

Governing Agreement between The ITKI College of Chapters and ITKI Chapters

Preamble

The Institute of Traditional Knowledge, ITKI, is an international not-for-profit organisation founded under Italian law in Florence, Italy in 2009, under the auspices of UNESCO. The Founding Members are Dr Pietro Laureano IPOGEA, Elizabeth Tsakiroglou and Michael Carrington The Maria Nobrega Foundation, Mr and Mrs Giuseppe Biagini and the Commune of Bagno a Ripoli, Italy. ITKI is an active international network of individuals and institutions dedicated to the creation of a freely available global database of traditional knowledge and sustainable technologies – The Traditional Knowledge World Bank.

Associate membership is free of charge and open to everyone who accepts the Charter and registers their details with ITKI. ITKI also offers levels of higher membership, as follows: Member of ITKI (Euros 50 per annum), Friend of ITKI (Euros 200 per annum) and Board Membership.

Definitions

Chapter = a licensed branch of ITKI. Chapters may cover geographical, political or cultural groups.
College of Chapters = the Committee, made up of Chapter Representatives and others, that executes policies defined by the ITKI Board and directs the cooperative activities of ITKI.

ITKI = the international organisation to which a Chapter belongs. It includes Chapters, Supporter Organisations, the general membership and all members of its committees.

ITKI Central Office = located at a nominated branch and coordinating the international organisation of ITKI. The location is not fixed and it could be hosted by any Chapter; it is currently hosted in London by ITKI UK.

Charter = the ITKI Charter at www.ITKI.org/charters.

1. Chapters

1.1 ITKI is a network, and the formation of Chapters to represent, record and develop local traditions is fundamental to the operation of the network and will expand membership and activities.

1.2 All ITKI Chapters must agree to subscribe to the ITKI Charter and to initiate and implement programmes of interest at the local level. Chapter programmes must be planned in order to advance the principles of the Charter.

1.3 All Chapters shall promote ITKI to professionals, the general public and to local media. Every Chapter shall provide opportunities for local networking and information sharing.

1.4 Each Chapter of ITKI shall seek to recruit new members. People who join a Chapter must also join ITKI. Chapters shall update quarterly member databases and send details to ITKI Central Office. Central Office shall send quarterly membership updates to Chapters.

1.5 Central Office currently administers the paid membership scheme and shall send annually 20% of the relevant income to Chapters with paid Members and Friends.

1.6 The relationship between Central Office and each Chapter is one of mutual support. Each Chapter shall help to find new sources of income. In return Central Office will assist Chapters with fundraising, organising events, publicity, educational resources, membership databases and international networking.

2. Role of Chapters

2.1 Each Chapter should undertake activities that support the collation of traditional knowledge and sustainable technologies, and are suited to the needs of their members and the wider needs of the local community. The main areas of activity should be: education; the dissemination of information on traditional building, architecture and urbanism; and networking.

2.2 In the field of education Chapters should undertake the following activities: produce a regular newsletter for its members either in a print or electronic format; contribute to the newsletters sent by Central Office; host educational conferences; distribute publications specific to the Chapter's geographical area; distribute ITKI publications; conduct research on issues of tradition; and conduct educational events.

2.3 Each Chapter should develop the following activities as part of its networking: set up and administer a Chapter mailing list; maintain a record of membership and provide quarterly updates to Central Office for the information of the College of Chapters; set up networking groups formed of members; and set up forums to enable the members to exchange information.

2.4 Each Chapter activity must be implemented in compliance with the principles set out in the Charter. Chapters shall not take any position that is not consistent with the principles set out in the Charter.

2.5 A Chapter shall not engage in advocating or endorsing any third-party commercial developments. A Chapter may make statements of support of the benefit of local regulations which are based on the principles of the Charter. A Chapter may be actively involved in commercial developments which are based on the principles of the Charter where the Chapter members have a leading role and where this is permitted by local regulations governing associations and charities, for instance by the formation of a wholly-owned trading arm.

2.6 Chapters are prohibited from engaging in party-political activities.

3. Chapter Organisation

3.1 Chapters shall be established as independent not-for-profit organisations with their own members and activities.

3.2 The registration or the legal establishment of a Chapter is the responsibility of the founding members. Founding members should be respected members of the community. A majority of founding members should be residents of the country in which the Chapter is established. A minimum of 30 members should be registered before the Chapter is formed.

3.3 Chapters may hire staff, host events, contract for services and work with volunteers.

4. Chapter Management

4.1 Each Chapter shall establish its own Board, according to the individual founding documents and local legal requirements. A majority of members of a Chapter Board shall not be paid for their services.

Their election shall follow the national legislation in accordance with which the Chapter was established. Board members may claim reasonable costs incurred in connection with their attendance at Board meetings.

4.2 Each Chapter Board shall hold at least one annual meeting, unless specified otherwise by the legislation that regulates the legal establishment of the Chapter (i.e. national law may require more than one annual meeting).

4.3 Each Chapter Board shall appoint an individual as Chapter Chair, who shall bear overall responsibility for the performance of the Chapter.

4.4 Each Chapter Board shall also nominate a member as Representative to the College of Chapters. This member may be the Chapter Chair or another Chapter member, and should be the single point of contact between the Chapter and the College of Chapters. The College of Chapters may veto the appointment of a Chapter Representative at its sole discretion.

4.5 The Chapter Chair should normally be resident in the country or region in which the Chapter is founded. The Chapter Representative shall not be bound by this condition.

4.6 Nothing in these rules is intended to inhibit the right of any member of ITKI to contact the Secretary of the College of Chapters at any time on any relevant matter.

5. Chapter Funding

5.1 Each Chapter shall be self-governing and self-financed. Central Office will offer help and assistance to all Chapters in organising fundraising events, intended to secure the necessary funds for their existence.

5.2 Each Chapter is solely responsible for running a local office, where appropriate.

5.3 Donations made in association with central fundraising events may be allocated 50% to a particular Chapter, at the discretion of the donor.

5.4 When a Chapter's annual income exceeds an amount determined by the College of Chapters, 10% of the sum exceeding this amount shall be paid to Central Office.

6. Administrative Policies

6.1 Chapters shall submit a brief Annual Report to Central Office by 1 February of each year. The Annual Report shall consist of an Annual Activity Report and a Financial Summary Report. When necessary, the College of Chapters may request more frequent update reports.

6.2 The governing bodies of each Chapter should prepare in November of each year a yearly budget and a work plan setting out the list of events for the year following. Adherence to the plan and delivery of the events is the responsibility of each Chapter. This budget need not be forwarded to the College of Chapters or to Central Office.

6.3 New proposals for activities should be promptly reported to Central Office in order that other Chapters may avoid programme clashes. A decision on whether to proceed with these activities is the responsibility of the Chapter. If requested, Central Office will offer advice, support and comment but does not have the power to make decisions about Chapter events.

6.4 Each Chapter shall open a bank account in the Chapter's name. Each Chapter shall appoint a Treasurer to authorise expenses and sign cheques. The Chapter Board shall adopt specific rules to govern expenditure, subject to national laws.

6.5 The Chapter Treasurer is responsible for authorising, tracking and reporting on the entire income and all expenditures. The Treasurer should prepare regular reports for the Chapter Board. The College of Chapters may request updates if it considers it necessary.

7. Communication

7.1 A strong communication programme should be at the core of Chapter activities. Communications must be consistent with ITKI Charter principles.

7.2 As part of the communication strategy, each Chapter shall promote ITKI and its principles, as well as local activities. Members of each Chapter should be kept informed through regular newsletters about those events that may be relevant for them.

7.3 Each Chapter shall be given its own website. Central Office will provide technical assistance and a user manual.

7.4 Consistency of graphic presentation and of websites is of the highest importance. Each ITKI Chapter shall be entitled the right to use the ITKI name and shall be provided with its own logo to be used without alteration or translation.

7.5 The ITKI website www.ITKI.org will publish a list of all Chapters and provide a link to each Chapter's website, and to key events and news stories, where appropriate.

8. Sanctions

8.1 This Agreement is a contract between Chapters. Each Chapter will be obliged to abide by the full content of this agreement. Failure to do so will attract sanctions and could result in the removal of a Chapter from the ITKI network and prohibit further use of the name. As this agreement is between Chapters, the College of Chapters will determine what sanctions will apply.

This document was prepared in 2 (two) copies and signed on _____ by

Pietro Laureano
Chair of the College of Chapters

Signature

Name _____
Chair of ITKI Chapter

Signature

The International Traditional Knowledge Institute

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