



International Humanist and Ethical Union

How to apply for membership of IHEU

The application process

Only organizations may apply for membership. Individuals can be IHEU Supporters (please see www.iheu.org/supporter).

To apply for membership of IHEU, you must complete the membership application form. Before applying, you should contact the Regional Membership Coordinator, whose name and contact details are on the website (www.iheu.org/memberform). The Coordinator can help you to complete the form.

All applications are considered by IHEU's Executive Committee (EC), which meets five times a year. If the EC approves the application, it will grant provisional membership. The final decision is made at the next annual IHEU General Assembly (GA), if the first membership fee has been paid.

Your application form will be copied to IHEU's EC and, at a later stage, its member organizations. Your organization's contact details and information about its purpose and activities will be published on the IHEU web site when you become a member organization.

Before completing the form

Please read the following documents:

- the Membership and Dues Regulations at www.iheu.org/iheu-membership-and-dues-regulations
- the information provided at www.iheu.org/about and www.iheu.org/membership
- IHEU's constitution (called Bylaws and Internal Rules) at www.iheu.org/bylaws and www.iheu.org/internalrules.

In particular, please confirm that your organization's objectives are consistent with IHEU Bylaws 1 and 2.

Completing the forms

If you have questions about how to complete the application form, please ask your Regional Coordinator or email us at the membership email address listed at www.iheu.org/email.

Please complete both forms in full and in English. If you cannot complete a particular item, please explain why. If it is irrelevant to your organization please put "not applicable" or "N/A". If you are waiting for information, please wait until you have it: we cannot consider incomplete applications.

If you need extra space for an answer, there is space for additional information at the end of the form.

Section 2: International contact

Please give details of the person who should be IHEU's primary contact in your organization. The role of the International Contact is to:

- Receive information from IHEU and pass it on to the relevant person/people within your organization;
- Ensure your organization's leadership group (this may be called the Board, Management Committee or Executive Committee or other name) is regularly made aware of IHEU and its work;
- Inform IHEU regularly of the activities of your organization;
- Respond to any queries or campaigns from IHEU;
- Ensure the membership dues are paid regularly; and
- Ensure the information about your organization on IHEU's website is up to date.

Section 3: Membership category applied for

There are three categories of membership:

- Full Member
- Specialist Member
- Associate Member

Full details are provided in the Membership and Dues Regulations. The chosen category affects the annual membership dues and the number of votes in the General Assembly. Please read the Regulations carefully and choose the most relevant category. If you need help with choosing a membership category please consult your Regional Coordinator or email us.

Section 6: Calculation of annual membership dues

Provided you have chosen a membership category in section 3 and completed section 6, the Word version of the membership application form will calculate your annual membership dues to IHEU. **For this reason, the Word version of the membership application form is preferred.**

If you do not have access to Microsoft Word, you will need to use the PDF version and complete it manually. In this case, you will need to refer to the Membership and Dues Regulations to calculate your annual membership dues.

The information in sections 3 and 6 will also be used by us to calculate the number of votes to which your organization will be entitled at the IHEU General Assembly if you apply for Full or Specialist Member.

The financial and other obligations of member organisations are set out in the Membership and Dues Regulations. IHEU dues are payable in January every year.

Your first annual membership fee is payable when the EC approves your application. This first membership fee covers the remainder of the year in which you join **and** the following year.

Your membership is not complete and will not be put to the GA until we receive your first annual membership fee. If the GA refuses your application, the fee will be refunded.

In later years, the annual fee is due on 1 January in each year. If you do not pay by 1 March, your membership will be suspended.

Section 7: Sponsors

You need to contact the IHEU Regional Coordinator (for details of your local Regional Coordinator, see www.iheu.org/memberform for details). If they know your work, they will sponsor you, and you will not need any other sponsors.

Alternatively, an EC member who knows your work can sponsor you, and you will not need any other sponsors.

If neither the Coordinator nor an EC member can sponsor you, please supply the names and contact details, including email addresses, of three sponsors who know your work, are in IHEU's membership and who have agreed to sponsor your organization. It is not sufficient to list three members of your own organization or other people unknown to IHEU. If you are having difficulty locating sponsors, contact us and we will try to help.

Section 8: Agreeing to IHEU's principles

Before starting the application process, please make certain that the leadership committee of your organization clearly agrees with IHEU's purpose and IHEU's definition of Humanism set out in IHEU Bylaws 1 and 2 (www.iheu.org/bylaws).

By signing this form, you are agreeing on behalf of your organization with IHEU's purpose and IHEU's definition of Humanism. You are also accepting the responsibilities and obligations of IHEU membership.

Additional information needed

As well as this form, you also need to send copies of your:

- Articles of Association and/or By-laws, Statutes or Constitution
- Latest annual report
- Latest financial statement or accounts

Sending your application to IHEU

Do not return these instructions with your application. Before finally sending the form, please check again that you have completed all the requested information.

In order to ensure the fastest processing of your application, please send the completed application form via email to the membership email address listed at www.iheu.org/email together with the other documents listed in the paragraph above.

Scanned documents **are** acceptable. If this is not possible, please let us know and we will accept documents sent as hard copies by airmail to the IHEU office.

IHEU will acknowledge receipt of your application. If possible, an administrator will notify you of any major omissions in your application.