This document is based on: Chapter Template Version 1.5
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**Article I: Name and Purpose**

**Section 1.01 – Name**
The name of this chapter is the International Association of Facilitators England and Wales chapter, known as IAF – England and Wales.

**Section 1.02 – Registered Office**
The chapter's registered office is [n/a]

**Section 1.03 – Purposes**
The purposes of the chapter is to support and further, to the best of the chapter’s ability, the purposes of the International Association of Facilitators to include:

a. Giving credibility to and furthering the work of the field of professional group facilitation.

b. Providing a network to foster interchange between professional practitioners in the field.

c. Developing appropriate opportunities, methodologies, models, tools and modes that support the practice of exemplary participatory facilitation.

d. Promoting international support and interchange among professional facilitators.

**Section 1.04 – Restrictions**

a. No part of the chapter’s property, assets, or net income shall inure to the benefit of any private person or individual except that the chapter is authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

b. All policies and activities of the chapter shall be consistent with all applicable legal requirements.

**Article II: Members**

**Section 2.01 – Qualifications**
Membership in the chapter is open to all members of the International Association of Facilitators within [location] so long as their dues are currently paid and they adhere to organizational policies.

**Section 2.02 – Rights and Privileges**

1. Membership of the chapter includes:
   a. The ability to vote on all matters brought before the membership of the chapter for a vote, including elections of Officers and Directors, and other matters brought before the membership.
   b. The ability to serve as an Officer or Director of the chapter and on committees of the chapter.
Section 2.03 – Dues
Members shall pay annual dues to the International Association of Facilitators to sustain their membership. The chapter may charge for events it holds and may bid for development funds from the International Association of Facilitators through the appropriate regional representative.

Section 2.04 – Termination
Membership and all rights of members shall automatically terminate upon voluntary resignation, death of the member, or failure to pay dues as required. A member terminated because of voluntary resignation or failure to pay dues may reapply at any time.

Section 3.01 – Annual Meeting
The Annual Meeting of the chapter shall be held at a time to be designated by the officers of the chapter.

Section 3.02 – Special Meetings
A special meeting of the members, either face-to-face or by electronic means, may be called at any time by the officers of the chapter for any purpose, unless otherwise prescribed by statute. A special meeting may also be called by 10 per cent of chapter members in good standing. A special meeting shall be held within 30 days of receipt of a demand for a special meeting, at a time and place designated by the officers of the chapter.

Section 3.03 – Notice and Waiver of Notice
1. The officers of the chapter must give chapter members reasonable notice of all annual and special meetings. The notice must include a description of the business to be discussed.
2. Any required notice may be waived, at any time, in writing, by those persons entitled to the notice. A person’s attendance at a meeting is considered waiver of notice of that meeting, unless that person has objected to the meeting, prior to its start because the meeting is not lawfully called or convened, and does not participate in the meeting.

Section 3.04 – Quorum
At each member meeting, a minimum of 15 per cent of the membership present in person or by proxy shall constitute a quorum for the transaction of business except where a greater percentage may be required by statute.

Section 3.05 – Procedures for Discussion and Decisions
The chapter shall use participatory processes, which reflect the values of the International Association of Facilitators and as defined in policy by the Board of Directors of the Association, for the conduct of all meetings.
**Article IV: Officers**

**Section 4.01 – General Powers**
The members of the chapter may elect officers of the chapter. The by-laws and purpose of the chapter are at all times determined by the by-laws and purpose of the International Association of Facilitators. The Board of Directors of the International Association of Facilitators may decide not to recognise a chapter if it decides that the chapter is not operating in accordance with the by-laws, ethics and values of the International Association of Facilitators.

**Section 4.02 – Composition and Qualifications**
The officers of the chapter consist of a Chair, Secretary and Treasurer. Other officers may be elected by the membership of the chapter as required.

**Article IV: Officers, continued**

**Section 4.03 – Election and Term of Office**
Officers are elected annually by members of the chapter.

**Section 4.04 – Resignation**
An officer may resign at any time by giving written notice to the Chair or the Secretary. Such resignation shall take effect at the time specified in the notice; and, unless otherwise specified, acceptance of such resignation is not necessary to make it effective.

**Section 4.05 – Removal of Directors**
Any officer may be removed at any time by a vote of a majority of the chapter members, at a special meeting called for that purpose.

**Section 4.06 – Vacancies**
A vacancy among the officers caused by any reason may be filled by a vote of the remaining officers. An officer so chosen shall hold office for the remainder of the unexpired term of the replaced officer, or until his or her successor is duly elected.

**Section 4.07 – Meetings**
Officers shall meet as often as is necessary to ensure the effective conduct of the business of the chapter.

**Article IV: Officers, continued**

**Section 4.08 – Conflict of Interest**
Officers will strive to avoid involvement in issues in which they have a conflict of interest or an appearance of such conflict. This includes doing business with third parties in which officers’ and key contractors’ spouses, dependents, or other relatives are involved. Officers shall annually declare any potential conflicts of interest and will not vote on any issues that might relate to these declared conflicts.

**Section 4.11 – Compensation**
Officers do not receive compensation for their services.
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<tr>
<th>Article V: Dissolution</th>
<th>Section 5.01 – Process</th>
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<td>Should dissolution of the chapter become necessary, it shall be dissolved pursuant to the relevant provisions of the law in the country or state in which the chapter is based.</td>
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<th>Section 5.02 – Distribution of Assets</th>
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<td>After paying or adequately providing for the payment of all of its liabilities, the remaining assets of the chapter shall be transferred to the International Association of Facilitators.</td>
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<tr>
<th>Article VI: Amendments</th>
<th>Section 6.01 – Proposals</th>
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<td>Amendments to the bylaws may be proposed by the officers of the chapter or any member of the chapter in good standing.</td>
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<th>Section 6.02 – Voting</th>
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<td>Amendments may be voted on by members, either at the annual business meeting, or by a special meeting called for that purpose.</td>
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<th>Section 6.03 – Adoption</th>
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<td>Unless otherwise specified, a proposed amendment becomes effective as soon as it has been approved by the members</td>
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