INTERNATIONAL
CO-OPERATIVE
ALLIANCE

Route des Morillons 15
1218 Grand-Saconnex
Geneva
Switzerland

Tel: (41 22) 929 88 38
Fax: (41 22) 798 41 22
E-mail: ica@ica.coop
Website: www.ica.coop

PROCEDURES FOR PROCESSING ICA MEMBERSHIP APPLICATIONS

Organisation expresses interest in membership

Cover letter & application sent to the organisation
Cover letter explains the benefits of membership, required documents, and application process.

Organisation submits application

If application complete:
All materials are fully reviewed to analyse the organisations eligibility for membership.

If application incomplete:
A letter is sent to the organisation requesting missing items.

Consultations:
ICA consults with the following to determine the suitability of the organisation for membership:

- Regional Directors, who consult with applicable regional bodies (the admission and exclusion of a European member of the ICA should not occur without the opinion of the board of Cooperatives Europe)
- Current ICA members in the country of the applicant
- ICA Sectoral Organisations, as applicable

Membership Committee:
ICA submits applicant (summary information sheet) for recommendation and approval.

ICA Board:
The ICA Board is informed of those organisations which are accepted into membership.

Organisation informed of the decision :

If approved:

- Organisation is welcomed into the ICA, informed of their rights and responsibilities, and informed that their membership will be activated after receipt of their first subscription payment.
- Once first payment is received, organisation is officially welcomed, informed of upcoming meetings, requested to provide additional statistics, and requested to provide contact information to receive specific ICA publications.

If not approved:

- The organisation is informed of this and why.

Complete application includes:

- Application form
- Rules of the organisation
- Annual Report
- List of member societies/affiliates

Summary information sheet includes:

- Organisation name, country, date of foundation, activities, statistics
- Eligibility, type of membership requested
- Conform to ICA Statement on Co-op Identity?
- Expectations of ICA, how learned about ICA, why interested in membership
- Estimated annual subscription, affiliation to other organisations
- Result of consultations

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