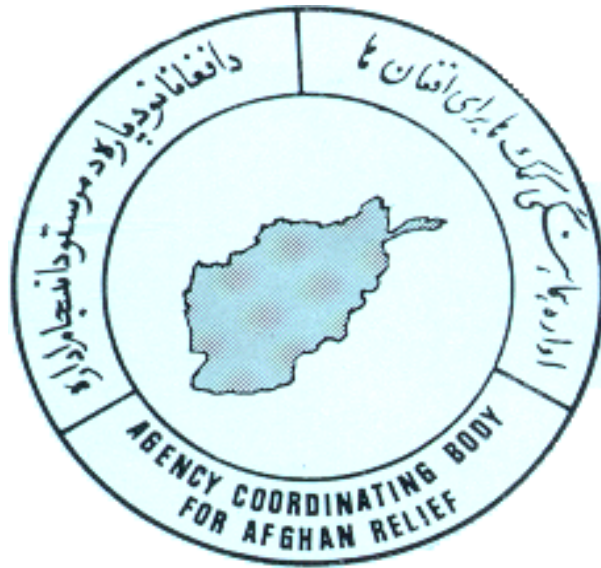


ACBAR

MEMBERSHIP APPLICATION FORM



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INTRODUCTION

Membership of ACBAR is by application only. The following pages detail the requirements that must be met in order to qualify for membership. The criteria are drawn from the ACBAR Statutes of Operation; a full copy of which is available on request.

Applications will be evaluated on their meeting the membership criteria approved by the General Assembly (Annex-I)

NOTE:

The next General Assembly will be held on March 29th, 2006 in Kabul. All applications with the accompanying documents should be received by March 5th at Kabul or other Area offices of ACBAR.

APPLICATION PROCESS

The application process for ACBAR membership is as follows:

- I. Applicants should submit a completed application form with the requested attachments to the Secretariat, attention Director
- II. The Steering Committee of ACBAR will then review all applications. The Steering Committee does not approve or reject applications; it checks that applications are properly and fully completed and that the ACBAR membership criteria are met, before submitting them to the General Assembly.
- III. The ACBAR members proposing a new applicant must introduce the organisation to the General Assembly, and a senior representative of the applicant organisation must attend the meeting to present the NGO and answer any questions raised by the membership.
- IV. The General Assembly votes on all applications at the meeting.
- V. Once the General Assembly approves the membership, the member will be required deposit the membership fee, either for the whole year or six months, whichever is suitable to the member.

Any queries regarding clarification on the above should be directed to the Director, ACBAR.

ACBAR Membership Fee Structure

The membership fee is calculated 0.1 % of the total expenditure of an organisation in the previous year, with a minimum of \$ 150 and a maximum of \$ 5000.

ACBAR Membership Criteria

Adopted from ACBAR Statutes of Operation, revised by the ACBAR General Assembly on 27th October 2005:

CHAPTER 2

2.0 Members and Membership

2.1 ACBAR shall be composed of members who are willing to abide by and follow the Statutes of Operation.

2.2 The member organisations meet mandatory and additional membership criteria, have applied for and have had their membership approved, and have continued to meet membership criteria and have signed up to the Code of Conduct. Members have the right to vote in the General Assembly. Failure to attend the two ACBAR General Assembly meetings every year will result in a member status being withdrawn. Each agency will designate three individuals, one of whom will be expected to attend the General Assembly.

Hereinafter, in this document, the term “Members” refers to ACBAR Members.

2.3 ACBAR members should meet the following agency information and demonstration of capacity/accountability criteria:

Mandatory criteria for members

2.3.i The agency is a nongovernmental, not-for-profit organisation (NGO), has or is preparing to provide humanitarian or development assistance to Afghans, and fulfils the NGO criteria outlined in the Code of Conduct for NGOs engaged in Humanitarian Action, Reconstruction, and Development in Afghanistan

2.3.ii Provide evidence of support from at least one significant donor to the organisation.

2.3.iii Agencies should submit and update on a regular basis all project information through the NGO Activities database, as requested by the Secretariat, within two months of the date of the request.

2.3.v Agencies should pay membership dues within the first two months of receiving the annual request for payment.

Other

2.3.vi Prospective members must be sponsored by two-member organisation Directors or Deputy Directors.

Additional criteria for members

Agency Information and Demonstration of Transparency/Accountability

- 2.3.vii Agencies should actively participate in relevant coordination meetings and other forums such as the General Assembly, special task forces and technical work groups. Attendance at General Assembly meetings is mandatory.
- 2.3.viii Agencies should demonstrate a commitment to participate in overall information sharing through submission of proposals to the ACBAR membership directory, ACBAR database, AIMS database and other information mechanisms.
- 2.3.xi Agency projects should conform to policies and standards agreed on within the humanitarian assistance community working with Afghans.

Code of Conduct

- 2.3. xii All Members of ACBAR must sign up to the Code of Conduct and actively support it.
- 2.4 Prospective members must submit to ACBAR a written application following the most recent version of the standard ACBAR application form, which can be obtained from any ACBAR office. The application must be submitted to the Secretariat of the National Office, which will then check that applications are properly and fully completed and that ACBAR membership criteria are met. Applicants with incomplete applications will be informed by the Secretariat. The Secretariat will forward complete applications to the Steering Committee for review and forwarding to the General Assembly. Applications should be approved by a simple majority of the General Assembly. The decision of ACBAR shall be made known in writing to the applicant.
- 2.5 Membership of ACBAR must be renewed annually in January. If all the membership criteria have been met, membership will automatically continue into the next year. Membership fee for a member joining ACBAR during a year is calculated according to the remaining months of a year.
- 2.6 Membership of ACBAR is discontinued:
 - a. When a membership organisation ceases aid to the Afghans.
 - b. When a member organisation notifies ACBAR in writing of its intention to withdraw;
 - c. When the members decide by a two-thirds majority vote at the General Assembly to dissolve ACBAR.
 - d. When the members decide by a two-thirds majority vote at General Assembly that the activities of a given member are not in line with the Statutes of Operation and are detrimental to the overall efforts of ACBAR.

CHAPTER 3**3.0 Rights and Duties of Members:**

- 3.1 Member organisations have complete autonomy. ACBAR provides guidelines and a level of consensus with which an individual member is expected to concur voluntarily.
- 3.2 Each member organisation has the right to ask ACBAR for advice and assistance in matters concerning relief and development activities for Afghans. Members are also entitled to receive circulars, annual reports and other documents as provided by ACBAR.
- 3.3 Any member has the right to put forward comments to ACBAR on matters concerning the activities and well-being of ACBAR.
- 3.4 Each member organisation will have one vote at the General Assembly.

Annex I

General Information

Agency Name: _____

Three Key Staff for ACBAR General Assembly meetings:

1. _____

2. _____

3. _____

Your Name: _____

Title: _____

Date of Submission: _____

Annex II

Office Information

Please provide the following information for each of your offices involved working for Afghans, including International Headquarters if applicable.

1. Main office and Postal Address

Address: _____
In-Charge person: _____
Telephone: _____
Fax: _____
Email: _____

2. Sub-office-1

Address: _____
In-Charge person: _____
Telephone: _____
Fax: _____
Email: _____

3. Sub-office-2

Address: _____
In-Charge person: _____
Telephone: _____
Fax: _____
Email: _____

4. Sub-office-3

Address: _____
In-Charge person: _____
Telephone: _____
Fax: _____
Email: _____

5. International Headquarters

Address: _____
In-Charge person: _____
Telephone: _____
Fax: _____
Email: _____

Annex III**Narrative Description**

Please provide a detailed narrative description in English of the organisation, including background, projects currently implemented and planned projects, funding sources, statutes of operation, and organisational structure **and** the details listed below. This should compliment the directory entry at Annex IV.

1. Organisation establishment date: _____
2. Goal and Objectives: _____
3. Activity starting date: _____
4. Brief summary on: _____
 - a) Key Sector humanitarian/development
 - b) Projects implemented in the last year
 - c) Training Programmes
 - d) Any other relevant information

Please reply the following questions:

1. Is your organisation an implementer, donor or both?
2. Does the organisation implement projects through Shuras, or Government?
3. Does the organisation have membership of any other Coordination Body or agency?
If yes, please name.

Annex IV

ANNEX IV is attached in Excel worksheet.

FOR THIS APPLICATION A COPY OF THE INFORMATION SUBMITTED TO AIMS ON THEIR 'WHO, WHERE, WHAT' FORMAT WILL BE REQUIRED.

Annex V

Application Endorsement Form

(The page below this first paragraph should be re-typed on paper with the letterhead of each of the two current ACBAR members that are supporting your application. Each must be signed by an authorised director who has checked the application form, accompanying documents and interviewed a senior representative of your organisation to ensure that the application meets the criteria for membership as described above. The directors who sign and stamp this endorsement form will be expected to introduce your organisation to the membership at the next General Assembly).

To the ACBAR General Assembly

I hereby endorse the application of *(name of the NGO)* for membership of ACBAR. I have looked into the background of this organisation and am satisfied that they meet the criteria, and spirit, for membership. I have also checked the application and accompanying documents against the list below.

I will introduce *(name of NGO)* to the next General Assembly.

Sponsoring member to tick each box to show that the information is present and has been checked:

- Annex I General information
- Annex II Office information
- Annex III Narrative description
- Annex IV Directory Information – attached
- Annex V Application endorsement form

Plus copies of the following documents or reports:

- A No objection certificate (NOC) from the government of Pakistan if working in Pakistan or Registration Certificate from Ministry of Planning, Government of Afghanistan, if working there, or any evidence that an agreement with the Government is under process, or has been reached.
- The agency must show conclusively that it has been fully operational as an NGO (as defined in the ‘Suggested Criteria for Membership in a NGO Coordination Body’ above) for a minimum of one year in Afghanistan or elsewhere.

- ❑ An audit report or recognised financial and administrative check for the previous year's activities.
- ❑ Provide evidence of support from at least one significant donor to the organisation.

Signed:

Position in organisation