

INTERNATIONAL ASSOCIATION OF LIGHTING DESIGNERS

IALD

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REGION/CHAPTER GUIDELINES**

ORGANIZATIONAL STRUCTURE

OVERVIEW

The IALD uses a modified Federated model for its global structure. Under this model the IALD is organized as follows:

- A) IALD Regions will be formed on a geographic basis (IALD UK, IALD Australia, IALD Japan, etc.).
- B) Local “Chapters” within a region may be formed based on member population density and geographic need within a National Region (New York Chapter, Sydney Chapter, etc.).
- C) The IALD Chicago office will function as the home of IALD International and the IALD North American Region.

STRUCTURAL PARTICULARS

Functioning under a modified Federated structure, the operations of the IALD are structured as follows:

- 1) The headquarters of the IALD are located in Chicago, Illinois. Headquarters staff oversees the operations of the organization at all levels. All decisions and activities related to the IALD are to be coordinated and overseen by this office.
- 2) The IALD will establish “Regions” located throughout the world to serve the needs of and engage IALD members in their local environments. (See definition of Regions below.)
- 3) Local “Chapters” may be formed as sub-groups of individual Regions as necessitated by membership quantity or geographic distance. (See definition of Chapters below.)
- 4) The IALD seeks to develop and maintain relationships with “Collaborative Organizations” in order to open lines of communication with organizations that have interests in areas that are complementary to IALD’s. (See definition of Collaborative Organizations below.) This is consistent with IALD’s public policy strategy of developing relationships with related industry societies.

STRUCTURAL DEFINITIONS

REGION

A Region is made up of IALD members who wish to form a local group to facilitate local communication and activities within their local environment.

a) Regions shall be established based on geographic boundaries not smaller than national in size (i.e. IALD Australia, IALD Japan).

b) Formation of a Region shall be instigated by interested IALD members within the geographic area.

c) Members applying to start a Region must agree to the following in order to have their request considered:

1) Complete the application to form a Region.

2) Minimum membership must exist within the boundaries of the proposed Region:

- Six IALD members, of whom at least four must be voting members, and of whom at least one must be a Professional member. (Student members cannot be counted towards the required six members.)

3) Members who are applying to form a Region must demonstrate a sufficient level of commitment to manage the local needs and activities of the Region in order to justify the commitment of manpower and resources by IALD.

- Minimum activities
- Annual report
- Leader participation (calls/meetings, etc)

4) At least one of the six proposing members must agree to serve as the lead volunteer coordinator within the Region for a period of two years. If at some time after the formation of the Region there is no one available to serve as volunteer coordinator, the Region may be dissolved at the discretion of the IALD.

d) Each Region will be required to have at least two activities per year but encouraged to have more activities per year (activities held by Chapters within the Region will count towards the Region's required total).

e) Each Region shall provide IALD headquarters with an Annual report each year outlining the Region's membership, finances and activities.

f) The Regional Coordinator is strongly encouraged to attend the IALD Enlighten Americas Conference in order to participate in a Leadership Workshop.

g) Applications to form a Region will be submitted to IALD staff, processed and presented to the IALD Board.

CHAPTER

A Chapter is made up of IALD members who wish to form a local group to facilitate local communication and activities within their local environment.

a) Chapters are established based on geographic boundaries within a Region that shall be smaller than national in size (i.e. IALD Australia – Sydney Chapter, IALD Japan – Kyoto Chapter).

b) Formation of a Chapter shall be instigated by interested IALD members within a Region. The potential Lead Chapter Coordinator shall discuss the formation of the Chapter with the Regional Coordinator prior to submitting an application to IALD.

- It is a requirement to have the Regional Coordinator sign the application before it is submitted.

c) Members applying to start a Chapter must fulfill the following requirements in order to have their request considered:

1) Complete the application to form a Chapter.

2) Minimum membership must exist within the boundaries of the proposed Chapter:

- Six IALD members, of whom three must be voting members, and none of whom must be a Professional member. (Student members cannot be counted towards the required six members.)

3) Members who are applying to form a Chapter must demonstrate a sufficient level of commitment to manage the local needs and activities of the Chapter in order to justify the commitment of manpower and resources by the local Region and IALD.

- Minimum activities
- Annual report
- Leader participation (calls/meetings, etc)

4) At least one of the six proposing members must agree to serve as the lead volunteer coordinator within the Chapter for a period of two years. If at some time after the formation of the Chapter there is no one available to serve as lead volunteer coordinator, the Chapter may be dissolved at the discretion of the IALD.

d) Each Chapter will be required to have at least one activity per year and encouraged to have more activities per year. (Activities held by Chapters within the Region will count towards the Region's required total.)

e) Each Chapter shall provide IALD with an Annual report each year outlining the Chapter's membership, finances and activities.

f) The Chapter Coordinator is strongly encouraged to attend the IALD Enlighten Americas Conference in order to participate in a Leadership Workshop.

g) In rare cases, the IALD may approve the formation of a Chapter in a geographic area that does not have a Region associated with it. This may occur if the area does not meet the membership requirements to form a Region, but does meet the requirements to form a Chapter. (In these cases the Chapter would be required to affiliate with a Region.)

h) Applications to form a Chapter will be submitted to IALD staff, processed and presented to the IALD Board.

COLLABORATIVE ORGANIZATIONS

A Collaborative Organization is an organization that has interests in areas that are complementary to IALD's. Collaborative Organizations may interact with the IALD directly and/or through Regions and Chapters (i.e. IALD Australia organizes activities with IES-ANZ or IALD Chicago organizes activities with local chapters of USGBC, AIA, etc.).

FINANCIAL SUPPORT:

The IALD Board of Directors will allocate yearly seed money to Regions as part of the yearly budgeting process as the IALD's financial condition allows. Regional and Chapter financial needs beyond the amount budgeted shall be the fundraising responsibility of the individual Regions and/or Chapters. The financial relationship(s) will be impacted by the legal relationship(s) and structure ultimately decided upon, and details of those relationships will be determined by legal requirements both in the U.S. and the Region's country.

Regions and/or Chapters are encouraged to be financially self supporting through local sponsorship, etc.

GRAPHIC REPRESENTATION OF IALD ORGANIZATIONAL STRUCTURE:

