

## 2022 – 23 Chapter Governance Policy Exception Request

<b>Chapter:</b>		<b>Requestor Name:</b>	
<b>Date:</b>		<b>Chapter Role:</b>	
<b>Email:</b>			

<b>I request an exception to:</b>	
<b>Select One:</b>	
<p>Copy and paste the specific policy or procedure statement for which you are requesting an exception. Include a reference to the appropriate section (e.g., section number and title, page number, etc.)</p>	
<b>What exception are you proposing?</b>	
<b>Why is the exception warranted?</b>	
<b>What changes will be implemented to work towards future compliance?</b>	
<b>Chapter President Signature:</b>	

<b>For IIA HQ Completion:</b>	
<b>Approved or Denied by:</b>	
<b>IIA Authorized Signature:</b>	
<b>Comments:</b>	

## 2021 – 22 Chapter Governance Policy Exception Request Process

The exception request form may be utilized for the required chapter Bylaws as well as the Guiding Principles for Effective Chapter Governance. Situations may arise where a chapter is unable to meet one of the policies within the aforementioned documents despite its best efforts and needs to request an exception. Please note not all requests will be approved and the approval is only for the chapter year listed. A chapter would need to reapply each year.

### Instructions:

- Complete the form in its entirety.
- The digital signature of the chapter President must be obtained for consideration.
- Email completed forms to [ChapterRelations@theiia.org](mailto:ChapterRelations@theiia.org).
- All requests will be reviewed by the Director, North American Chapter Relations and the Chair of the Chapter Relations Committee.

The chapter relations team at IIA HQ will contact the chapter with the results of the request. The chapter should proceed with the policies laid out within the applicable documents until otherwise contacted. Should you have additional question, contact [Chapter Relations](#).