

Information on ISSA Membership

ISSA's membership is open to all organizations working in the field of early childhood or with an interest in the education, welfare and rights of young children (birth through end of primary school), with a focus on the poorest and most vulnerable. Membership is available to organizations with legal personality, governmental or public organizations and other Council designated categories who can demonstrate that they are able to meet the criteria outlined in ISSA's Statutes and Internal Regulations.

1. Categories of Membership

According to ISSA's Statutes, there are two categories of ISSA Members: **Full Members** (voting) and **Affiliate Members** (non-voting).

Full Members may be a not-for-profit civil society organization that:

- Is legally established in accordance with the laws of its respective country;
- Pursues public interest;
- Has a mission which is aligned with ISSA's focus on young children, reflecting ISSA's values;
- Is committed to support the goals and objectives of ISSA;
- Has recognition within the country by reputable organizations or individuals;
- Has professional capacity in one of the areas related to ISSA's strategic goals;
- Has good governance: e. g. oversight by a qualified, independent Board of Directors;
- Has good financial management: the organization must successfully pass annual audits;
- Has full disclosure: transparent fundraising and information about activities, donors, summary reports of income and expenses;
- Has signed a Letter of Commitment.
- Has:
 - Professional staff and ability to deliver on their mission
 - High quality professional expertise and reputation
 - Program/advocacy work that addresses pressing ECD issues in the country
 - Focus on ongoing professional development and self-assessment
 - Staff actively taking advantage of ISSA services and engaging in ISSA's professional life
 - Staff committed to the ISSA Principles and take every opportunity to apply them in the NGO's work
 - Staff active in professional dialogue, exchange of experience and sharing of good practices in their own country and in the network.

An Affiliate Member may be a governmental or public organization or other Council approved category that:

- Is legally established in accordance with the laws of its respective country if a legal entity;
- Pursues public interest if a legal entity;
- Has a mission, if a governmental or public organization or legal entity, which is aligned with ISSA's focus on young children, reflecting ISSA's values
- Is committed to support the goals and objectives of ISSA;
- Has recognition within the country by reputable organizations or individuals;
- Has professional capacity in one of the areas related to ISSA's strategic goals;
- Has good governance if a legal entity: e. g. oversight by a qualified, independent Board of Directors;

- Has good financial management if a legal entity: the organization must successfully pass annual audits;
- Has full disclosure: transparent fundraising and information about activities, donors, summary reports of income and expenses if a legal entity;
- Has signed a Letter of Commitment.

To apply for **full or affiliate membership**, organizations should complete an Application Form and send it to the ISSA Secretariat. They should also include their current strategy/annual work plan, latest annual report and accounts, statutes, and a Letter of Commitment confirming that the organization supports ISSA's mission and strategic goals, and that it understands and accepts the Statutes and the Internal Regulations. All documents should be in English, if possible.

The application of a new Full or Affiliate Member must include contact information for a reference organization, if possible a current Full Member. This organization will be contacted by the Membership Committee to refer the applicant, particularly concerning to the applicant's adherence to ISSA's values and potential to contribute to fulfilling ISSA's goals. The Membership Committee will contact a potential Full Member, or a potential Affiliate Member if necessary, before the organization is accepted. Affiliate Members are admitted following approval by the ISSA Board. Full Members are admitted following approval by the ISSA Board, to be ratified by the Council at the next Council Meeting.

Both Full and Affiliate Members of ISSA benefit from networking, capacity building, member exchanges, joint advocacy, international representation and professional information sharing, and exchange services offered by ISSA. Networking and exchange among ISSA members and with ISSA's partner organizations, allows members to learn from each other and share good practices—thus strengthening ISSA members' capacity in their work and ISSA's voice as an advocate on issues related to young children.

Full members are fully engaged in the activities of the Association: they benefit from all services offered by ISSA, they set the guidelines and priorities for the association and make an ongoing contribution to the activities of the association. Full members have full voting rights as a Council Members and may contribute to all ISSA bodies (Board, Program Committee, Election Committee, and Audit Committee).

Affiliate members are engaged in selected programmatic activities of the association by joining partnership projects or programmatic initiatives related to one of ISSA's strategic goal. Affiliate members may attend and contribute to Council Meetings but have no voting rights. They may also contribute to the work of the Program Committee and the Membership Committee.

2. Termination of Membership

Membership is automatically renewed each year. According to the ISSA Statutes, membership may be terminated if a member does not fulfill its obligations towards ISSA. This may include situations when:

- the member no longer meets the criteria for admission
- the member does not fulfill their responsibilities as outlined in the International Regulations
- the member causes damage to ISSA's reputation or acts against ethical guidelines in the network

The decision to terminate the membership is taken by the ISSA Council for Full Members and by the ISSA Board for Affiliate Members. Termination of membership may result in losing rights to use all, or some of ISSA resources, as determined by the Board.

3. Membership Fees

Members of ISSA shall pay annual membership fees, which are required to ensure the credibility of ISSA and to demonstrate the commitment of members to the organization. The fees contribute to ISSA's financial sustainability and independence, thereby giving the Members greater autonomy to define and implement priorities for the association

Members of each category of membership shall be subject to different annual membership fees, which shall be determined and may be modified by the ISSA Board¹.

The annual membership fees for full members shall amount to:

- EUR 250 for Full Members with a budget under EUR 250,000;
- EUR 500 for Full Members with a budget between EUR 250,000 - 500,000;
- EUR 700 for Full Members with a budget over EUR 500,000.

The annual membership fees for affiliate members shall amount to:

- EUR 250 for Affiliate Members with a budget under EUR 250,000;
- EUR 500 for Affiliate Members with a budget over EUR 250,000.

Annual membership fees shall run for twelve (12) calendar months from the date of admission as a Member of ISSA. Thereafter renewals of membership shall be payable within three (3) calendar months of expiration of the annual term of membership, otherwise membership is cancelled.

ISSA members may request to pay a discounted fee or that ISSA waive the fee in exceptional circumstances. The ISSA Board decides on such requests.

4. Benefits of Membership

ISSA's Full and Affiliate Members are offered a platform for collaboration, joint advocacy, professional information sharing, networking, international representation and funding:

Networking and Professional Exchange of Information

- exchange of information about relevant initiatives from within and outside the network
- internal networking and joint knowledge creation through ISSA's Online Community, at the conference, thematic meetings and other ISSA events
- mutual technical assistance and member exchanges in early childhood education
- external networking and exchange of information and good practice at joint events and in collaborative initiatives with ISSA's partners

¹ Under special circumstances the ISSA Board may decide to waive the fee for individual member organizations.

- access to human resources and expertise available in the network, possible partners for partnership projects or for funding proposals
- facilitation and support to establish partnerships with international agencies, networks and other relevant organizations

Capacity Building/Strengthening Quality of Practice in Early Years Services

- a framework and set of principles on quality pedagogy in ECD as outlined in the ISSA Principles: *Competent Educators of the 21st Century – ISSA’s Definition of Quality Pedagogy*
- support to strengthen organizational capacity through professional development

Influence Policy

- support for members’ national and regional advocacy initiatives
- position statements and other advocacy tools on issues related to ISSA’s strategic goals
- organizing policy roundtables, convening and participating in meetings with decision makers in countries of member organizations

Visibility and International Representation

- promotion and support to establish partnerships with international agencies, donors, national decision makers, relevant regional and international networks etc.

Funding/Support for Fundraising

- information on funding opportunities
- support in finding partners and donors
- opportunities for development of joint fundraising proposals
- discounts to ISSA’s events and for publications
- invitation to represent ISSA at international events with costs covered by ISSA

In addition to the benefits above, which are closely related to ISSA’s Work Plan and Strategy Framework, Full Members receive the benefit of shaping the association’s strategy and of electing ISSA’s leadership, by electing Board members.

5. Rights to ISSA’s Intellectual Property

ISSA has placed the booklet and poster of the ISSA Principles, *Competent Educators of the 21st Century: ISSA’s Definition of Quality Pedagogy*, in the public domain and they are available on ISSA’s website. ISSA members are asked to do the same in their countries – to make these resources available on their websites and via other means.

ISSA’s Full Members who joined ISSA before 2011 receive license for perpetuating non-exclusive rights on the territory of their country to use, adapt, print or sell all educational resources developed and published by ISSA until 2011, which are available on a password-protected section of the Online Community. For resources developed after 2011, these members need to request a license for rights to the new resources.

New Full and Affiliate Members may request a license for rights to some or all of the ISSA Resources. Based on the Board’s decision, ISSA grants these rights following an agreement of non-competition within the network.

ISSA grants its Full and Affiliate Members permission to use this intellectual property **only** on the territory of their own country. Before engaging in initiatives in other countries of the network, members are asked to contact the ISSA member in that country, which has the right to use the ISSA resources on the territory of that country, to pursue collaboration. Collaboration is encouraged if the initiative does not involve ISSA's resources; if the initiative does involve use of ISSA resources, collaboration is **a must**. If members wish to use ISSA resources in a country outside the ISSA network, they must receive permission from the ISSA Secretariat first.

Other partners may receive rights to ISSA intellectual property within the framework of a Partnership Agreement or Memorandum of Understanding, through which they have access to the resources and trainings provided by ISSA. ISSA encourages free delivery of training and education services to all beneficiaries. In case fees are charged, partners are asked to consult with and obtain the permission of ISSA to set the standards for agreements on such revenue generating activities, within frameworks established by the ISSA Board.

When using ISSA resources, members or partners are required to:

- acknowledge that it is an ISSA publication, and list the authors of the publication,
- keep the initial design of the publication and the ISSA logo when translating and printing,
- and inform the Secretariat and provide feedback on the use and alterations they have made.

In order to be able to hold the license to the resources in the ISSA Quality Resource Pack over time, Full and Affiliate Members need to fulfill the following expectations:

- Translate resources in the Quality Resource Pack (except online course and video subtitles)
- Make the Booklet and Poster of Principles available in the local language on NGO's website and make reference to it whenever relevant, with NGO endorsement
- Endorse and advocate publicly for the Principles (e.g. in roundtables, meetings etc.)
- Introduce the Principles and the resources to the professional community in the country
- Plan for ISSA resources implementation and development of the NGO Portfolio on work around Quality – as a self-assessment instrument
- Assure shared understanding of Quality in their country through:
 - o Peer learning (study visits etc.)
 - o Technical Assistance
 - o Participation in Reliability Exercises
 - o Other means which are possible in the national context
- Work on practical application of the Principles and share information about the quality context in their country in relation to the ISSA Principles and the QRP

6. Members' Responsibilities to ISSA

a) Membership contributions

In addition to paying the membership fee, Full Members are encouraged to contribute to ISSA's continued success by providing staff time as in-kind contribution to help facilitate communication and information exchange in the network. Deliverables of this in-kind contribution will be information shared on the Online Community, dissemination of results of the work of partnership projects and increased horizontal communication. Members are asked to contribute also with other in-kind contributions such as translation costs and other expenses. Proof of such in-kind contributions may be used by ISSA as cost-share in project proposals. Members are also asked to help raise funds for joint activities within the network.

b) Participation in implementation of ISSA's strategic goals

Full and Affiliate Members commit to support the goals and objectives of ISSA, and are expected to

- Through activities of their own organizations, contribute to promoting ISSA's mission and to implementing ISSA's strategic goals for the benefit of children and their families
- Participate in partnership projects/thematic groups set up at members' own initiative, and use the Intranet, ISSA meetings and other collaborative tools provided by ISSA to carry out their work.
- Contribute to the network with their specific experience and resources

In addition, Full Members are expected to:

- Be actively involved in strategy development and implementation, as well as in governance
- Endorse and use the resources which are made available to Full Members.

c) Information exchange in the network

Full and Affiliate Members are expected to

- Share their latest strategy/annual work plan, annual report and audit report every year, unless a physical person²
- Give input in membership surveys and mapping initiatives carried out by the Secretariat
- In the case of members who are leaders of thematic groups or partnership projects: send a brief update about the work of the SIG twice a year, and a final report at the end of the project, with executive summaries in English for the resources developed

In addition, Full Members are expected to communicate with the Secretariat and maintain vertical and horizontal exchange of information in the network, provide news and resources from the NGO's work for the ISSA website or Online Community (at least once a month).

d) ISSA promotion and member recruitment

Full and Affiliate Members may be invited by ISSA to attend external events or represent the network in international projects. In such cases, unless the organizers cover costs for participation, ISSA will cover these costs. Members are expected to prepare a brief report on the meeting/project and post it on the Online Community, as well as the details of the potential new members or partners met on this occasion.

When attending any kind of external meetings or taking part in international projects, members are urged to promote the ISSA network, share information about resources or events, and bring relevant information about resources and potential new members/partners to the network.

Members are asked to mention their membership of ISSA in internal and external communications and to use, for this purpose, the "ISSA Member" logo, which should be displayed on their website and also on their publications when possible.

Members are expected to use recruitment tools provided by the Secretariat and encourage other organizations concerned with early childhood care and education to become members of ISSA or be

² This refers to the kind of information which is considered good practice for NGOs to include in their printed annual reports: budget summary, brief narrative report, executive summary of strategy/work plan.

active in the Online Community. Details of organizations that are interested to apply for membership or join the Online Community should be sent to the Secretariat.

e) Use of ISSA image and reputation

Members must not, whether knowingly or negligently, act in a way that could discredit the ISSA network or lead to a possible loss of public confidence in it. Members should not use the ISSA logo in a way or in a context that could discredit ISSA. Members should use the ISSA logo only in documents/statements/information that are issued and approved by ISSA or in the framework of an agreement with ISSA (e. g. joint event) and on special agreement of the Secretariat.

f) Rules of Conduct in the Network

Full and Affiliate Members agree to subscribe to the following rules of conduct in the network:

1. General Rules:

- ensure their program work is relevant, by addressing pressing ECD issues in the country
- assure authority by developing and maintaining high quality professional expertise
- pursuing public interest
- show transparency and accountability in relation to other members and third parties
- work in a spirit of co-operation and inclusiveness by engaging with other network members in joint activities

2. Rules governing projects funded by external donors, in which ISSA and Members are partners:

- provide timely and accurate reports
- respect agreed deadlines
- share with all partners regular updates on project implementation
- maintain proper records (original receipts) for the duration required by the donor
- maintain staff timesheets and other documentation required by the donor

3. Fundraising Rules

- ISSA and each individual Member share reciprocal duties to help each other raise funds
- If a Full Member is seeking funds or engages in a project in the country of another full member, the member in that country should be consulted first and an agreement should be reached for cooperation. If agreement cannot be reached the issue should be brought to the attention of the ISSA Board.

4. Communication Rules

- Members of the ISSA network commit to timely response to requests/questions.
- To streamline communication, a basic framework for Communications and Information Flow will be followed in the network.