15 day “Peer Review” to the Chapter Delegates list/Connect Community

If issues are flagged by the community: the Chapter in formation is invited to answer and clarify any questions before the process can continue.

If no major issues are flagged by the community: the Chapter formation group is asked to:
- Submit a draft set of Chapter bylaws
- ISOC staff sends comments on the bylaws to the local group to make sure they are aligned with ISOC’s vision and mission

Official Chartering (once the Chapter bylaws are finalized):
- ISOC staff sends the Chapter Charter letter to the Chapter for signature. The Chapter Charter letter creates a legally binding agreement between ISOC and the Chapter.
Following execution of the Chapter Charter letter, the Chapter’s status moves from “in formation” to “full” and will be visible on the Chapter map on our website.

- The Chapter gets access to the Chapter Portal to update their list of officers & members
- The Chapter receives their official Chapter logos and other visual assets from ISOC
- ISOC staff organizes an onboarding call with the new Chapter leaders
- The Chapter is officially announced to the Chapter Delegates, ISOC all staff, Regional Chapters, the Chapter Advisory Council
- The ISOC Board of Trustees officially welcomes the new Chapter at its next meeting
- Global ISOC members in the country are invited to join the Chapter

**Legal aspects that the Chapter goes through locally:**

- Legal registration of the Chapter in the country
- Organization of Board elections/AGM according to Chapter bylaws
- Opening an official Chapter Bank Account

The overall Internet Society Chapter formation process can also be found on our website at [https://www.internetsociety.org/chapters/start](https://www.internetsociety.org/chapters/start)

In case of questions: please contact chapter-application@isoc.org.