### MINIMUM REQUIREMENTS FOR FORMING A CHAPTER OF INTBAU

#### BEFORE CHAPTER FORMATION

1. Make contact with INTBAU (Secretariat staff and INTBAU College of Chapters chair).
2. Minimum 30 registered members in-country.
3. Chapter Chair and Chapter Representative to the ICC chosen.
4. Initial objectives/goals decided upon.
5. Chapter established as an independent not-for-profit organisation (NB this is not essential, but relevant procedure should be investigated).

#### AFTER CHAPTER FORMATION / ONGOING

1. Governance finalised (Chair, Representative, Treasurer, board members).
2. Bank account opened in Chapter’s name (NB this is essential if the Chapter is registered as an independent not-for-profit and/or if the Chapter intends to raise or receive any funding).
3. Annual Report circulated to the INTBAU College of Chapters by 1st February deadline.
4. Annual Budget prepared for approval by the Chapter’s board.
5. Contributions to INTBAU ongoing communications plan (website, Twitter, Facebook).
6. Updates to the list of Chapter members (quarterly both to and from the Secretariat).
7. Events held to promote and disseminate the principles of INTBAU’s Charter.