**MS International Federation Associate (Non-Voting) Membership Application Form**

**Name of organisation:**

**English translation:**

Please confirm that your organisation:

* provides reliable and evidence-based information and advice to the MS community
* is independent of, and institutionally separated from, government, political parties and private companies
* is working towards adherence to *MSIF’s Guidelines for non-funding relationships between MSIF Member Organisations and healthcare companies*
* is working towards representing (directly/indirectly) all regions and/or major towns and cities in the country, ideally incorporating a network of local or regional chapters/branches/offices/clubs
* represents people affected by and interested in MS through a structure of individual membership
* is legally incorporated and registered with the relevant national authority as a not for profit (charitable, voluntary, public welfare or similar) organisation with a suitable governing document (Constitution/Bylaws/Memorandum and Articles of Association/Charter/Statutes, or similar)
* keeps accurate annual records of its income, expenditure and assets, open for inspection by an independent auditor and available to MSIF
* employs (a) paid staff member(s) devoted to the day-to-day management of the organisation or otherwise operates to a professional standard
* is self-governing and elects a Board of Trustees that meets on a regular basis and is responsible for the constitutional operation of the organisation
* involves some degree of voluntary participation which includes having a committed volunteer Board of Trustees
* aims to develop a Medical and Scientific Board (or equivalent) comprised of leaders in the MS field, including the country’s recognised neurologists and scientists
* accepts and abides by MSIF’s governing document (MSIF Articles of Association), copies of which are available from the MSIF Secretariat
* ensures regular availability of an English-speaking person, with access to email and telephone/Skype to ensure full communication with the MSIF Secretariat and other MSIF Member Organisations
* will make a contribution to MSIF’s annual budget through the payment of membership dues
* acknowledges their active support of, and willingness to participate in, the fulfilment of MSIF’s vision, mission, aims and objectives.
* All Member organisations are responsible for assuring their cooperation and support for agreed joint projects and programmes of mutual benefit to MSIF and its Members.

Please attach the following documents:

* Permanent address of the organisation with contact details (e.g. telephone, fax, email, English-speaking contact, foreign languages spoken, office hours)
* Document confirming the organisation’s legal status
* Copy of the organisation’s governing document
* List of Board of Trustees with an organisational diagram
* List of the organisation’s branches, chapters affiliates and regional organisations (with a map highlighting this geographical distribution)
* Copy of the organisation’s most recent accounts and current budget
* Copy of the organisation’s most recent Strategic Plan or Business Plan
* List/report of services and support provided for people affected by MS
* Epidemiological data including the estimated number of people with MS in the country, the prevalence and incidence
* Estimated number of people with MS registered in or known to the organization
* Estimated number of members (current and anticipated) and type of membership, e.g. voting, subscribing, associate, etc.

**Application submitted by:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title/Position in organisation:** |  |
| **Signature** |  |
| **Date:** |  |

Applications should be posted to Zoe Burr, Head of International Capacity Building, MSIF, 3rd Floor, Skyline House, 200 Union Street, London, SE1 0LX, UK, scanned and emailed to [zoe@msif.org](mailto:zoe@msif.org) or faxed to +44 207 620 1922 and marked for her attention.

Before a national MS organisation’s application for Associate Membership can be submitted to the MSIF Board for approval a visit must be carried out by a member of the MSIF Secretariat and/or an MSIF representative. MSIF will liaise with the applicant organisation to schedule the visit.