Internet Society Chapter Formation Process

Initial interest to form a Chapter is received:
- ISOC staff shares information re Chapter formation with the interested person/ group & puts them in touch with others interested in Chapter formation in the country in the past so that they can work on this together

Chapter application submitted:
- ISOC staff checks the [application form](#) & does its initial due diligence together with the Regional teams, interview with the prospective Chapter group
- Further clarifications might be requested based on the questions raised during the due diligence process

Application accepted (the Chapter is now officially "in formation" and now has 6 months to complete this process and provide ISOC with the Chapter bylaws):
- The application is sent for a 15 day "Peer Review" to the Chapter Delegates list/Connect Community

If issues are flagged by the community: the Chapter in formation is invited to answer and clarify any questions before the process can continue.

If no major issues are flagged by the community: the Chapter formation group is asked to:
- Submit a draft set of [Chapter bylaws](#)
- ISOC staff sends comments on the bylaws to the local group to make sure they are aligned with ISOC's vision and mission

Official Chartering (once the Chapter bylaws are finalized):
- ISOC staff sends the Chapter Charter letter to the Chapter for signature. The Chapter Charter letter creates a legally binding agreement between ISOC and the Chapter.

- Following execution of the Chapter Charter letter, the Chapter's status moves from "in formation" to "full" and will be visible on the Chapter map on our website
- The Chapter gets access to the Chapter Portal to update their list of officers & members
- The Chapter receives their official Chapter logos and other visual assets from ISOC
- ISOC staff organizes an onboarding call with the new Chapter leaders
- The Chapter is officially announced to the Chapter Delegates, ISOC all staff, Regional Chapters, the Chapter Advisory Council
- The ISOC Board of Trustees officially welcomes the new Chapter at its next meeting
- Global ISOC members in the country are invited to join the Chapter

Legal aspects that the Chapter goes through locally:
- Legal registration of the Chapter in the country
- Organization of Board elections/AGM according to Chapter bylaws
- Opening an official Chapter Bank Account

The overall Internet Society Chapter formation process can also be found on our website at https://www.internetsociety.org/chapters/start

In case of questions: please contact chapter-application@isoc.org.