Letter of Affiliation
between the Internet Society ("ISOC") and
[insert Chapter's full legal name] (the "Chapter")

Introduction

Internet Society chapters work together with the Internet Society ("ISOC") to advance the Society's mission to "promote the open development, evolution, and use of the Internet for the benefit of people throughout the world." The success of our relationship depends on a clear understanding and acceptance of our roles and responsibilities and, most importantly, a sincere commitment to our shared vision.

The purpose of this Letter of Affiliation is to provide an operating framework defining the measureable standards of performance for each party needed to sustain the relationship. Working together, we continue to advance toward a world where "the Internet is for everyone!"

Responsibilities of the Parties

The Standards of Performance identified in this Letter of Affiliation were developed by a joint task force consisting of representatives from the chapter community and the Internet Society, and are set forth below.

As to ISOC, it will:

a) Appropriately assist the Chapter with developmental and operational tools and training to meet those Standards of Performance (as defined herein);
b) Provide communications channels and forums in which and through which the Chapter can share best practices, discuss Internet issues and identify opportunities for improvement;
c) Offer access to the ISOC membership database;
d) Authorize the Chapter's use of the ISOC brand and logo and in so doing, reasonably act to protect the Internet Society trademarks; and
e) Provide ongoing guidance and support for Chapter activities through ISOC's Regional Bureaus and chapter support programmes.

As to the Chapter, it will:

a) Serve the interest of the Internet community represented by the Chapter;
b) Seek to fully align itself with ISOC's vision and mission;
c) Operate in a manner that is transparent and responsive to its members;
d) Follow practices that maintain ISOC's overall reputation and legal standing as an independent voice for the Internet community; and
e) Operate consistently within the Chapter's by-laws.

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Standards of Performance

The Chapter and the Internet Society agree to work collaboratively and cooperatively, and according to the "Standards of Performance" provided herein, to accomplish our shared mission to "promote the open development, evolution, and use of the Internet for the benefit of people throughout the world."

These Standards of Performance contained herein are supplemented by the Internet Society International Chapter Guide (http://www.internetsociety.org/who-we-are/chapters/lead), incorporated by reference in this Letter of Affiliation. This resource provides advice, guidance, and recommendations intended to help the Chapter leaders understand and meet the Standards of Performance.

Standards of Performance - The Internet Society agrees to support The Chapter's formation, development, growth, programmes, and activities by making available:

- Tools, materials, and resources, including, but not limited to: the following areas:
    - Leadership development
    - Programme development
    - Grant opportunities
    - Membership recruitment and retention
    - Organizational development

- Collateral materials and templates for materials (electronic and/or print) which can be used to market Chapter programmes and services;

- Two-way communications channels and forums to facilitate information sharing, the distribution of relevant information, and the fostering of intra-chapter collaboration;

- Access to the Internet Society's membership database;

- Authorized use of the Internet Society brand name, its associated chapter specific logo (as set forth in the 'Internet Society Visual Style Guide', and all goodwill associated with and symbolized by the aforementioned (collectively, "ISOC IP") pursuant to the terms and conditions of the Internet Society International Chapter Guide, provided, however, that the Chapter acknowledges that to the extent allowable under its and the Internet Society's local jurisdictions, the Internet Society owns all rights in the ISOC IP and the goodwill associated therewith;

- Advice, guidance, and assistance by the associated Internet Society Regional Bureau and other Internet Society staff members in conjunction with resources identified above and assistance from other chapters.

Standards of Performance - The Chapter agrees to:

- Establish and maintain the Chapter with a minimum of 25 active members who must be members of The Internet Society;

- Maintain at all times updated Chapter member information in the ISOC membership database;

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- Develop, maintain, and adhere to all legal and/or governing mandates and/or documents as required by the jurisdictions in which Chapter operates. These documents shall, where appropriate:
    - Reflect and support the Internet Society's vision, mission, and operating principles;
    - Provide for a representative governing body and a consistent, transparent mechanism to ensure periodic leadership succession; and
    - Be filed,and updated as necessary, with the Internet Society Staff.
- Conduct at least one mission-related activity (programme/project/event) every 12 month period commencing on the anniversary of this Letter of Affiliation;
- As appropriate and relevant, share and promote one or more of the Internet Society's official policy positions with local community leaders, media representatives, legislators, and/or regulatory decision-makers in the manner described below, every 12 month period commencing on the anniversary date of this Letter of Affiliation;
- Share the above activities with the ISOC and the ISOC chapter community via the communications channels defined in the Internet Society Chapter Guide (http://www.internetsociety.org/marketing-and-communications) within 30 days of completion;
- Establish a presence on the Internet for the Chapter.

What Happens If Either Party Does Not Meet the Defined Objectives to the Satisfaction of the Other?

The Chapter may terminate this Letter of Affiliation at any time with the understanding that in doing so, it agrees to remove all references to its affiliation with the Internet Society from any and all printed materials, communications and web-based locations (websites, social media spaces, etc.) and shall no longer present itself as an affiliate of ISOC.

In the event that the Chapter fails to meet the Standards of Performance set forth herein, ISOC may place the Chapter in a probationary state for no fewer that three months and not longer than nine months, up to nine months during which a good faith effort must be made by the Chapter to bring the Chapter back into compliance with these Standards of Performance. Should the Chapter fail to meet the Standards of Performance, in ISOC's judgment, at the end of the probationary period this Letter of Affiliation will be terminated and the Chapter agrees to remove all references to its affiliation with the Internet Society from any and all printed materials, communications and web-based locations (websites, social media spaces, etc.) and shall no longer present itself as an affiliate of ISOC.

ISOC may terminate this Letter of Affiliation at any time should, in ISOC's judgment, the Chapter knowingly or consistently misrepresent policy positions established and published by ISOC, ISOC will provide a thirty (30) day written notice of such termination, during which time the Chapter may appeal the decision to terminate. Should such a termination occur and if the appeal be confirmed by ISOC, the Chapter agrees to remove all references to its affiliation with the Internet Society from any and all printed materials, communications and web-based locations (websites, social media spaces, etc.) and shall no longer present itself as an affiliate of ISOC. ISOC may terminate this Letter of Affiliation without notice should the Chapter commit an action in offense of local or international obligations of a non-profit organization, such as misappropriation or misuse of Chapter funds.

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Acceptance of this Letter of Affiliation reflects our mutual acknowledgement of a sincere commitment to maintain the Standards of Performance set forth herein.

Agreed to and Accepted by:

Internet Society	Chapter
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

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