



**Guidelines for
Forming a New
Member Organization**

Approved by the General Assembly on 23 June 2007

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1. Introduction

The purpose of this document is to explain the guidelines for forming a new member organization of The Institute of Cultural Affairs International.

The Institute of Cultural Affairs International is a worldwide network of national member organizations, currently in the following countries: Australia, Bangladesh, Belgium, Benin, Bosnia and Herzegovina, Canada, Chile, Cote d'Ivoire, Egypt, Ghana, Guatemala, India, Japan, Kenya, Malaysia, Nepal, Netherlands, Nigeria, Peru, South Africa, Spain, Taiwan, Tajikistan, Tanzania, Togo, Uganda, United Kingdom, United States, Zambia, and Zimbabwe.

The mission of The Institute of Cultural Affairs International is to advocate for and actualize the fundamental right of all peoples to define and shape their own futures, toward the goal of realizing sustainable, just solutions to human challenges. Our unique function is to place culture at the center of human development.

The Institute of Cultural Affairs International is located in Montréal (Québec), Canada. ICAI is governed by a General Assembly, which is composed of representatives of the national ICAs and sets the organisation's overall direction. The General Assembly is served by a Board of Directors, which holds legal and operational governance responsibility. The ICAI staff implement the organisation's program and policy directives. In addition, individual members support the work of ICAI.

2. Phase One: Participate as an Individual Member

In order to launch a new member organization, the founder must be an individual member of ICA International for a period of at least one year. During this time, it is also recommended that individuals interested in forming a new member ICA take the following initial steps:

- Read the *Handbook for Member Organizations* to gain an understanding of the definition, rights, obligations, policies, and procedures affecting member organizations.
- Research the history and current activities, if any, of ICAI and member ICAs in your country.
- Ensure that there is not already a member ICA in your country or in the process of being established in your country.
- Participate in courses and/or programs offered by a member ICA(s).

3. Phase Two: Proposal

Proposals for starting a new member ICA are welcome at any time from individual members of ICA International living in a country where no member ICA already exists. Direct contact should be made with the Secretariat as soon as possible to express interest in the establishment of a new member ICA.

Following initial expression of interest, a proposal containing the following information should be sent to the Secretary General:

- Name, contact details, and CV for founder/primary contact person;
- Names, contact details, and CVs for at least two other persons associated with the effort to form an ICA;
- Description of completion of the steps outlined above;
- Statement of compliance with definition of member organizations as described in the *Handbook for Member Organizations*;
- An assessment of why ICA is needed in your country;
- Description of key activities ICA in your country would focus on;
- A programmatic, operational and fundraising plan for launching ICA in your country; and
- A sample constitution.

4. Phase Three: Assessment

Upon receipt of a complete and promising proposal, ICAI conducts a formal assessment, with emphasis on early indicators required for successful launch of a new organization. This assessment is shared with the potential new member organization, and the organization given a period of two months within which to respond in writing to any concerns raised by the assessment.

5. Phase Four: Formalizing Membership

Assessed proposals are presented by the Secretary General to the Board of Directors, together with his/her recommendation. Based upon this information, the Board may move the proposal forward with a decision recommendation to the General Assembly. The decision of the General Assembly is to either approve or decline establishment of the new member ICA.

Upon approval from the General Assembly, the new member organization signs a new member organization contract with ICAI. This contract constitutes a formal agreement to register a new ICA in a given country. Thereafter a signed and executed copy of this contract is sent, together with a letter authorizing the incorporation of the new ICA, to the relevant national registration authorities, as well as the new member ICA.

Within the first twelve months following signing of the contract, the new member organization is required to:

- Register as a not-for-profit entity under national charity registration laws under the name “The Institute of Cultural Affairs / ICA [country]”, and/or approved translation in national language(s);
- Formalize a Board of Directors;
- Establish a physical office with a phone, fax, and email address;
- Develop a strategic plan for the organization;
- Pay annual membership dues;
- Comply with all other rights and responsibilities outlined in the *Handbook for Member Organizations*; and
- Submit quarterly reports to the Secretary General including documentation of all of the above.