

## **Guidelines for IAIA Branches**

### Purpose

- Actively support IAIA activities, vision, mission and goals and actively recruit new members to IAIA
- Provide value-added products/activities for IAIA members
- Develop a local annual program of activity which is open to all IAIA members
- Pursue activities which will financially support IAIA

### Organizational Criteria

- All members of the Branch are IAIA members
- Designation as a Branch requires a minimum of 25-30 current IAIA members
- Branch boundaries should be within a definable, coterminous region
- Annual renewal application to include proposed program of activity
- Branch leadership will be through a management committee
- A Branch representative sits on the IAIA Council
- Branch members are expected to serve in leadership capacities within the IAIA organizational structure

### Financial Considerations

- Branches may spend and collect money to cover the costs of their Board-approved programs and contribute to the financial well-being of IAIA. However, no Branch membership dues will be collected from individual Branch members.
- Branch expenditures should not exceed revenue. Any temporary debt-financing (e.g., to cover the up-front costs of a revenue-generating program) must be approved by the IAIA Board.
- IAIA Headquarters will open a checking account in the local Branch area, with additional signatory authority granted by the IAIA Board of Directors to an appropriate Branch member.
- The IAIA accountant will receive monthly statements and documentation from the branch in order to incorporate any Branch financial transactions within the IAIA monthly/annual reports.
- When Branches are established outside the USA, IAIA will comply with the rules and regulations to open and operate a nonprofit organization within those countries, and in compliance with the international Tax Treaties between the country(ies) and the USA.

Affiliates or Branches are responsible for their operating structure and activities, and operate separately and independently of IAIA. IAIA is not responsible or liable for the actions or activities of the Affiliates or Branches.