



## GUIDELINES FOR ORGANIZING A CIF NATIONAL BRANCH

These guidelines outline the process of forming a National Branch.

### Who can form a CIF National Branch?

At least five (5) interested CIF/CIPUSA alumni can come together to organize a national branch. Others who indicate support and/or interest in furthering the aims of CIF/CIPUSA are welcome to be part of this group. Ideally a national representation among members of a national branch is preferred; however, a national branch can also be constituted of members from one locale only. The Contact Person Coordinator of the CIF International Executive Committee should be contacted at the initial steps for guidance and support.

### What are the First Steps?

1. A meeting will need to be called at which a small executive committee may be elected or formed.
2. Statutes of the national branch must then be prepared (see Model Statutes)
3. Registration of the national branch with appropriate national authority as a non-profit association should follow. In special cases, it may be possible to accept certain countries on a preliminary bases, without an official registration if they meet all other criteria.
4. Inform the CIF International Contact Person Coordinator of the formation of the national branch committee and submit the following documents:
  - ⌚ copy of the official registration of the national branch in the home country (English translation)
  - ⌚ the list of executive committee members with their title and contact details
  - ⌚ the list of other members
  - ⌚ copy of the statutes adopted by the national branch (English translation)
  - ⌚ report on future plans and projects

The CIF international membership fees for each branch member must be paid in arrangement with the CIF Treasurer.

5. Once all of the above documents are received by the Contact Person Coordinator they will be reviewed and a recommendation made for voting approval at the next Board of Directors meeting.
6. Start-up funds may be available in accordance with financial guidelines.

After a branch is officially approved by the Board of Directors they must submit regular activity reports and its list of members and Executive Committee members need to be sent to CIF International. Annual membership fees must be paid to the CIF International Treasurer.