



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

### Learn more about Membership Types

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)

This document will cover the three different CoMO membership categories:

- 1. Full Membership**
- 2. Associate Membership**
- 3. Friend**

The description below includes the criteria needed to join each membership tier, along with the relevant benefits and duties of each. This is so you can learn about which membership type makes sense for you or your organisation. If you have other queries not covered by this document, please email us at [como@meningitis.org](mailto:como@meningitis.org).

### Full Membership

#### **a) 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 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.

Administrative Address:  
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Programme Building 7th Floor, The Pithay, Bristol BS1  
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- 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 Head Office 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).

### **b) Benefits**

Full Members of CoMO will:

- Receive up-to-date information about CoMO member organisations through the Members' Area.<sup>1</sup>
- Be recognised as a Full Member on the CoMO website. Once approved by Head Office, 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.

### **c) Duties**

Full Members are required to:

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<sup>1</sup> 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.

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- 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](#).
- 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

### a) 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 projects that aim to reduce the impact and incidence of the disease.
- 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.

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- 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 Head Office 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)

### **b) Benefits**

Associate Members will:

- Receive up-to-date information about CoMO member organisations through the Members' Area.<sup>2</sup>
- Be recognised as an Associate Member on the CoMO website. Once approved by Head Office, 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".

### **c) 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](#).

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<sup>2</sup> 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.

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- 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

### **a) 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 your contact details will be used by Head Office 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 Head Office.

### **b) 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 Head Office, Friends are authorised to publicly acknowledge membership of CoMO on their materials.

### **c) 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](#).
- Behave in a manner not to bring CoMO into disrepute.

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- 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.

## 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 lapse membership until we hear back from a Member confirming they want their membership to continue. If we haven't heard back six months after the initial notification, then the Member will be removed from CoMO's network. This is to ensure our network comprises of active organisations and individuals working to defeat meningitis.
- 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.

## Applying for CoMO Membership

We're trying to make it as easy as possible to apply for CoMO membership so you can apply in any of the following ways:

1. Do you want to complete the application form as quickly as possible? Complete and submit this [online typeform](#) – there is no need to email us as we'll receive it once it's submitted.
2. Prefer using Microsoft Word? Download and fill-in [this Word document](#) with the membership application form and then email it to [como@meningitis.org](mailto:como@meningitis.org). You can also return it by post if you like and there are more instructions on how to do so in the application form.
3. Prefer using Google Docs? Access the membership application form via [Google Docs](#), click "File" and "Make a copy" and then fill it out! Then email the completed version to [como@meningitis.org](mailto:como@meningitis.org).

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

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network. We will get back to you with their decision in two to three weeks. We look forward to receiving your application form.

If you have any queries regarding the membership process, please contact us by emailing us at [como@meningitis.org](mailto:como@meningitis.org) or by calling Tel +44 333 405 6264 and we will be pleased to help you.