GUIDELINES FOR APPLICATION
OF THE MEMBERS, ASSOCIATE MEMBERS, AND PARTNERS

As mandated by the ADN Governing Council’s decision to establish a working group to provide guidelines on the criteria and procedure of the membership application. Therefore, this set of provisions is formed that has been synchronized in accordance with the new constitution of the Asia Democracy Network. To achieve the objective, vision, and mission of the organization stipulated at the opening of the constitution which required an open, inclusiveness, and participation of all Civil Societies in the region to take part in promoting and defending democracy together, therefore this guidelines is applied in facilitating the membership application processes of the institution.

I. General Provision
(1) Membership is open to organizations or individuals.
(2) Membership consists of the following categories.
   a. General Member - Has the right to vote and can attend the General Assembly.
   b. Associate Member - can attend the General Assembly as an observer but do not have the rights to vote.
   c. Partner Member - cannot attend the General Assembly.
(3) National organizations are encouraged to first become members of ADN’s Regional Network members, in accordance to advocacy issues (ex. FORUM-ASIA (Human Rights), ANFREL (Elections, MFA (Migrants Forum in Asia), etc) first before applying separately as a member of ADN.
(4) National organizations already members of ADN regional network members (ex. FORUM-ASIA, MFA, ANFREL, etc) are automatically members of the ADN.

II. Criteria
(1) Civil society organizations in Asia working on democracy and human rights.
(2) To be a member of ADN, an organization or institution must subscribe to the principles enshrined in ADN’s constitution and must be committed to responsibly participate in the activities of the ADN.
(3) Membership is open to:
   a. Regional Networks
   b. Regional Organizations
   c. National Network - A network of organizations of a particular country
   d. National Organizations -Organizations with documented experience in any of the activities listed in Goals and Objectives are eligible for membership.
(4) Have a minimum of 5 years of activity in the field of democracy and human rights.
(5) Active in social movements, advocacy, and/or research ensuring peace, transparency, and accountability.
(6) The organization’s work and operations must display integrity, gender-sensitivity, and respect fundamental rights and democracy.

(7) The organization must not be involved in any partisan, violence, sectarian, exclusive, or discriminatory.

(8) Organization must not be affiliated to any government or political party.

(9) Registration with an appropriate agency in the country (if any).

VI. Membership Types

a. General Member
   i. Established independent networks made up of groups of organizations/associations working in Asia (national, regional) or on Asia issues, including networks of civil society organizations working specifically on democracy-oriented activities.
   ii. General Members have the right to vote in the General Assembly.
   iii. General Members are eligible to become Governing Council members.

b. Associate Member
   i. Civil society organizations, individuals, state funded foundations, and think tanks with at least three (3) years of experience undertaking democracy activities.
   ii. Associate members can attend the General Assembly as observers.
   iii. Associate members can not vote in the General Assembly.

c. Partner Member
   1. Organizations such as state-Institutions and academic think tanks which are not engaged in democracy work as defined in the goals but have the capacity of producing research and studies that can be most useful to the ADN community.
   2. Organization and Institution work on a democracy foundation that regulates government funding.
   3. Exceptions can be discussed: If any of these organizations are engaged in scope of research is regional or if the members are regional engaging in multi-country research and activities.
   4. Partner organizations are non-voting members.
   5. These may include funders and intergovernmental agencies across countries who may attend and participate in GA as an observer or other ADN events.
III. Individuals as Members
Membership is open to individuals of outstanding reputation with demonstrated qualifications for leadership and outstanding work in the field of democracy, including organizational experience, advocacy, training, research and publications.

V. Limitations on single non-network organizations
Single non-network organizations cannot be voted to the GC – unless its membership, scope of work and activities have regional reach and identity.

VII. Application Process
(1) Application Process is open to any eligible organization. The Chair of the applying organization shall submit a letter stating the desire for membership.
(2) Required documents must be submitted as indicated:
   a) Letter of Intent
   b) Application Form
   c) Registration of organization (if any)
   d) Description of Activities or link to website
   e) Latest Financial Statement (if any)
   f) References
(3) Partner organisations can simply send a letter of intent. The ADN will review the intent and take proper process to establish partner status.

VIII. Continuing Process
(1) Membership Committee will schedule an interview with the applicant organization and review the documents submitted.
(2) Membership Committee submits to the GC with their recommendation for approval.
(3) GC will present nomination for membership and the organization’s representatives to the GA.
(4) GA votes on approval or rejection by yes, no votes.
(5) Majority vote of the GA signifies formal acceptance.
(6) Accepted members are announced during the GA program and is one of the main features of the agenda.

X. Termination of the Membership
a. A member may terminate its membership by submitting a formal letter addressed to the Secretary General notifying ADN of its decision to voluntarily terminate its membership.
b. Failure of an organizational member to attend three (2) consecutive special or regular General Assembly meetings (2) consecutive years are each grounds for termination of membership, in addition to other grounds for termination of membership that may exist.
c. In case of violation of ADN’s Constitution or improper behavior by a member, the Governing Council may vote to terminate the membership of a member for cause after affording it a reasonable opportunity to contest a written proposed notice of termination; provided, however, that a member may appeal a decision of the Governing Council to terminate its membership directly to the General Assembly, whose decision shall be final on the matter.