**Confederation of Meningitis Organisations (CoMO), a part of Meningitis Research Foundation**

**MEMBERSHIP APPLICATION FORM**

We are delighted that you are interested in joining CoMO’s international network. Becoming a CoMO Member means joining a network committed to defeating meningitis and having the opportunity to attend training and networking sessions through CoMO’s conferences and to shape global health campaigns like World Meningitis Day. CoMO Membership helps you build on your local and national impact through a united global vision.

For more information about CoMO visit our website: [www.comomeningitis.org](http://www.comomeningitis.org)

To apply, please review and complete this form and send it back to [info@comomeningitis.org](mailto:info@comomeningitis.org). Read Sections C and D to view the benefits and duties of each membership tier and then complete Sections A and B. We will confirm receiving your application within 1 week and we may need to ask follow-up questions. Your application will then be sent to CoMO’s Advisory Council to see if you would make a good fit for our network. We will get back to you with their decision in two to three weeks. We look forward to receiving your application form.

**Please note:**

1. If it is not possible to complete this form in Word, or you prefer to complete it by hand, please write in clear UPPERCASE and scan in or return by post to: Confederation of Meningitis Organisations, Park House, 10 Park Street, Bristol, BS1 5HX, UK.
2. Alternatively, you can complete this form easily via typeform: <https://meningitis.typeform.com/to/azW20p9f>
3. If you have any queries regarding the membership process, please contact us by emailing Nadia Vaenerberg, [nadia.vaenerberg@comomeningitis.org](mailto:nadia.vaenerberg@comomeningitis.org) or by calling Tel +44 333 405 6264 and we will be pleased to help you.

Kind regards,

Nadia Vaenerberg – Acting CoMO Network Lead

Confederation of Meningitis Organisations (CoMO), part of Meningitis Research Foundation (MRF)

**Section A. Select the Type of Membership**

CoMO has three categories of membership: Full Members, Associate Members and Friends. If you are unsure which type is right for you, please [**click here**](#Membership_Type) for more info. Once you’re a member, you can upgrade your membership if your status changes e.g. if your organisation becomes a registered charity then you may want to upgrade from Associate to Full Member.

**Please tick which type of membership you are applying for:**

1. [Full Member](#Full_Member)
2. [Associate Member](#Associate_Member)
3. [Friend](#Friend)

**Section B. Complete the Membership Form**

Complete the table below if you’re applying for Full or Associate Membership (scroll down to apply to become a Friend of CoMO):

|  |  |
| --- | --- |
| **Organisation Details** | |
| **Organisation Name:**  (in your national/regional language AND English) |  |
| **Acronym:** (e.g. CoMO) |  |
| **Organisation area:**  (please select one) | * Asia Pacific * Europe/Africa * Americas |
| **Organisation Address:** |  |
| **Year Established:** |  |
| **Charity Number or registration status (if applicable):** | *If your organization is a formally registered charity, please provide proof by, for instance, emailing us with a certificate. This is only necessary if you’re applying to become a Full Member.* |
| **Number of Staff:** |  |
| **Number of Volunteers:** |  |
| **Number of beneficiaries**  **(or members if applicable):** |  |
| **General Email Address:** |  |
| **Website:** |  |
| **Telephone Number:**  (with country code) |  |
| **Social media pages:** |  |
| **Logo:** | Please input a copy of your organisation’s logo here |
| **Why would you like to become a member of CoMO?:**  (Please include what benefit you see to your group/organisation in becoming a member) |  |
| **About your organisation:**  (Please let us know in detail about the work of your group or organisation, please mention anything relating to meningitis/sepsis) |  |
| **Please include a profile you would like displayed on our website** (approx. 100 words),examples of other member profiles can be found [here](https://www.comomeningitis.org/europe-africa-regional-members).  Your profile should explain how what you do impacts on meningitis. |  |
| **How did you hear about CoMO?** | A friend/colleague; Social media; Google; other |
| **Details of your representative:**  Please give the details of the person who will:   * Receive communications from CoMO * Respond to consultations where relevant for your organisation   The CoMO Representative should be a Chief Executive or a senior manager. | |
| **Title (Miss/Ms/Mr/Mrs/Dr/Prof):** |  |
| **Name:** |  |
| **Position:** |  |
| **Direct Email Address (if possible):** |  |
| **Direct Telephone (if possible):** |  |
| **Link to personal Facebook profile:** (this is so we can add you to our private Global and Regional CoMO Members’ Facebook Groups. CoMO HQ will add you as a ‘friend’ on Facebook.) |  |

For completion by those applying to become a Friend of CoMO:

|  |  |
| --- | --- |
| **Title (Miss/Ms/Mr/Mrs/Dr/Prof):** |  |
| **Name:** |  |
| **Profile Photo:**  (OPTIONAL: this is a photo of you for use on our website) |  |
| **Position:** |  |
| **Address:** |  |
| **Direct Email Address (if possible):** |  |
| **Direct Telephone (if possible):** |  |
| **Link to personal Facebook profile:** (this is to enable us to add you to our private Global and Regional CoMO Members’ Facebook Groups. CoMO HQ will add you as a ‘friend’ on Facebook.) |  |
| **Why would you like to become a member of CoMO?**  (Please explain what you hope to gain/give through your membership) |  |
| **Please provide a brief profile for use on our CoMO website members section** (approx. 100 words, you can view examples [here](https://www.comomeningitis.org/europe-africa-regional-members).) |  |
| **How did you hear about CoMO?** | A friend/colleague; Social media; Google; other |

**Section C. Learn about the Membership Types**

**Full Membership**

1. **Criteria**

To qualify for full membership, the applicant should:

* Carry out active, regular, and visible programs and/or projects that focus on meningitis prevention, awareness and/or support. If the organisation is new and has not carried out any activities to date, they should demonstrate their plans to do so within the next year.
* Be aligned with the vision and mission of CoMO.
* Be registered in their national territory with a regulatory authority and be able to demonstrate this registration. Alternatively, the organisation must be formally affiliated with a relevant registered organisation or institution and have clear documented evidence of this affiliation.
* Be a patient or professionally-led organisation. If led by professionals, the applicant should be able to demonstrate how they represent and/or refer to the patient voice in their activities.
* Be a non-profit and/or non-governmental organisation.
* Operate independently of any commercial organisation, including pharmaceutical companies. A member can receive funding from commercial organisations but it must not be controlled or directed by them.
* Understand that the organisation’s contact details will be used by CoMO’s team for regular communications. Contact details and the name of the lead contact may also be shared with other CoMO members at any time.
* Be willing to participate in surveys. Standard ones include: the annual Membership Development Survey, Member Conference Survey, and World Meningitis Day Survey.
* Be able to meet the duties of a Full Member (defined below).

1. **Benefits**

Full Members of CoMO will:

* Receive up-to-date information about CoMO member organisations through the Members’ Area.[[1]](#footnote-1)
* Be recognised as a Full Member on the CoMO website. Once approved by CoMO’s team, members are authorised to display a certificate of CoMO membership and publicly acknowledge membership on their materials.
* Be invited to attend CoMO conferences and events.
* CoMO may offer subsidies so you can attend CoMO conferences.
* Have access to all resources & toolkits developed by CoMO.
* Be eligible to seek a “buddy”.
* Receive all CoMO general communications, including a monthly newsletter.
* Have the opportunity to request that items be included on the CoMO website and newsletter in accordance with relevant guidelines.

1. **Duties**

Full Members are required to:

* Be aligned with the vision and mission of CoMO.
* Sign CoMO’s code of conduct. This will be circulated with your welcome pack but you can read it now [here](https://bit.ly/3IGZ4KW).
* Confirm that they meet the criteria for Full Membership by completing the annual Membership Development Survey and providing information about activities they have carried out during the year.
* Support activities such as World Meningitis Day where possible. CoMO recognises that not every member organisation has the time and resources to do so.
* When possible, attend regional meeting conference calls and in-person regional meetings.
* Behave in a manner not to bring CoMO into disrepute.
* Commit to key principles of CoMO membership, which include:
  + Working for the good of all members.
  + Sharing best practice and resources whilst recognising the need to protect intellectual property.
  + Not utilising information gained through CoMO (or from any member of CoMO) for individual benefit if it may have a detrimental effect on CoMO or another member.
  + Recognising that conflicts of interest may arise and declaring them at the earliest opportunity.

**Associate Membership**

1. **Criteria**

To qualify for Associate Membership, the applicant should:

* Have an interest in overcoming meningitis (and sepsis), which can be evidenced by active, regular and visible programs and/or projectsthat aim to reduce the impact and incidence of the disease. The applicant should aim to become a Full Member within two years through expanding their activities to focus on meningitis prevention, awareness and/or support.
* Be working towards registration in their national territory with a relevant regulatory authority, or alternatively must be affiliated with a relevant registered organisation or institution and have clear documented evidence of this affiliation.
* Be a patient or professionally-led organisation. If led by professionals, the applicant should be able to demonstrate how they represent and/or refer to the patient voice in their activities.

* Be a non-profit and/or non-governmental organisation.
* Operate independently of any commercial organisation, including pharmaceutical companies. For avoidance of doubt, a member can receive funding from commercial organisations but it must not be controlled or directed by them.
* Understand that the organisation’s contact details will be used by CoMO’s team for regular communications. Contact details and the name of the lead contact may also be shared with other CoMO members at any time.
* Be willing to participate in the annual Membership Development Survey, Members Conference Survey, and World Meningitis Day Survey.
* Be able to meet the responsibilities of an Associate Member (defined below)

1. **Benefits**

Associate Members will:

* Receive up-to-date information about CoMO member organisations through the Members’ Area.[[2]](#footnote-2)
* Be recognised as an Associate Member on the CoMO website. Once approved by CoMO’s team, members are authorised to display a certificate of CoMO membership and publicly acknowledge membership on their materials.
* Receive all CoMO general communications including the monthly newsletter.
* Be invited to attend CoMO conferences.
* Have access to all resources & toolkits developed by CoMO to support member development.
* Be eligible to seek a “buddy”.

1. **Duties**

Associate Members are required to:

* Be aligned with the vision and mission of CoMO.
* Sign CoMO’s code of conduct. This will be circulated with your welcome pack but you can read it now [here](https://bit.ly/3IGZ4KW).
* Confirm that they meet the criteria for Associate Membership by completing the annual Membership Development Survey and providing information about activities they have carried out during the year.
* Behave in a manner not to bring CoMO into disrepute.

**Friend**

1. **Criteria**

A Friend of CoMO is required to:

* Be involved in the fight against meningitis (and sepsis) and be willing to show this publicly.
* Where possible, support and/or work with a Full or Associate Member of CoMO in their country and/or with CoMO itself.
* Understand that the organisation’s contact details will be used by CoMO’s team for regular communications. Contact details may also be shared with other CoMO members at any time.
* Participate in the annual Membership Development Survey and other key surveys released by CoMO’s team.

1. **Benefits**

Friends of CoMO have the following benefits:

* Receive all CoMO general communications including the monthly newsletter.
* Be connected to local, regional and national CoMO member(s) where possible.
* Be invited to attend CoMO conferences.
* Be recognised as a Friend on the CoMO website. Once approved by CoMO’s team, Friends are authorised to publicly acknowledge membership of CoMO on their materials.

1. **Duties**

Friends of CoMO have the following duties:

* Be aligned with the vision and mission of CoMO.
* Sign CoMO’s code of conduct. This will be circulated with your welcome pack but you can read it now [here](https://bit.ly/3IGZ4KW).
* Behave in a manner not to bring CoMO into disrepute.
* Confirm that they meet the criteria for Friend membership by completing the annual Membership Development Survey and providing information about activities they have carried out during the year

**Section D. Revision of Membership**

* If a Member no longer demonstrates a focus or interest in defeating meningitis in a way that is aligned with their membership tier, CoMO has the right to change or revoke membership.
* If a Member does not respond to communications from CoMO staff for a period of more than one year without prior warning, CoMO has the right to change or revoke membership.
* If a Member operates in a manner that brings CoMO to disrepute, CoMO has the right to change or revoke membership.
* If a Member has become more active and particularly if a Member organisation has become registered and recognized as a formal organisation, you have the right to ask to upgrade your membership. Your request will be reviewed by the Advisory Council.

***I confirm that the information above is accurate, and that my organisation is eligible to be a Full, Associate Member or Friend as defined above, and is committed to the eradication of meningitis and sepsis***

**Signed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:**

**Job Title:**

**Date:**

1. This is a section of our website where you can log in to gain access to: shared materials (e.g. infographics), webinar recordings, member contact and social media details and more. Information on accessing this will be sent once your membership is confirmed. [↑](#footnote-ref-1)
2. This is a section of our website where you can log in to gain access to: shared materials (e.g. infographics), webinar recordings, member contact and social media details and more. Information on accessing this will be sent once your membership is confirmed. [↑](#footnote-ref-2)