



# **Institute of Waste Management of Southern Africa**

## **GUIDELINE FOR THE ESTABLISHMENT OF CHAPTERS**

A chapter is an independent body, established in an independent country, with similar aims and objectives. A chapter is self-supporting and self-regulating, has its own Board, operates under its own constitution but is affiliated to IWMSA. The Chairman of the Board has a seat on the IWMSA Council.

### **AFFILIATION TO IWMSA**

The chapter shall be affiliated to IWMSA according to conditions negotiated between the chapter and the IWMSA Council.

Application for affiliation shall take place within three months of the launch or as negotiated with IWMSA Council. An affiliation fee will also to be negotiated.

Steps involved in obtaining affiliation:

1. Set up a steering committee
2. Hold inaugural seminar/function to recruit members
3. Implement membership drive
4. Have approximately 20-25 signed up potential members

### **CONSTITUTION**

This needs to be formally adopted by the members and submitted to Head Office will in turn will submit it to IWMSA Council for approval. Only once the constitution has been approved by the IWMSA Council is the chapter considered to be fully formed and qualifies for affiliation.

### **ELECTION OF BOARD**

The Steering Committee will call for nominations for Board members. An election is required should there be more nominations than board members required by the constitution. All chapter office bearers, i.e. chairman, vice chairman and secretary, shall be, or eligible to become, within three months after having been elected, members of IWMSA. The chapter is to set up a telephone and e-mail connection

### **SETTING UP PROCEDURES**

A chapter funds its own activities within its own country. After the first year the chapter takes over payment for chairperson to attend council meetings

A chapter may use the IWMSA logo on documentation.

It is suggested that a chapter use the IWMSA Policies, Practices, Directives and Guidelines as a guideline book.



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## **STEPS INVOLVED IN SETTING UP THE CHAPTER**

1. Develop action plan and budget
2. Create a stable financial support base. Lobby own government and local business for funding
3. Compile membership data base
4. Send membership lists and Board member contact details to IWMSA
5. Hold regular board meetings
6. Submit copies of plans, minutes of meetings and quarterly reports
7. Organise three events for members per year. During the first year this will comprise the inaugural function plus two others

## **ASSISTANCE FROM IWMSA**

A chapter shall be represented on the IWMSA Council by its chairperson or duly nominated alternate. IWMSA will fully fund the attendance at Council meetings of all new Chapter Chairpersons for the first year of operation.

IWMSA offers a chapter technical expertise on waste management and general guidelines, e.g. operating a chapter, marketing campaigns, membership drive, planning a conference, etc.

All applications for assistance of any nature shall be put in writing to the IWMSA Council.