

The British Interplanetary Society

International Branch Terms of Reference

BIS - Italia

Background and Acknowledgements

The initial working document was prepared by Fabrizio Bernardini and Paolo D'Angelo to facilitate the process of setting up the Italian Branch of the British Interplanetary Society. It covered a number of areas that were considered important to discuss before bringing BIS-Italia "from imagination to reality". It was thought that much of this would prove valuable for establishing other international, or foreign, groups.

It was agreed that establishing a foreign branch is an important step both for the Society and for the people involved abroad and, as such, it is better that these details are considered part of a "standard procedure".

It was agreed that the Italian Branch of the British Interplanetary Society will be known as BIS-Italia.

1. Roles and Responsibilities in the Geographic Domain

1.1. The Geographic Domain where the Regional Branch has an exclusive role on behalf of the Society, must be well defined and clearly stated to avoid dispersing the effort with multiple small groups operating in the same region. The BIS Council must agree the branch's Geographic Domain with the Officers of that branch. In this case the 'Domain' of BIS Italia is defined as the whole of Italy.

1.2. The 'Officers' of the Branch should agree in general with all the terms contained in the BIS Council's Terms of Reference for Regional Branches - "BISRegionalBranchTermsOfRef1302.doc"- or this document, its Terms of Reference for International Branches - "BISinternationalBranchTermsOfReference-Italia-20130604" - with the understanding that the Regional/International Branch can represent, and act on behalf of, the Society in its own 'well-defined' geographic domain or local area, unless the Society is itself operating in the region.

1.3. Acting on behalf of the Society includes promoting membership of the Society and directing payments made by new members, hosting local events under the BIS logo, facilitating orders for publications or other items, and providing information about BIS history, projects and activities, as well as managing local projects and activities.

1.4. The Regional Branch will be the point of contact in relationships between the BIS and institutions like schools, academia, agencies and government offices. This role should be exercised in the above-mentioned well-defined domain.

2. Financial terms

2.1. As stated in the BIS Council's "Terms of Reference for Regional Branches", Regional Branches must be independent financially as the Society cannot support branches. Meetings, events and activities will have to be self-funded, at least until the number of members increases.

2.2 In handling payment from new members and the sale of merchandise, magazines and books the Branch must recognise that it is acting on behalf of the Society and so any money received should be transferred to the Society in a legal form compliant with local laws. It may be necessary to have a book of receipts in the name of the Society to ensure that payments made are not treated under local law. However, where possible, it is best to apply and pay for membership or other purchases directly via the BIS web site.

2.3. Payments for local activities, publications and attendance at local events should be collected by the Branch and used to pay for future activities. These funds should be managed under the local law.

2.4. Regional Branches must not use BIS funds for local activities.

2.5. As stated in Item 9 in the Council's "Terms of Reference for Regional Branches", The BIS cannot be held responsible for any debts incurred by any Regional Branch.

3. Membership

3.1 All Society members and fellows living in the above-mentioned domain are automatically members of the Regional Branch.

3.2. Membership of the Regional Branch should be considered an added benefit for local members. There should be no additional charge for Regional Membership though there may of course be small charges at local events to cover the cost of the venue, refreshments, etc.

3.3. The Society will contact all its Members in the Region and ask them to make contact with the Regional Branch Officers. It will promote all Regional Events via the website and via direct e-mail as requested by the Regional Branch Officers.

4. Local Activities

4.1. A Regional Branch can prepare and organise its own meetings, activities and events to suit its local members and promote the Society to potential new members.

4.2. Regional Branches should keep local members informed, not only of their own events and activities, but also of general space news. This can be achieved by local e-mail and via the Society Headquarters or by the creation of local language newsletters.

4.3. Regional Branches should keep the Society Headquarters informed of all their local activities and should make full use of the Branches section of the Society's BIS-space website to promote their local activities and keep all members informed.

4.4. Regional Branches may consider providing local language summaries to both Spaceflight and JBIS. The Society will endeavour to support this by supplying electronic copies in advance. Methods of distribution will have to be decided on a case-by-case basis.

5. Affiliations

5.1. Regional Branches are encouraged to work with other local societies or groups to enlarge events and, where possible, share venues and costs.

5.2. Membership of these other societies or groups should not mean automatic BIS membership and vice-versa. This should avoid any membership issues and reduce any financial risks.

5.3. The Society will modify its membership forms to say that membership of the BIS will give automatic membership of Regional and/or International Branches.

6. Management of the Branch

6.1. Regional Branches can decide on the management structure that best suits them and their activities.

6.2. As stated in the Regional Branches Terms of Reference, one member of the Management Team should be named as the primary contact, or Convenor, with the Society.

6.3. BIS-Italia will have the minimum of a Branch Manager, responsible for the formal running of the branch and a Branch Executive Secretary, responsible for the handling of local tasks and organising local events.

6.4. One or more Activities Managers can be appointed for the management of specific projects or events.

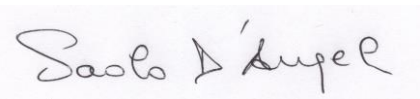
6.5. The BIS- Italia Management Team comprises:

Mr. Paolo D'Angelo, FBIS	Branch Manager
Mr. Fabrizio Bernardini, FBIS	Branch Executive Secretary
TBD	Branch Activities Manager

The above Terms of Reference for International Branches are herewith agreed by:

For BIS-Italia:

For the BIS:



Paolo D'Angelo
Branch Manager

Alistair Scott
President



Fabrizio Bernardini
Branch Executive Secretary

Chris Welch
Vice President, International

Date: 8 June 2013