

Guidance for Associations applying for IGTA Membership

1. Applications for membership must be made initially in document form (hard copy or email) to the Honorary Secretary of IGTA. All information must be in English, which is the working language of IGTA.
2. Information to be provided by the association (include supporting documents where possible):
 - Name of the association in English and local language
 - Contact details (name, email, post address, telephone, website)
 - Membership numbers and entry criteria
 - Date of foundation and governing rules
 - Names and titles of members of governing body
 - Association financing arrangements and commercial status
 - Frequency and location of meetings of members and subjects discussed
 - Education requirements promoted by the association for practising treasurers and details of links with academic institutions promoting treasury learning
 - Details of any association publications (magazine, handbook, technical articles)
 - Details of any association conferences or training programmes on treasury matters.
3. There are no minimum requirements for membership, but the association would normally be expected to:
 - have been operating for around three years
 - be constituted as a not for profit organisation with a chairman and secretary
 - have at least 20 members
 - be able to provide evidence that it was active in discussing and promoting treasury matters
 - support IGTA's code of ethics and the IGTA recommended charter of practice for treasurers.
4. If the Honorary Secretary, after discussion with the other two colleagues in the IGTA executive, considers the association should be invited to make an application presentation to a full IGTA meeting, the presentation must be made within two years. A member of the applying association must make the presentation, in person.
5. The presentation should contain the information listed in paragraph 2 above and contain a specified commitment as to how the association may contribute to, or benefit from, the work of IGTA.

6. Membership is normally only granted to associations by a two-thirds vote of approval by IGTA representatives present in person or by proxy at an IGTA meeting.
7. Associations considering applying for membership, which have given the information listed in paragraph 2 above to the Honorary Secretary, may apply, or be invited by the Honorary Secretary, to send not more than two members of their association to attend an IGTA meeting as observers. Observers will attend meetings at their own expense, unless otherwise agreed by the association hosting the IGTA meeting. The granting of observer status is on a meeting-by-meeting basis, at the discretion of the Honorary Secretary, and should not be taken as an indication that a membership application will be approved.

20 September 2002