

## **Guidelines for Affiliates**

### What is the relationship between IAIA and Its Affiliate?

IAIA encourages the establishment of organizations that serve to spread the mission of IAIA. Once established, the potential affiliate approaches IAIA with a draft MoU, forwarded to the IAIA Board of Directors via the Chief Executive Officer. Once agreed by both parties, the MoU for existing affiliates is in effect indefinitely, with review at least every 5 years to assure both parties are satisfied that the relationship is mutually beneficial and that the spirit of the MoU is being maintained. For those seeking affiliate status, a period of 3 years as a pilot affiliate is mandated, after which the group may enter into full affiliate status with IAIA.

### *This is what we offer*

At a minimum, affiliates are entitled to use the IAIA logo in their activities subject to the *Guidelines for Use of the IAIA Logo* and are entitled to participate in the Affiliates Forum at the annual conference and at the IAIA Council Meeting held during the annual conference. IAIA will provide the IAIA quarterly journal and newsletter to the office or designated address of the organization, and will allow members of the local affiliate to attend the IAIA Annual Conference Event at the reduced member rate, whether or not the affiliate members are members of IAIA international. IAIA would also invite one member, designated by the affiliate to serve as the IAIA Newsletter contributor for the affiliate.

### *This is what we expect*

At a minimum, designation of affiliate status comes with the expectation that the affiliate will distribute the call for conferences and other IAIA news to its members and within its region of influence. IAIA expects affiliates to send one copy of all-member communications and publications and an annual list of its current members and organizational contact information to IAIA Headquarters. An annual fee of \$100 US (minimum or \$2.00 per member for those affiliates of 50 members or more) for use of the IAIA logo and affiliate status is required. IAIA also appreciates active participation of the Newsletter contributor designee and additional sustained communication between the affiliate and IAIA, especially with regard to changing contact information and affiliate election results. IAIA expects that affiliates promote IA best practices in their geographical area, that non-English speaking affiliates would collaborate with IAIA in the translation of key documents to the affiliates' language(s), and that affiliates participate actively in the annual conference, namely at the Affiliates Forum.

### Want to Form a New Organization? Here Are Some Guidelines

From time to time, IAIA is approached by an individual or group of IAIA members seeking advice about establishing an affiliate. These Guidelines are a thumbnail sketch of possible organizational start-up considerations, suggested activities and benefits of affiliate formation. Affiliates are responsible for their own operating structure and activities and operate separately and independently from IAIA. IAIA is neither responsible nor liable for the actions or activities of affiliates.

Experience has shown IAIA that no two affiliates are organized exactly the same or have the same activities. Affiliates are best established to suit the local cultural and political environment and to address their needs. However, experience has also borne several *keys to success*:

- There needs to be a critical mass of individuals in an area who are interested in participating in such an organization. If these individuals are spread over too great a geographical area, participation in regular activities is too difficult and interest wanes.
- There needs to be a cadre of committed leaders to handle the start-up and first few years of formation. One of the goals of this group, however, is to constantly encourage new members to assume leadership roles. Maintaining control over an organization by one individual or a small number of people generally results in a non-participatory organization.

- Programs and activities need to be locally/nationally focused, emphasizing local issues, problems, and experiences, and offering visible benefits to members (e.g., frequent meetings, regular newsletters, training, etc.)
- The affiliate needs some form of reliable organizational support and means for financial viability
- Regular interaction with IAIA maintains connection with the global network and provides the local affiliate members with a sense of pride and feeling of belonging to something global in scope.

#### Important considerations:

- Newly forming organizations seeking affiliate status should not include IAIA in their legal name.
- The MoU recognizes and IAIA affiliate for a specific geographical area (subnational, national, or regional/supranational); consequently, IAIA affiliates should not overlay geographic areas
- Initiatives beyond the recognized geographical area of the affiliate should be organized in cooperation with IAIA and, if applicable with other affiliates, including possible financial compensation
- Support IAIA vision, mission, and values
- Be incorporated under their own national legislation
- Operate as a nonprofit, membership-based organization
- Open membership to all interested people in their designated region
- Have regular elections for the affiliate board
- Have term limits and re-election requirements for officers

#### First Steps

- Invite a few professional colleagues who may be interested in the formation of a local organization with goals similar to IAIA's to attend an informal discussion on the merits of forming an IAIA affiliate
- Topics for the first meeting might include
  - Need for and purpose of having an IAIA affiliate
  - Likely sources of support to assist with an appropriate meeting place(s)
  - Local regulations, if any, regarding the formation of professional associations
  - Communication options (e-mail, face-to-face, phone, fax ...)
  - Meeting schedule appropriate to local circumstances
  - Roles and responsibilities of leadership
  - Potential program activities
- Encourage offers of workplace space or facilities for meetings to minimize costs and possibly gain additional participants and offers of communication support mechanisms such as electronic communication support and organizational support
- Ask contacts from existing affiliates to share their experiences

#### Possible Affiliate Activities

- Listserves/web discussion groups
- Reviews of new legislation affecting your area
- Reviews of new EIAs/SEAs
- Electronic newsletters with updates
- Presentations by special guests visiting your area
- Monthly "pub parties" with table topics relating to EIA
- Sharing local experiences from/with the international organization
- Training sessions
- Web page
- Annual or biennial meetings addressed to the interest of participants from the affiliate geographical area
  - Activities (e.g., meeting/training) beyond the affiliate's geographical area, in collaboration with IAIA and if applicable other affiliates

#### Advantages and Possible Outcomes

- Exchanging information

- Building support networks and team building, including
  - Introduction of students to the field of impact assessment
  - Development of personal links to local, national, international issues and processes
- Creating an awareness of local and national issues
- Increasing competencies in areas of impact assessment
- Increasing cohesiveness among EIA/SEA professionals
- Being associated with an international network
- Having the right to use the IAIA logo in accordance with *IAIA Guidelines for Use of the IAIA*

*Logo*

- Having access to the members' only section of the IAIA website
- Being able to take advantage of the IAIA member rate at IAIA conferences
- Obtaining one free subscription to the IAIA journal and newsletter for the affiliate

Contact [rita@iaia.org](mailto:rita@iaia.org) or any IAIA affiliate office for assistance, answers to questions and more information.