# 1.0 IFBA Members

Member organizations have goals and objectives similar to the IFBA and are formally organized with their own Constitution and By-Laws. These governing documents provide the organization with a clearly stated mandate to address issues in the subject areas of biosafety, biosecurity and biorisk management. IFBA member organizations are typically national and regional biosafety associations and working groups. They possess a body of members who typically pay dues to the organization and are governed by a body of elected leaders possessing defined roles and responsibilities. The organizations typically conduct their operations through committees and/or working groups.

Each member organization is officially represented at the IFBA by the President/Chair of that organization in addition to one other standing member from the organization. Each member is entitled to notice of all IFBA meetings, all information provided at the meetings, the opportunity to participate and the right to one vote on all matters requiring a decision by the membership. A member may participate or vote by means of teleconference or other similar technologies as permit persons participating in the meeting to communicate with each other and a Member participating in such meeting is deemed to be present at the meeting.

# 2.0 Procedure for Applying

**Application**

An application for membership to the IFBA must be submitted by the petitioning organization to the IFBA Secretariat and signed by the President/Chair of the organization. The organization must also submit a copy of their Constitution/By-Laws, goals and objectives, membership, committee structure and other governing documents. Applications will be reviewed by the IFBA Secretariat and forwarded to the membership for approval.

**Admission/Removal of Members**

New members shall be admitted to the IFBA upon resolution of two-thirds of the IFBA members. Petitioning organizations shall be promptly informed by the IFBA Executive Director of their admission. A member shall cease being such upon provision written notice to the IFBA, the member becomes insolvent or ceases to operate, or, if at a special meeting of IFBA members, a special resolution is passed by two-thirds to remove the member for cause.

# 3.0 Application

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| --- |
| **a) Organization Contact Information** |
| 1) Registered Name of Organization |  |
| 2) President/Chair |  |
| 3) Mailing Address |  |
| 4) Telephone |  |
| 5) Fax |  |
| 6) Email Address |  |
| 7) Website |  |

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| --- |
| **b) About the Organization** |
| 8) What year was the organization established? |  |
| 9) Is there a charter/by-laws reflecting its goals? *(Please attach)* |  |
| 10) How many members does your organization currently have? |  |
| 12) What countries/regions of the world does your organization represent? |  |
| 13) What are the goals and objectives of your organization? |  |
| 14) Please provide a brief history of your organization. |  |
| 15) Where does your organization receive its funding? |  |
| 14) Is your organization currently affiliated with a parent/mentor organization, and if not, is this something you are interested in? |  |

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| **c) Supporting Documentation & Declaration** |

 Copies of constitution and/or by-laws attached

 Other documentation attached (please specify):

 I confirm that all information given is correct at the time of completing this application

**Print Name:**

**Position:**

**Signature Date**

Please complete this form and forward by email together with the required attachments to the IFBA Secretariat at: secretariat@internationalbiosafety.org