

Changes in the AoAs and SOPs

Articles of Association

6.1.4 Primary criteria for membership are:

1. Be actively involved in diabetes care and prevention;
2. Be a not-for-profit organisation or federation of such organisations. A private sector, commercial, business or government organisation cannot join IDF;
3. Be legally registered within a jurisdiction:
 - a) Organisations must have been legally registered for a minimum of three (3) years (produce a valid Registration Certificate);
 - b) In cases where political changes preclude the candidate from providing the required documentation of legal registration for at least three (3) years, the Board of Directors may in exceptional circumstances accept other proof of dedicated service for people with diabetes for three (3) or more years; A decision by the Board to make an exception will be final;
 - c) Organisations must have Articles of Association (or equivalent);
 - d) Organisations must have a postal address.
4. Have a Board/Governing body which has a democratic process of election. The election process must not be discriminatory by gender, age, nationality, or religion;
5. Provide an annual activity report;
6. Prove financial capacity (solvent and capable of paying applicable membership fee);
7. Have a funding base that is ethically appropriate and aligned with IDF's 7 business and industry guidelines;
8. Have settled any previously unpaid fees and/or other obligations owed to IDF.

6.3.3 Each Member must provide written and signed proof of the number of its FTE employees/paid staff to the Secretary by **December 31st** each year.

6.3.6 The delegate of an extraordinary General Assembly should be notified to the Secretary by **December 31st** each year. If this information is not received, it is assumed that the same delegate as before remains. A Member can at any time notify the Secretary in writing that a new delegate has been appointed for the remaining period. A notification received after the Registration Date of an extraordinary General Assembly will take effect by the end of that General Assembly.

6.5 Membership Fees

The fees of a Full and Provisional Member will be determined according to the number of FTE employees/paid staff of the Member and the Gross National income per capita classification of the World Bank, of the country in which the Member is registered. The fee is calculated and communicated to each Member **by January 31st** and must be paid in Euro to the IDF Bank Account by **March 15th**. A Provisional Member should pay the fee within 60 days of the date of admittance.

Fee variation

If the calculation of the fee entails a higher fee due to World Bank Classification, the Member may ask the Board to reduce the increase by half for one year with full effect from year 2. A request should be made no later than **March 15th**. The decision of the Board is final. The Member must pay the fee within 30 days of communication of the Board's decision.

Standard Operating Procedures

SOP 3

3. Skills and qualifications

3.1. In addition to the eligibility criteria needed by all Board of Directors, the President-Elect should possess the same skills/attributes as the President (SOP 2).

3.2. Candidates for the position of President-Elect should meet at least one of the following criteria:

- Has served at least one term on the IDF Board, either as an IDF Vice-President or a Regional Chair;
- Can demonstrate experience in a senior role (Board-level such as President or Vice President, for example) at an international NGO or similar, active in the field of health, preferably NCDs.

SOP 7

6. Timeline

Nine months before elections

Call for nominations launched, by the Secretary, setting out the three (3) overarching criteria applicable to each category and the skills sets.

Seven months before elections

Deadline for receipt of CVs and supporting documentation by Nominating Committee.

Six months before elections

Nominating Committee to meet virtually to discuss first round of received candidatures, and if necessary to launch a call for additional candidates for targeted skill sets.

Four months before elections

Deadline for submission of CVs and supporting materials from call for targeted skill sets.

Three months before elections

Nominating Committee meets in person to establish final list of candidates. The selected candidates will be notified of their selection and will have the right to react or challenge the decision within two weeks of notification. Any reaction or challenge must be made to the Chair of the Nominating Committee to be referred to the Nominating Committee.

Two months before elections

Candidate 'book' prepared by the Secretary for submission to the General Assembly.