**ISME NATIONAL AFFILIATES**

**Guidelines**

As approved by the 2000 General Assembly, INAs replace the previous category of Afﬁliated National Organizations (ANOs).

**Deﬁnition**

An ISME National Afﬁliate (INA) is an ISME Group Member that has been granted the status of INA by the ISME Board of Directors for a deﬁned term. An INA has certain privileges, duties and responsibilities. There can be only one INA in each nation.

**Eligibility**

Any current ﬁnancial Group Member can apply to the ISME Board to be granted the status and title of ISME National Afﬁliate.

The Board requires of an applicant that:

• it be a national organization or institution engaged in music educational activities

• membership\* in the organization be open to any music educator in the nation

• it has recognized national status

• it has a vision or mission which supports ISME’s mission, and can state it supports ISME’s general policy statements

\*Membership in this context means, for an organization, paid-up members, and for an institution, employees or enrolled students

**Application Procedures and Requirements**

Each application must provide, with appropriate supporting documentation:

• basic information about the Group Member, including its mission or constitution or aims;

• evidence of its engagement in music education activities;

• evidence of its national status;

• a statement indicating how it will approach its duties and responsibilities as an INA;

• a statement indicating its commitment to the ISME mission and general policy statements;

• letters of support from other organizations and/or institutions in the nation; and

• letters of support from existing ISME Individual or Group Members in the nation

The application should be signed by two representatives of the leadership of the applicant, and indicate their positions.

Applications should be sent to the Secretary General of ISME isme@isme.org at any time during any year for consideration by the Board of Directors. Applications should be in English, but letters of support need not be.

**Duration of Status**

Normally the status of INA will be granted for a period of six years. It may be renewed, but formal application will need to be made. The Board reserves the right to review this status at any time, on its own initiative or at the formal request of a number of ISME Individual Members in the nation. Should an INA so reviewed be shown to be failing in its duties and responsibilities, the Board may remove its INA status and award that status to another applying Group Member.

**Privileges of INAs**

• Each INA has the right to use the phrase “representing ISME in . . . [name of country]”

• INAs are able to take part in special discussion sessions with Board Members at World Conferences and at other appropriate opportunities

• An INA has the right to apply to host ISME Conferences and Seminars

• An INA has a special proﬁle on the ISME website and there is a link to its website

• An INA may be consulted from time to time on ISME projects and developments

**Duties and Responsibilities**

The duties and responsibilities of an INA are

• to pass on information to ISME members in the nation (from a database supplied by the International Ofﬁce only to the INA)

• To promote ISME in the nation by developing ISME’s proﬁle and by organizing or facilitating national participation at conferences and the like

• to increase ISME membership in the country, by meeting agreed targets for Individual Members and Group Members

• to contribute to ISME international projects by providing advice, contacts, personnel and materials whenever possible

• to provide a biennial report to the Board’s mid-year meeting, and if requested to provide one at any time, showing how it is fulﬁlling its responsibilities, and on its interaction with ISME

• to maintain continuous ISME Group Membership during the term of appointment. If the Group membership lapses at any time, the Board may withdraw INA status from that ISME Group.