



ARAC Membership Application Procedure

CLASSIFICATION

This document is classified as an ARAC Procedures Document.

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AVAILABILITY

A Copy of this document in English is available at the ARAC website.

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Original: English

ARAC Membership Application Procedure

1. Purpose

This document establishes the procedure to manage ARAC membership applications in accordance with ARAC Bylaws.

2. Procedure

- 2.1. The forms for membership application ARAC FM 025, ARAC FM 026 and ARAC FM 027 are available for downloading at the ARAC website or may be obtained from the ARAC Secretariat. The applicant shall complete the application and submit it to the ARAC Secretariat along with the applicable membership application fee.
- 2.2. The application will be reviewed by the Secretariat. If the Secretariat determines that the submitted information is incomplete, the applicant shall be requested to submit any missing information.
- 2.3. Upon review of the applicant's complete application documentation, the Secretariat will prepare a summary according to the form ARAC FM 028, with a recommendation regarding the membership application, and submit it to the members of the ARAC Executive Committee along with the applicant's documentation (if any), for a 30 day ballot.
- 2.4. If the Executive Committee decides that it needs more information from the applicant before making a decision, it will notify the Secretariat on the specific information it requires, and the Secretariat shall request it from the applicant. Upon receipt, the Secretariat shall send the new information to the Executive Committee with a new recommendation if necessary, and a new 30 day ballot.
- 2.5. The Executive Committee shall review the membership application and pertinent documentation (if any) and shall cast a vote within 30 days of receiving the complete information from the Secretariat.
- 2.6. If the Executive Committee's ballot results in a rejection of the applicant's membership request, the Secretariat shall include the application in the agenda for the next Executive Committee meeting for its review. If the Executive Committee confirms the rejection of the applicant, the Secretariat shall advise the applicant of the decision along with the reason(s) for rejection. In the case when the Executive Committee review results doesn't confirm the rejection of the applicant then the secretariat shall re submit the applicant's complete application documentation for a 30 day ballot to the Executive committee members.
- 2.7. If the Executive Committee's ballot results determine the acceptance of the applicant's membership request, it shall submit its decision to ARAC General assembly for approval according to the form ARAC FM 029. The Secretariat shall submit the application recommendation for a 30 day ballot to the ARAC General Assembly. The Secretariat shall provide documentation and information on the applicant upon request by an ARAC member.
- 2.8. If the General Assembly's ballot results in a rejection of the applicant's membership request, the Secretariat shall include the application in the agenda for the next

Executive Committee meeting for its review. If the Executive Committee confirms the rejection of the applicant, the Secretariat shall advise the applicant of the decision along with the reason(s) for rejection. In the case when the Executive Committee doesn't confirm the rejection by the General Assembly members then the secretariat shall re-submit the applicant's complete application documentation and the completed ARAC FM 029, including the reasons of the non-confirmation of the rejection, to the General Assembly members for another 30 day ballot.

- 2.9. Upon expiration of the voting period, the Secretariat shall advise the applicant and the General Assembly of the ballot results within a week.
- 2.10. When the membership application is approved by the General Assembly vote, the Secretariat shall send the following to the applicant:
 - a) A copy of the ARAC Memorandum of Understanding (MoU);
 - b) A copy of the MoU Signature sheet;
 - c) Instructions for membership fee payment and the amount due;
 - d) A request to appoint a delegate to ARAC (one per country) and delegates for the ARAC committees and subcommittees of interest.

The Secretariat shall make other documents available to the new member by e- mail or by posting them on the ARAC website (e.g., Bylaws, Terms of Reference and Work Plans of the Committees and Subcommittees, and the Annual Strategic Business Plan).

- 2.11. The applicant for Associate membership shall sign the MoU and two signature sheets, and submit one signature sheet to the Secretariat for its files. The applicant shall submit payment of its membership fee and notify the Secretariat.
- 2.12. Once the Secretariat confirms receipt of payment and the signed signature sheet, the applicant formally becomes an ARAC member. The Secretariat shall inform the General Assembly and add the new member's information to the ARAC website.

3. Rights and obligations

3.1. Rights :

3.1.1. Associate and affiliate members have the following rights:

- I. To designate representatives to the General Assembly;
- II. To participate in General Assembly meetings, where they shall have voice but no vote;
- III. To designate representatives and participate in the activities of the committees and subcommittees according to their Terms of Reference;
- IV. To have access to ARAC general documents;

3.1.2. Stakeholder members have the following rights:

- i. To designate representatives to the General Assembly;
- ii. To participate in General Assembly meetings, where they shall have voice but no vote;
- iii. To designate representative and participate in the activities of the committees and subcommittees according to their Terms of Reference;
- iv. To have access to ARAC general documents;
- v. To designate their representatives and participate in the Stakeholders Advisory Committee according to their Terms of Reference.

3.2. Obligations :

3.2.1. Associate and affiliate members have the following obligations :

- i. To sign the ARAC MoU;
- ii. To contribute to the mission and goals of ARAC;
- iii. To comply with the ARAC Bylaws and other applicable obligations ;
- iv. To comply with and apply the General Assembly resolutions;
- v. To complete actions geared toward signing and maintaining the ARAC MLA;
- vi. To invite the representatives of national accredited conformity assessment bodies or in process of accreditation to participate in ARAC, as appropriate;
- vii. To pay the fees established by the ARAC General Assembly in a timely manner.
- viii. To comment and vote on ARAC draft documents

3.2.2. Stakeholder members have the following obligations:

- i. To sign the ARAC MoU;
- ii. To contribute to the mission and goals of ARAC;
- iii. To comply with the ARAC Bylaws and other applicable obligations ;
- iv. To comply with and apply the General Assembly resolutions;
- ix. To pay the fees established by the ARAC General Assembly in a timely manner.

4. Associated forms:

- ARAC FM 025: ARAC Application Form for Associate membership
- ARAC FM 026: ARAC Application Form for Stakeholders Membership
- ARAC FM 027: ARAC Application Form for Affiliate Membership
- ARAC FM 028: ARAC Membership Application Summary and Secretary's Findings.
- ARAC FM 029: ARAC Executive Committee Recommendation on a Membership Application.