



AIP FEDERATION ASSEMBLY CHARTER

Ratified: November 2, 2022
Amended: September 29, 2023

Purpose

The Federation Assembly (FA) facilitates federation and Member Society (MS) collaboration and collective action, and informs AIP's work to advance the success of its MS. The FA is a mechanism by which AIP MS bring concerns and priorities to the forefront. It makes recommendations to the AIP CEO, advising on federation actions and AIP activities that support the shared mission.

Role and scope

The FA is a transparent and flexible convening body that enables AIP MS to consult one another and coordinate on issues of shared interest or concern. The FA serves as a platform for building a strong, collaborative community that undertakes collective action in pursuit of shared impact. It brings issues and challenges, both external and internal, to AIP's attention and makes recommendations about areas that AIP and the federation might address. The FA also provides insight about how AIP activities affect the MS and shares information about MS activities ensuring alignment between AIP and the MS.

Assembly Delegates identify individuals within their organizations' staff or membership communities to partner on specific issues identified by the FA, through task forces or other means, according to the interests of each society.

The FA also oversees the AIP Annual Forum, ensuring that it addresses issues of common interest or concern.

FA Delegates represent the interests of their respective MS. The FA is not a governing body; it does not have authority to force AIP action, nor does it have financial or fiduciary responsibilities to AIP. Delegates may serve in other roles with responsibilities to AIP, for example as an AIP Board Director or as a MS Representative, but those duties do not extend to their FA role.

Composition

Each MS is a voting member of the FA with one vote per MS. AIP is represented on the FA in a non-voting ex officio capacity.

Each MS and AIP **may** nominate up to two Delegates to the FA and **must** name at least one. The MS CEO or equivalent communicates to AIP their society's Delegate appointee(s). MS may change their Delegates at any time at their own discretion. The AIP seats are typically filled by the AIP CEO and the Chair of the AIP Board of Directors.

AIP Affiliates may be invited to participate in the FA in accordance with the FA operating procedures.

AIP Federation Office Role

The AIP CEO appoints an Executive Secretary from AIP staff to support the work of the FA. This role is typically filled by AIP's Federation Officer. The AIP Federation Office provides support services to the FA, although staff are accountable to AIP. The Executive Secretary provides the Assembly the necessary input from management for resourcing FA efforts.

Leadership

At the end of each second regular meeting in a calendar year, typically taking place in the Fall, the Delegates will elect a Vice Chair to serve a one (1) year term. The Vice Chair begins their term at the first meeting of the next calendar year, when the previous Vice Chair ascends into the role of Chair for a one (1) year term. **The Chair and Vice Chair are required to represent different MS.**

The duties of the Chair include:

- Communicating the key recommendations of each FA meeting to the AIP CEO
- Scheduling, crafting agendas for, and running FA meetings
- Delegating responsibilities among the Delegates as needed
- Understanding the broader pulse of the FA membership

The AIP Federation Office assists the Chair duties as needed.

The Vice Chair role serves as backup to the Chair and takes additional duties on behalf of the Chair as needed.

After the conclusion of their term, the Chair transitions into a "Past Chair" role. The Past Chair has a limited role, providing institutional knowledge and continuity on projects that have begun during the Chair's term. Current Chairs may delegate responsibilities to Past Chairs at the Chair's discretion.

The Chair, Vice Chair, and Executive Secretary comprise the FA Steering Committee, responsible for the overall function and operation of FA activities. The Steering Committee is expected to meet at least quarterly and may choose to meet more often as it sees fit.

Task Forces

The FA has the ability to name task forces to provide specific expertise or advice on topics the FA identifies. Task forces will provide recommendations to the FA, including recommendations about opportunities for potential collective action.

Those serving on these task forces do **not** need to come from the roster of FA Delegates. Each FA task force is expected to be at least co-chaired by a FA Delegate, unless the nature of the committee requires expertise not available within existing Delegates.

The FA can create task forces on any mission-relevant topic it deems fit, including current AIP activities that support the shared mission and new areas that the FA wishes AIP to explore further. Topics should align with (and not run contrary to) the mutual mission-based interests of all the MS. However, not all MS need to be directly or programmatically involved in particular topics selected.

The FA determines the broad focus and the length of operations for any task force.

The FA and its associated task forces operate solely in an advisory capacity.

Charter Amendments

The FA may choose to alter this charter at any point, with a simple majority of MS votes. The FA will strive for consensus on any charter amendments.

Review

The FA will undertake a comprehensive review - typically every three years - of how well the current FA structures and procedures are fulfilling its goals and make changes as the FA sees fit. The review process is left to the discretion of the FA.

In between comprehensive reviews, the FA is expected to conduct brief annual assessments of its activities and operations to improve its functionality.

Ethics

FA Delegates will adhere to the highest legal and ethical standards and will be accountable in their professional conduct encouraging a culture of open communication, dedication, and compassion, fairness, impartiality, and effectiveness. They will conduct their business in strict observance of both the letter and spirit of all applicable laws and standards and recognize that their chief obligation is to serve the best interest of their constituencies. FA Delegates will attest to the [AIP Volunteer Handbook](#), describing applicable AIP policies. Any delegate in violation of these policies may be replaced.