

## Basis of recognition for Local UN Associations

Last updated: September 2016

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

The latest *basis of recognition* for local UNAs was approved by UNA-UK's Board at their meeting on 22 September 2016.

The new basis of recognition is available at [www.una.org.uk/local](http://www.una.org.uk/local). This document contains the new wording in white along with annotations highlighting significant changes in grey.

### 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.

**Addition:** Clarification on public liability insurance.

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.

**Addition:** Focus on help given to groups that are forming or seeking recognition.

### 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.

**Addition:** Flexibility on the title the group gives to its leader.

- Ensure that, if the group is not based at a university, all officers are subscription-paying members of UNA-UK.

**Addition:** This addition was made to accommodate UNA student associations, which this document now covers, as well as community-based groups. **The Board approved the text of this document with the proviso that Elizabeth Richards (Board member), Dali ten Hove (Board member) and Richard Nelmes (staff member) agree the text of the above point.**

- 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.

**Addition:** Clarification on how details of the main contact will be shared.

- Never put UNA-UK at legal, financial or reputational risk.

**Addition:** Reputational risk is now included.

- Abide by UNA-UK's data protection policy ([www.una.org.uk/data-protection](http://www.una.org.uk/data-protection)) at all times.

**Addition:** Our data protection policy is now referred to here.

- If based at a university, be registered with the university's official student association.

**Addition:** Requirement to be registered with the university's guild or student union

#### *Events and activities*

- Hold at least two events or activities per year that are open to all group members and the general public.

**Amendment:** Frequency of events has been increased from one to two.

- 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.

**Amendment:** Changed from 'objects and policies' to 'work and focus'.

#### *Membership*

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

**Removal:** "*Maintain a membership of at least six individuals who pay a subscription to UNA-UK.*" - this has been replaced by a requirement that the officers of community-based groups are members of UNA-UK.

**Addition:** Requirement to communicate activities more widely than branch membership. This can be done via UNA-UK's website.

#### *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.

**Amendment:** Language changed from: "*Be clear in all communications that the group is independent from UNA-UK and the United Nations.*"

- Not infringe intellectual copyrights of photos and text in their communications.
- Not use UNA-UK's logo (customised logos are available for each group).

**Amendment:** Language changed from: *“Use only the customised logo prepared for the group by UNA-UK.”* as some groups have their own logo.

- 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.

**Addition:** The above section has been added to make the process of formation and recognition clearer.

#### *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.

**Amendment:** Language changed from: *“The Board will discuss the matter using input from the local UNA, the Trustee for that region/nation and UNA-UK’s own staff team. They will issue a written notice and give 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, UNA-UK’s Executive Director may refer the issue directly to the Board of Trustees.”*

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