



## **ICVA BY-LAW ON ELIGIBILITY FOR MEMBERSHIP**

### ***A. Categories of Organisation Eligible to Become Members of ICVA***

#### ***Category 1***

Category 1 comprises international voluntary agencies or international non-governmental organisations (NGOs) whose operations extend outside their country of origin.

This category also includes families or federations of NGOs that share a common name, but that have chapters or operations in different countries.

#### ***Category 2***

Category 2 comprises consortia, networks, and groups of different NGOs that have joined together to enhance the effectiveness of their work. Such groups may represent NGOs from one or more countries or they may be regional or global in scope.

#### ***Category 3***

Category 3 comprises National voluntary agencies or national non-governmental organisations (NGOs) that operate only within their organisation's country of origin and have demonstrated a commitment to translating their work to the international level; or have specific expertise that will assist ICVA in achieving its mission.

### ***B. Organisations Eligible for Observer Status***

An NGO that wishes to participate in the ICVA network but which, because of constitutional constraints or reasons of principle, cannot be associated with the views and/or positions adopted by ICVA, may apply for Observer status. An applicant for Observer status will be assessed against the ICVA membership criteria and should follow the procedure for applying for membership of ICVA. The applicant also needs to specify the relevant paragraphs in its statutes, constitution, founding charter or similar document, explaining why it is unable to become a Member.

Observer organisations receive full access to the ICVA website and documents, meetings, and participation at General Assemblies. However, they do not have the right to vote or hold office.

### ***C. Organisations Eligible for Affiliate Membership***

The ICVA Affiliate membership category is for academic and research institutes that have existing activities of a human rights/humanitarian nature or existing activities of benefit to NGOs. Affiliate membership provides a means to make better links between their work and the work of ICVA members. An applicant for Affiliate membership will be assessed against the ICVA membership criteria and should follow the procedure for applying for membership of ICVA. The applicant also needs to provide confirmation that it is a research institution affiliated with an academic institution and is independent from any government, intergovernmental organisations, and UN agencies.



Affiliate members receive full access to the ICVA website and documents, meetings, and participation at General Assemblies. However, they do not have the right to vote or hold office.

#### **D. ICVA Membership Criteria**

An organisation applying for membership of ICVA will be assessed against the following criteria. The organisation should:

1. Be an independent body established by a group of private individuals or organisations;
2. Have non-governmental, non-profit legal status in its country of incorporation; or is hosted by an organisation that has non-governmental and non-profit legal status in its country of incorporation;
3. Be non-partisan (operate without discrimination in regard to race, nationality, gender, political or religious conviction or social and economic background).
4. Have human rights/humanitarian programmes and/or activities that are consistent with the purposes of ICVA as described in ICVA's Statutes (Article II) and Mission Statement;
5. Be governed by an independent, voluntary, and active board of directors;
6. Have a sustainable level of financial support;
7. Have a record of financial responsibility and accountability;
8. Have a record of accomplishing its objectives;
9. State its commitment to participate in ICVA's activities as outlined in the ICVA Strategic Plan;
10. Acknowledge that they are not listed on the UN Security Council List, neither are their affiliates or any of their individuals; and
11. Demonstrate, in all relevant situations, a commitment to:
  - a) Collaboration with other NGOs and/or partner agencies, in line with the *Principles of Partnership* of the Global Humanitarian Platform;
  - b) Humanitarian principles, including the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*;
  - c) Prevention of sexual exploitation and abuse as guided by the *Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel*; and
  - d) Quality and accountability in humanitarian action, including use of the *Sphere Humanitarian Charter and Minimum Standards in Disaster Response*.

#### **E. Applying for Membership of ICVA**

##### **What Applicants Should Do:**

A completed *Application for Membership of ICVA* form should be sent to the ICVA Secretariat with the following documents in English:

1. Statutes, constitution, founding charter, or similar document;
2. Proof of non-governmental and non-profit legal status;
3. Two most recent annual reports and audited financial statements, including sources of income and current donors;



4. Composition and term of executive body (board of directors or equivalent), including names and institutional affiliations;
5. Confirmation of payment of the application fee by bank transfer to ICVA of Swiss francs (CHF) 75.00 (not including bank charges); and
6. If your organisation has committed to any additional codes of conduct or similar documents, or if you have been accredited by a quality/accountability organisation, please send a copy of the code or standard with your application or supply an Internet address.
7. Once approved for membership each member agency will confirm in writing the person(s) that will act as its representative(s) to ICVA

**What ICVA Will Do:**

1. The ICVA Secretariat will review the complete application for membership against the criteria, check references as provided in the application, and may request additional information.
2. The Secretariat will make a recommendation to ICVA's Board. The Board will consider the application by e-mail or at its next meeting. The Board meets twice a year.
3. In assessing the application, the Board will take into account its responsibility to uphold ICVA's mission and purpose and the degree to which the applicant will strengthen the work of ICVA.
4. The Board will approve, reject, or defer the application, based on a majority vote. The Board's decision is final.
5. The applicant will be informed by the Secretariat of the Board's decision and, if applicable, the reasons why the application was rejected or deferred.
6. If membership is approved, the Secretariat will send a formal acknowledgement, with a membership package and an invoice for membership dues, in line with the *ICVA Membership Dues Structure*.

This by-law is drawn up in accordance with Article XVI of the ICVA Statutes (versions of November 1981, revised March 1987, October 1987, December 1989, October 1999, and February 2006) and Article XVII of the ICVA Statutes (version of February 2009). Revised by the 153rd Meeting of the ICVA Executive Committee, 17 May 2011. Modified at the 9th Meeting of the ICVA Board, 4 October 2013. Revised June 2015, in accordance with changes to Statutes by General Assembly March 2015. Revised in April 2018, in accordance with changes to the Statutes by the General Assembly in March 2019.

*ICVA (International Council of Voluntary Agencies)  
Avenue Giuseppe-Motta 26-28  
Geneva, 1202, Switzerland*

*April 2018*