



Center for International Mediators and Arbitrators

HOW TO ESTABLISH A CIMA BRANCH

1. Application Process

1.1 Applications to establish a new Branch of the Center for International Mediators and Arbitrators (CIMA) must be submitted in writing to the President of CIMA.

1.2 Such applications must be made in accordance with the CIMA Constitution and emailed to: info@thecima.org. The application shall include:

- A detailed proposal outlining the need for the Branch and the geographic area it will serve.
- Information on the prospective leadership team, including proposed officers and committee members.
- A commitment to adhere to the CIMA Constitution, Bye-Laws, and policies as amended from time to time.

2. Ownership of Branch Assets

2.1 All assets of a Branch, including funds held in any bank account, shall be and remain the beneficial property of CIMA. 2.2 The Branch is not authorized to claim independent ownership of its assets or act in a manner inconsistent with CIMA's overall governance structure.

3. Accountability to the Board of Trustees

3.1 Each Branch shall be directly accountable to the CIMA Board of Trustees for the management and administration of its assets and funds.

3.2 The Branch's officers and committee members shall act as fiduciaries to CIMA, ensuring that all assets and funds are used solely for the purposes and objectives of

the Institute. 3.3 Financial records must be maintained and reported regularly to the Board of Trustees in accordance with CIMA's financial policies and procedures.

4. Fiduciary Duties

4.1 Officers and committee members of each Branch shall:

- Act in good faith and in the best interests of CIMA.
- Ensure compliance with applicable laws, the CIMA Constitution, and Bye-Laws.
- Avoid conflicts of interest and manage Branch resources responsibly and transparently.

5. Revocation of Branch Status

5.1 CIMA reserves the right to revoke the status of a Branch if it is found to be in breach of its fiduciary duties, financial policies, or the terms of this rule. 5.2 Upon revocation, all assets and funds of the Branch shall immediately revert to the control and ownership of CIMA.

6. Reporting Requirements

6.1 Each Branch shall provide periodic reports to the CIMA Board of Trustees, including:

- Annual financial statements.
- Activity and membership updates.
- Any significant operational changes or challenges.

7. Compliance with CIMA Governance

7.1 Branches shall operate in full compliance with the Constitution, Bye-Laws, and policies of CIMA.

7.2 Any amendment to the governance framework of the Branch must be approved in advance by the CIMA Board of Trustees.