



MILSET MEMBERSHIP - CANDIDATURE PROCESS¹²

Tasks	Who	Schedule
In follow-up with a request received from an organisation to become a member, or a direct contact with a potential member: Organise an information meeting: <ul style="list-style-type: none">- To introduce MILSET- To introduce the candidate	MILSET Regional Office ³	Anytime
Provide initial information: <ul style="list-style-type: none">• Statutes of MILSET and MILSET Regional Office• Introduction folder• Information on rights and duties of members	MILSET Regional Office ⁴	+ 1 week
Sending a candidature: <ul style="list-style-type: none">• Membership Form• Charter or Internal Rules⁵• Annual Report⁶• Latest Annual Financial Statements⁷ To memberships@milset.org	Candidate	Anytime
Analysis of the candidature by prioritizing: <ul style="list-style-type: none">• Type of organisation: preferably applications from national or (multi-)regional organisations.• Alignment to MILSET Vision, Mission, and Values• Compliance with MILSET Statutes & Internal Rules• Compliance, if it is the case, with the concerned Regional Statutes & Internal Rules• If a national organisation is already a member in the candidate's country: could decide to consult with the concerned national member• Collect missing data Results of the analysis must be shared between the MILSET Regional Office and the MILSET Managing Director	MILSET Regional Office	2 months

¹ Each Regional Office shall nominate a person in charge of the membership process
² For the MILSET global office, the Managing Director is responsible for the membership process
³ A Regional Office can delegate that task to the MILSET Managing Director
⁴ Idem 3
⁵ It is not mandatory to translate the document in English
⁶ Idem 5
⁷ Idem 5

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Tasks	Who	Schedule
Pre-Approval of the membership candidature or Decision to approve the candidate as Associate Organisation ⁸	MILSET Regional Office	
Send the confirmation of pre-approval, and the Membership Form to the MILSET Managing Director	MILSET Regional Office	+ 2 weeks
Ratification Request the ratification by MILSET Executive Committee	MILSET Managing Director	+ 2 weeks
Ratification of the membership candidature	MILSET Executive Committee	As needed
Sending to the concerned Regional Office: confirmation of the ratification or explanations in the case of a non-ratification	MILSET Managing Director	+ 2 weeks
Final Approval Present the candidatures at the Regional General Assembly or, depending on the Regional Statutes, Proceed to the final approval	MILSET Regional Office	
Confirming to the new member the approval by sending: <ul style="list-style-type: none">Letter co-signed by the MILSET President and the concerned Regional PresidentMILSET Members' Benefits, Rights, ObligationsMILSET Statutes and Internal RulesMILSET WhatsApp Group linkSchedule an introductory meeting with MILSET Staff Introduce the MILSET staff and their responsibilities	MILSET Managing Director	+ 2 weeks
Update the MILSET Global System	MILSET Managing Director	+ 2 weeks
Membership fee invoice: AFTER final approval	MILSET Regional Treasurer	+ 2 weeks

⁸ A Regional Office can decide to accept or not the category of Associate Organisation; it is not mandatory

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CRITERIA TO EVALUATE MEMBERSHIP CANDIDATURES

In compliance with the MILSET:

Statutes

- Members shall be organisations active in STEAM activities or STEAM promotion for children and youth.
- A Regional Office shall have the authority to precise the types of organisations allowed as candidates for membership.
- National and (multi-)regional organisations are preferred as MILSET members.
- Local organisations should be an exception.

Internal Rules

- If a national organisation is already a member in the candidate's country, the Regional Office could decide to consult the concerned national member before approving a new national, regional or local organisation in that country.
- If a national organisation exists, the Regional Office shall make every reasonable effort to recruit the organisation as a member.
- If a national organisation does not exist, a regional organisation may become a member.
- In countries where one or more national/regional organisations are MILSET member, local organisations (e.g. schools) must participate in MILSET activities through a member organisation.
- When a local organisation applies for membership, the Regional Office shall first determine whether an organisation with a larger (regional or national) scope exists in the country and shall make every reasonable effort to recruit the organisation as a member.
- If such an organisation does not exist, the local organisation may become a MILSET member.

The analysis shall also be performed to make sure that candidature is in compliance with the MILSET Region Rules, if it is the case.

* Regional Office:

We use the term "Regional Office" to facilitate the understanding of the process since each region has the authority to decide on its membership approval process. Depending on their governance structure, it could be the Regional Executive Committee or the Regional Office.

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