



Policies and Procedures for OGF Affiliate Program

The following sections describe the policies and procedures for establishing and maintaining OGF Affiliates.

1. Establishment of Affiliates

Establishing an OGF Affiliate (hereafter referred to as “the Affiliate”) involves a three-step process: application, formation, final approval.

Any OGF Member (employee of an organizational member or an individual member) in good standing may submit an application (see Appendix A) to form the Affiliate to the Regional Vice Presidents or to the OGF Executive Director. This may be done via email or by fax.

Applications will be reviewed by the appropriate party (Regional VP or Executive Director) and the Affiliate will be granted a “formation” status via email. Upon being granted this status, applicants are urged to recruit members, draft a set of By-laws for the Affiliate (see Appendix B), and complete other such requirements as set forth by OGF procedures.

When the applicant has met the requirements set forth in this document for formation of the Affiliate, OGF will review the By-laws and application and determine if an Affiliate status is to be granted (in which case, the status is changed to “granted”). If an application is rejected applicants, may appeal to the Executive Director by submitting a written request (email is acceptable). This appeal will be discussed in the context of OGF’s Management Steering Committee and a decision made to accept or reject the applicant. This decision will be final.

2. Purpose of Affiliates

Affiliates of OGF are expected to serve the interests of a segment of the global OGF community in a manner consistent with the mission and principles of OGF. Through a presence local to its community of interest, an Affiliate focuses on issues and developments important to its community. An Affiliate recognizes, honors, and uses the culture, customs, and language of its community. Every Affiliate shall have an explicit statement of purpose.

3. Scope of Affiliates

Affiliates may be established on a non-exclusive basis to serve the needs of any specific, cohesive community of interest. Multiple Affiliates serving overlapping communities are generally not permitted unless a compelling reason exists for the redundancy.



4. Funding of Affiliates

Affiliates are expected to establish their own source of funding. Permitted sources include the following.

- a. Affiliates may establish a fee-based membership model, charging either or both individuals and organizations to participate in its activities. The fees may be structured according to the activities or paid according to a regular renewal schedule.
- b. Affiliates may solicit funding or resources from local organizations or other sponsors to support its activities.

5. Public Positions and Statements

Specific officials of Affiliates, acting on behalf of their Affiliate, may make public statements and establish public positions as long as they meet the following requirements.

- a. They must advance the purposes of OGF, which includes advancing the purposes of an Affiliate in good standing.
- b. They must not be contrary to any position of OGF.
- c. They must be prepared and presented in a professional manner.
- d. They must be clearly and unambiguously identified as originating from the Affiliate of OGF.
- e. It should be unlikely they will give rise to any significant legal or juridical liability.

Where there is any question or doubt regarding the appropriateness of a public position or statement, the Affiliate is expected to consult with the OGF Executive Director (or Regional VP) at least one week prior to its release or announcement. Affiliates must notify the OGF Executive Director (or Regional VP) no later than the same day of the release of any public position or statement.

6. Members

All individuals and organizations falling within the defined scope of the Affiliate shall be eligible for membership without discrimination.

All members of an Affiliate are encouraged (but not required) to be members of OGF. OGF membership is not necessary for participation in the activities of the Affiliates.



The Affiliate shall have at least 20 members none of whom are listed as one of the 20 members used by any currently active Affiliate to get its Affiliate status.

7. Liabilities

OGF shall not be liable for any act or omission or incurred liability of any kind of any Affiliate.

8. Organization

Affiliates will be encouraged but not required to constitute themselves as not-for-profit corporate entities.

Affiliates must have a set of By-Laws.

Affiliates must have a fixed postal address and at least one email address through which it can communicate electronically with OGF leadership.

Affiliates must have a defined set of leadership roles for which it conducts regular elections to select individuals from its membership to serve. Such roles may be appointed for at most 1 year when the Affiliate first receives its Affiliate status. Such roles may have whatever title is customary to the segment of the community being served.

The roles must include at least the following.

- a. One person designated as the most senior of all the leaders. This role frequently has the title of Chairman or President.
- b. One person to be responsible for the administrative duties. This role frequently has the title of Secretary.
- c. If the Affiliate has financial resources to manage there must be one person responsible for the financial duties. This role frequently has the title of Treasurer.

Affiliates must meet any requirements set forth by OGF procedures by action of the OGF Executive Director or Regional VP, including but not limited to at most an annual review of its Affiliate status and the annual submission of a financial report.

9. Activities

Affiliates may undertake any activity reasonably related to and in furtherance of its purpose and the purpose and mission of OGF.



10. Mandatory Annual Review

To ensure that Affiliates remain active, OGF requires an annual review of the Affiliate activities and financial standing. Affiliates should submit by email or fax no later than the end of February of the next year, the following to their Regional VP or to the OGF Executive Director:

- annual activity report listing meetings held, dates, number of participants, and scope of meeting (note: these should be summary not detailed reports)
- officer information (i.e., individuals currently holding officer roles)
- annual financial report.

It is common to assign the duties for the first two to the Secretary and the last one to the Treasurer of the Affiliate. Affiliates who do not submit this information prior to the end of February will be put into “probation” and contacted by OGF leadership. If an annual report is not received within 60 days of being contacted, then the Affiliate will be closed.



APPENDIX A

Affiliate Application Overview

The first step in creating an OGF Affiliate is to complete the application below. The completed application will be reviewed by the Regional VP or OGF Executive Director. The Executive Director will contact you upon initial receipt of the application and again after review to indicate the status of our application.

The purpose of the application is to provide enough information to answer the following questions.

1. How is this Affiliate related to other Affiliates?

In general, we do not want Affiliates competing with each other for members or support so it is important for an Affiliate to serve a unique community of interest.

2. What will this Affiliate do?

It is not necessary to provide a detailed or scheduled list of activities since we know that will depend on the actual membership of the Affiliate. However, it is important for an Affiliate to have a purpose and scope to guide its selection of activities, which needs to be consistent with OGF's mission and purpose.

3. Are there any issues that we need to be aware of?

Some countries and locales have specific laws, regulations, or customs regarding the creation or presence of a group such as an Affiliate of OGF. OGF will honor such requirements, including making exceptions in its own rules, when we know about them. It is important for you to indicate that you have looked for such requirements and list those of which you are aware.

Any Member (employee of an OGF organizational member or OGF individual member) in good standing may complete an application. When it is completed the application should be submitted by email or fax to:

Email: affiliates@ogf.org

Fax: +1 630-991-2923

If you have any questions please contact Steve Crumb (scrumb@ogf.org)



OGF AFFILIATE APPLICATION

Applicant Information

Date of Application: _____

Name of Person Applying: _____

My email address: _____

My phone number: _____

My organization: _____

My mail address: _____

I am a member of OGF (either employee of an organizational member or an individual member): yes no

Organization Information

A. Proposed name of the Affiliate

For consistency, it is encouraged (but not required) that the Affiliate name include both "Open Grid Forum" and "Affiliate" (e.g., Open Grid Forum – Spain). These may be translated into your local language.

B. Community of Interest the Affiliate will serve

Geography is a common choice for a community of interest, for example, within a country or city. However, any well-defined group of individuals is acceptable.

C. Purpose and Scope of Affiliate

It is important to indicate how you intend to serve your community of interest and why being an Affiliate of OGF will help.



D. Founding Members of the Affiliate

Please list complete contact information and affiliations for all persons who will be working together to create the Affiliate. Although there is a minimum membership required for an Affiliate, we are only asking for at least one other person besides you.

E. List of Supporters

Please list complete contact information for any organizations or groups who will be supporting the Affiliate. Be sure to indicate an individual or an individual's role for each supporter.

F. List of Requirements

Some countries, governments, or regulatory bodies have rules or regulations that must be followed by Affiliates of organizations like OGF. Examples include documentation or fees. It is important for you to check and to indicate here any requirements you find. If there are none please indicate with whom you checked.

G. Additional Information

Please indicate here any additional information you believe would be helpful to our initial review.



APPENDIX B

Bylaws of the [your Affiliate name] Affiliate of the Open Grid Forum (Draft v. 1.0)

Article I. - Name

1. * This organization shall be called the [your Affiliate name] Affiliate of the Open Grid Forum (OGF).*

Article II. - Purpose

(Each Affiliate shall have an explicit statement of purpose, which shall not be inconsistent with the purposes set forth in the [OGF Bylaws](#)), and shall clearly indicate that the Affiliate is organized as a not for profit organization under applicable law.)

1. [Affiliates of OGF serve OGF's purposes by serving the interests of a segment of the global Grid community through a local presence, focus on local issues and developments, and use of local languages.]
2. This Affiliate will serve persons who live or work in [your geographic area.]
3. * This Affiliate is chartered by OGF. These bylaws neither supersede nor abrogate any of the OGF Bylaws that regulate Affiliate affairs.*

Article III. - Membership

(The provisions of this section must conform to the membership provisions specified in the [OGF Bylaws Article IV Section 1](#), which state: There shall be two classes of members: Organizational and Individual)

1. * At least one OGF member is required to apply to become an OGF Affiliate. All members of an Affiliate are encouraged (but not required) to be members of OGF. Membership is not necessary, however, for participation in activities of the community or its Affiliates.*
2. *All individuals and organizations falling within the defined scope of the Affiliate shall be eligible for membership without discrimination.*
3. * Membership in the Affiliate shall be open to all OGF members in the locality served by the Affiliate upon request and payment of any local dues, as determined by the Executive Committee.*



4. [Student membership shall be open to all full-time students; student membership dues shall be determined by the Executive Council, but shall not exceed 75 percent of regular member dues.]

Article IV. - Officers

1. The officers of this Affiliate shall be: Chair, Vice Chair, Secretary, and Treasurer.

(Some Affiliates combine the offices of Secretary and Treasurer into one position. Other offices, such as Second Vice Chair or Program Chair may also be established in this article. Whatever offices are defined, there should be a corresponding section in the next article, Duties.)

(Provisions for filling vacancies left by resignations should be included in this article. Provisions for limiting the number of terms a person can serve in a position may also be included in this article.)

2. The officers shall be elected at the annual Election (or Business) meeting. They shall take office on [date] and serve for [define term of office.]

(It is recommended that the Affiliate's election be held at the last or next to last meeting of the Affiliate's fiscal year or by mail ballot with the results announced at the Election meeting. This provides for or a period of transition from the outgoing Council to the incoming Council. Although it is discouraged, there are several Affiliates that specify the term of office as Election meeting to Election meeting as indicated in the following:)

(Alternate: They shall take office immediately upon election and serve until their successor is elected.)

Article V. - Duties of Officers

1. The Chair is the principal officer and is responsible for leading the Affiliates and managing its activities in accordance with the policies and procedures of OGF and these bylaws. The Chair shall preside at all meetings of this Affiliate and of its Executive Council. [With the advice of the Affiliate's Executive Council, the Chair shall appoint all members of committees of this Affiliate and all Committee chairmen.]

2. The Vice Chair shall preside at meetings in the absence of the Chair.

3. The Secretary shall keep the minutes of all Affiliate and Executive Council meetings. Other duties of the Secretary include:

(Some reporting to OGF leadership is required by OGF Policies include: an annual activity report, officer information, and an annual financial report. It is common to assign the duties for the first two of those to the Secretary.)



- A) Preparation of the Annual Affiliate Report for presentation to the Affiliate at the Annual Election Meeting.
- B) Preparation of the Affiliate's Activity Report and submission of this report to OGF leadership.
- C) Notification to OGF leadership of any changes in the elected officers of the Affiliate.
- D) Submission of any proposed amendment to these bylaws to the Executive Director for approval.

(As noted, in Article XI of these sample bylaws, proposed amendments must be approved before they can be submitted to the Affiliate's membership for a vote.)

4. The Treasurer shall collect dues, pay all bills, and maintain the Affiliate's financial records. Duties of the Treasurer shall also include:

- A) Preparation of the Affiliate's Annual Financial Report for presentation to the Affiliate at the Annual Election meeting.
- B)* Completion and submission of the Annual Financial Report to OGF leadership.*

(This is a mandatory report - it is required by OGF)

Article VI. - Executive Council

The Executive Council shall consist of the present Affiliate officers, the immediate Past Chair, the chairmen of the Affiliate's standing committees and up to Members-at- Large.

(Some Affiliate Councils consist of the current officers, the Past Chair, the chairmen of all committees, and representatives to other organizations. This structure is in lieu of any Members-at-Large.)

The term of the members of the Council shall coincide with the terms of the officers. They shall take office on the first day of the fiscal year and serve for one year.

Article VII. - Standing Committees

The Standing Committees of the Affiliate shall be [List committee in your Affiliate, i.e.; Program, Arrangements, Education, Membership, Publicity, etc.]

(The number and functions of committees is determined by your Affiliate activities and goals. Think about what you want to do this year and the in the foreseeable future and establish standing committees that correspond to those activities and the corresponding assignment of duties. Then define the general duties of the committees.)



2. The Program Committee shall plan and make arrangements for the technical programs of the Affiliate's meetings in accordance with the membership's interests and the aims of the Affiliate as set forth in Article II.

[Include the descriptions of the other standing committees here.]

Article VIII. - Temporary Committees

1. With the advice of the Affiliate Executive Council, the Chair may appoint such temporary committees as appropriate.

2. A Nominating Committee, consisting of at least three members of this Affiliate, at least two of whom shall not be members of the Executive Council, shall be appointed by the Affiliate Chair at least two months prior to the Election meeting.

(Some Affiliates assign this function to the Past Chair, if available, as the person with no other required duties who knows what all the jobs required. You can also include when the slate of officers must be presented. The Committee can also be responsible for identifying people who may serve on the various committees.)

[3. An Audit Committee shall be appointed by the Affiliate Chair at the close of the fiscal year to assure the accuracy of the accounting of the Affiliate's funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to OGF.]

(Descriptions of other Temporary Committees should be included in this Article.)

Article IX. - Meetings

1. *The Affiliate shall hold meetings only in places that are open and accessible to all members of the OGF.* Meetings shall be held as planned by the Program Committee.

(You may have additional local government requirements about openness to the public and accessibility for the handicapped.)

2. The Annual Business meeting shall be held at the last meeting of the program [your Affiliate fiscal] year. At this meeting, the Secretary and Treasurer each shall present a report. Also, the election of officers shall be held.

(This ties to Article IV, Officers, and their election. If you choose an alternative there, this section should correspond. For Affiliates that conduct their elections by mail ballot, this section could read: Also, the Chair shall announce the results of the election of officers for the coming year.)



3. * Notices of the place and time of all meetings shall be distributed to all members at least one week prior to any meeting, by Internet mail or by oral, telegraphic, or other written notice, duly served on or mailed .*

(Your Affiliate may want to define how many meetings their will be each year.)

Article X. - Disbursements and Dues

1. Disbursements from the Treasury for Affiliate expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.

2. Dues shall be fixed annually by the Executive Council.

Article XI. - Amendment and Voting Procedures

1. *All proposed changes to these Affiliate Bylaws shall have been approved by the Executive Director before being presented to the Affiliate membership for a vote.*

2. No official business of the Affiliate shall be conducted unless a quorum of the Affiliate is present.

3. A quorum of the Affiliate shall be defined as [xx] percent of the voting membership of the Affiliate or [at least 10] members, which ever is greater.

4. A simple majority of the members present and voting shall be required to carry a motion.

(To vote on the Bylaws, the Affiliate should have a quorum (50% of the members present unless specified otherwise) and the action will be passed by a plurality of affirmative votes (majority of those voting yea or nay.))

5. Officers will be elected by a plurality of votes cast. If the election is conducted by mail ballot, sufficient ballots must be returned to have constituted a quorum.

(If elections are conducted by mail ballot, specific procedures should be included here, especially ballot preparation, how ballots are distributed, and how long the membership has to return the ballots.)

Article XII. - Dissolution of the Affiliate

1. Dissolution of this Affiliate by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Affiliate for the purpose of taking this vote.

2. Should this Affiliate be dissolved, its assets shall be transferred to [organization.]



(Please include a plan for the dissolution of the Affiliate and where any remaining funds will be transferred.)