

## **Basis of recognition for Local UN Associations**

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A summary of UNA-UK's affiliation requirements for community and youth associations, UNA regions and UNA nations.

### Introduction

Local UNAs are a key component of our grassroots movement. Volunteers from over 100 groups across the UK work hard to connect the United Nations with people in their local communities and on their university campuses.

All local UNAs are legally and financially autonomous of UNA-UK (though UNA-UK has agreed to extend its public and product liability insurance to their meetings and events). However, in order to be recognised by UNA-UK they must meet minimum requirements. This basis of recognition is drawn from The Rules of the Association and our current practice. It was developed by UNA-UK's Board of Trustees to help local UNAs understand these requirements.

With their energy, imagination and a long-standing commitment to engaging people where they are, it is rare for a local group not to fulfil the basic criteria laid out below. Where they have difficulty though, UNA-UK will do what it can to help, particularly for groups just forming or seeking recognition, by contacting UNA-UK members in the area or on their campus on behalf of the organisers, and by allowing prospective groups to advertise events on their website.

### Minimum requirements

Local UNAs meet the requirements for recognition if they:

#### *Leadership and Governance*

- Treat all participants with equality and respect, ensuring that everyone is able and encouraged to get involved.
- Ensure that the posts of presiding officer (eg, president, chair or convener) and treasurer are filled by different people chosen by regular and fair election and that the names and addresses of all officers are immediately forwarded to UNA-UK.
- Ensure that, if the group is not based at a university, all officers are subscription-paying members of UNA-UK.
- Ensure that one of the officers is willing to act as a point of contact for the group, having their name and email address shared publically and receiving posted communications from UNA-UK.
- Never put UNA-UK at legal, financial or reputational risk.
- Abide by UNA-UK's data protection policy ([www.una.org.uk/data-protection](http://www.una.org.uk/data-protection)) at all times.
- If based at a university, be registered with the university's official student association.

#### *Events and activities*

- Hold at least two events or activities per year that are open to all group members and the general public.
- Report events and activities to UNA-UK, using UNA-UK's online events calendar.

- Choose subjects for events and activities that promote the work and focus of UNA-UK.

#### *Membership*

- Communicate the activities of the group to its members and wider university community or general public.

#### *Reputation and good standing*

- Not claim to speak on behalf of UNA-UK or mislead in communications concerning the extent of the relationship with UNA-UK and the UN.
- Not infringe intellectual copyrights of photos and text in their communications.
- Not use UNA-UK's logo (customised logos are available for each group).
- Not communicate or act in a way that brings the UN or UNA-UK into disrepute.

#### *Recognition of a new group*

- Recognition is subject to approval by UNA-UK's Board of Directors who will require a formal application.
- Community-based groups seeking recognition will be asked to provide a list of least six members of UNA-UK who support the application.
- The formation of branches is subject to Board approval who will require information such as number of events already held and attendance.
- Once Board approval is given the organisers will be provided with details of UNA-UK members in their area, if applicable.

#### *Resolving issues*

If a local UNA is not fulfilling the criteria detailed above UNA-UK will normally raise the issue with the group in the first instance and work with it to try to solve the problem informally. If this is unsuccessful, the matter will be referred to UNA-UK's Board of Directors.

The Board may issue a written notice and give a reasonable time for the issue to be remedied. If the issue is not remedied in the time given, a further written notice will be sent, informing the group that they are no longer recognised by UNA-UK. In extraordinary circumstances, the withdrawal of recognition may be expedited without use of notices.

In all cases, UNA-UK will attempt to regularly communicate with the local group to keep them informed of any actions being undertaken.