

En el Bylaws of the Costa Rica Chapter of the Internet Society

Article I. - Name

1. * This organization shall be called the Costa Rica Chapter of the Internet Society.*

Article II. - Purpose

Each chapter shall have an explicit statement of purpose, which shall not be inconsistent with the purpose set forth in the ISOC Articles of Incorporation, and shall clearly indicate that the Chapter is organized as a not for profit organization under applicable law.

1. **Chapters of the Internet Society serve the Society's purposes by serving the interests of a segment of the global Internet community through a local presence, focus on local issues and developments, and use of local languages.** The objectives of the establishment of the chapter are to create a community of engineers, lawyers, and other participants in the development of the Internet in the country. To promote a discussion of Internet governance in Costa Rica.

2. This Chapter will serve persons who live or work in Costa Rica.

3. * This Chapter is chartered by the Internet Society. These bylaws neither supersede nor abrogate any of the Bylaws of the Internet Society that regulate chapter affairs.*

Article III. - Membership

(The provisions of this section must conform to the membership provisions specified in the Internet Society Bylaws Article V, Section 1, which state: The chapter shall have two classes of members: Organizational Members and Individual Members)

1. * All members of a chapter shall also be members of the Internet Society.

Membership is not necessary, however, for participation in activities of the society or its chapters.*

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

3. Todos los miembros tiene que tener un titulo universitario minimo bachillerato de lo contrario deberia ser Full-time students.

4. * Membership in the Chapter shall be open to all ISOC members in the locality served by the Chapter upon request and payment of any local dues, as determined by the Executive Committee.*

5. **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 Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. (Some chapters 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 biennially Election (or Business) meeting. They shall take office on September and serve for Business meeting

Article V. - Duties of Officers

1. The chair is the principal officer and is responsible for leading the Chapters and managing its activities in accordance with the policies and procedures of the Internet Society and these bylaws. The Chair shall preside at all meetings of this Chapter and of its Executive Council. **[With the advice of the Chapter's Executive Council, the Chair shall appoint all members of committees of this chapter 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 Chapter and Executive Council meetings. Other duties of the Secretary include: (Some reporting to ISOC Headquarters is required by ISOC Policies include: an annual activity report (Document 94-253), 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 Chapter Report for presentation to the Chapter at the Annual Election Meeting.
 - B Preparation of the Chapter's Activity Report and submission of this report to ISOC Headquarters.
 - C Notification to ISOC Headquarters of any changes in the elected officers of the Chapter.
 - D Submission of any proposed amendment to the ISOC Membership Team for approval.
4. (As noted, in Article XI of these sample bylaws, proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.)
5. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall also include:
 - A Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
 - B Completion and submission of the Annual Financial Report to ISOC Headquarters.*
6. (This is a mandatory report - it is required by ISOC Document 94-253)
4. Vocal 1 , 2, 3 The Members shall have the obligations of his office as members of the Board, as well as those born of delegations and working committees of the Board to be commended.

Article VI. - Executive Council

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

Large.

(Some Chapter 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 two years.

Article VII. - Standing Committees

1. The Standing Committees of the Chapter shall be, **Education, Membership, Internet, Security, Infrastructure (Routing, DNS), Net Neutrality, Intellectual Property** (The number and functions of committees is determined by your Chapter 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 Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.

Article VIII. - Temporary Committees

1. With the advice of the Chapter Executive Council, the Chair may appoint such temporary committees as appropriate.
2. A Nominating Committee, consisting of at least three members of this Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election meeting. (Some Chapters 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 Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapter's funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ISOC.**
Education, will handle everything regarding help and programs with schools and learning centers, about the utilization of internet in the community.
Membership, will check if all the members are complies with our policies

Article IX. - Meetings

1. *The Chapter shall hold meetings only in places that are open and accessible to all members of the Society.* 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 **September** year. At this meeting, the Secretary and Treasurer each shall present a report. Also, the election of officers shall be held.
3. This ties to Article IV, Officers, and their election. If you choose an alternative there, this section should correspond. For Chapters 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 2 year.
4. * 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 chapter may want to define how many meetings there will be each year.)

Article X. - Disbursements and Dues

1. Disbursements from the Treasury for Chapter 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 Chapter Bylaws shall have been approved by the ISOC Membership Team before being presented to the Chapter membership for a vote.*
2. No official business of the Chapter shall be conducted unless a quorum of the Chapter is present.
3. A quorum of the Chapter shall be defined as **50%** percent of the voting membership of the Chapter or [**at least 10**] members, whichever 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 Chapter 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 Chapter

1. Dissolution of this Chapter 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 Chapter for the purpose of taking this vote.
2. Should this Chapter be dissolved, In case of dissolution of the chapter all the debts will be liquidated, employees will be liquidated and the remaining money will be divided among all the active members that have paid all the quotas on that specific timeframe.