

ADMISSION REGULATIONS

for New Member Organizations of the International Association of Volunteer and Non-Profit Organizations DOBRO

(International Association DOBRO)

1. GENERAL PROVISIONS

1.1. These Regulations define the procedure, stages, timelines and responsible persons for submitting, reviewing and approving applications from organizations wishing to join the International Association of Volunteer and Non-Profit Organizations DOBRO (hereinafter, the International Association), as well as the procedure for transitions between membership levels and onboarding of new members.

1.2. The Regulations were developed on the basis of the Memorandum on the Establishment of the International Association dated 05.12.2025, the Admission Criteria for Member Organizations of the International Association DOBRO dated 10.06.2026, and the Membership Regulations of the International Association DOBRO.

1.3. Membership conditions — who may be a member, membership levels, rights and obligations — are established by the Membership Regulations. These Regulations describe exclusively the procedure: how an application is submitted, reviewed and approved.

1.4. The Regulations apply to all three membership levels: Observer, Consultative Status, Full Member — both for initial admission and for transitions between levels.

2. PRINCIPLES FOR ORGANIZING THE APPLICATION PROCESS

Principle	Content
Openness	Information on the admission procedure is published publicly on the Dobro.org platform.
Transparency	Admission and transition decisions are recorded in Council meeting minutes and published publicly in compliance with personal data protection requirements.
Equal Access	Non-profit organizations (in Central Asian countries — non-governmental non-profit organizations (NNPOs)), volunteer organizations and charitable entities from any country and region may apply on equal terms.
Objectivity	Applications are assessed solely on the basis of approved criteria, without taking subjective factors into account.
Single Window	All applications are accepted through the unified online platform Dobro.org.

3. APPLICATION SUBMISSION

3.1. Applications for initial admission to the International Association are accepted once per calendar year. The specific dates of the application campaign are determined by the Executive Director and published on the Dobro.org platform no later than 30 days before it begins.

3.2. The application is submitted through the official online platform of the International Association (Dobro.org) in Russian or English and includes the following mandatory documents:

- completed application form indicating the desired membership level and justification;

- organization registration documents (charter, registration certificate);
- the organization's activity report for the previous year;
- financial statements confirming the organization's non-profit status;
- motivation letter — objectives for joining and the anticipated contribution to the activities of the International Association;
- Declaration of Commitment to the values of the International Association DOBRO (in the prescribed form);
- for an application for Full Member status — additionally, at least two written recommendations from current members of the Council of the International Association.

3.3. If it is technically impossible to submit an application through the Dobro.org platform (system failure or delayed launch of functionality), a backup procedure shall apply — applications may be submitted through an alternative electronic form, followed by manual transfer of the data into the International Association's records system by the Project Office.

4. APPLICATION REVIEW

4.1. Review Period

The overall application review period is up to 6 months from the end of the application campaign. For pilot and targeted applications, the Executive Director may establish a shorter review period.

4.2. Preliminary Review (Desk Review)

- The Executive Director, Secretary and Project Office conduct an analytical review of the submitted documents (desk review).
- If necessary, additional materials are requested or an online interview with the organization's representatives is conducted.
- For an application for Observer status, the organization may additionally participate as a guest in the nearest event of the International Association.
- Following the review, a brief conclusion is prepared for each application with a recommendation to grant (or refuse to grant) the requested level, and for Observer status — an individual engagement plan (12-month roadmap) as well.

4.3. Preparation for the Council Meeting

The Executive Director prepares the final package of documents with recommendations for each application. The materials are circulated to Council members no later than 5 days before the meeting.

4.4. Decision on Granting Status

- The decision to grant any membership level is made by the Council of the International Association by a qualified majority (at least two thirds of the Council members present at the meeting, but not less than 50% of the total Council membership).
- The Executive Director submits a recommendation on each application based on the review conducted; the final decision remains with the Council.
- For granting Full Member status, an additional condition is the availability of at least two recommendations from current members of the Council of the International Association, which is verified at this stage.

- The review results are recorded in the minutes of the Council meeting and published publicly in compliance with personal data protection requirements.

5. ONBOARDING OF NEW MEMBERS

5.1. Upon a positive decision by the Council, the organization receives:

- a certificate confirming the assigned membership status;
- a Welcome Pack containing materials necessary to begin work in the International Association;
- access to the information and working resources of the International Association corresponding to the membership level;
- contact details of the responsible Project Office coordinator.

5.2. An organization admitted as a Full Member additionally signs a Membership Agreement.

5.3. The composition and contents of the Welcome Pack are determined by a separate document, “Proposal on the Contents of the Welcome Pack for New Member Organizations of the International Association DOBRO”.

6. TRANSITIONS BETWEEN MEMBERSHIP LEVELS

6.1. General Procedure

Transitions between membership levels take place once a year at a regular meeting of the Council of the International Association. An application for transition must be submitted at least 3 months before that meeting. The application shall be accompanied by a report on fulfilment of the obligations of the current level (or justification for direct granting of a higher level if the organization has not previously been a member).

6.2. Transition to Consultative Status

- submission of a report on fulfilment of the obligations of Observer status (Section 6.2 of the Membership Regulations) and compliance with the criteria for Consultative Status (at least 3 volunteer/social projects implemented during the past 2 years, at least 1 joint initiative with the International Association or its members, participation in 3 or more International Association events);
- completion of an interview and desk review;
- recommendation of the Executive Director and a decision by the Council by a qualified majority.

6.3. Transition to Full Membership

- mandatory availability of at least two written recommendations from current Council members (which may be submitted in advance or at the meeting);
- submission of an application and a report on fulfilment of the obligations of the current level;
- conducting an interview and desk review;
- decision by the Council by a qualified majority vote;
- signing of the Membership Agreement following a positive decision.

6.4. The Council may grant an organization that has not previously been a member of the International Association Consultative or Full Member status directly, provided it meets the criteria for the relevant level, including the requirement for two recommendations for Full Membership.

6.5. Voluntary downgrade or temporary change of status. An organization may submit an application to move to a lower level or to temporarily suspend certain obligations (for a period of up to 6 months), stating the

reasons. The decision is made by the Council of the International Association at a regular meeting upon the recommendation of the Executive Director.

6.6. **Renewal of Observer or Consultative Status.** No later than 3 months before the regular Council meeting preceding the expiry of the 12-month status period, the organization submits an application for renewal of the same level or transition to a higher level, accompanied by a report on fulfilment of the obligations of the current level. The application is reviewed in accordance with Sections 4.2–4.4 of these Regulations. If no application is submitted, membership terminates upon expiry of the status period (Section 7.3 of the Membership Regulations).

7. REFUSAL OF ADMISSION AND APPEAL PROCEDURE

7.1. In the event of a negative decision by the Council, the organization shall be sent a reasoned refusal stating the reasons within 30 business days after the meeting.

7.2. The organization may reapply no earlier than 6 months after the refusal, having addressed the stated comments, or submit a written request for reconsideration of the decision at the nearest Council meeting.

7.3. The procedure for appealing decisions on expulsion from the membership of the International Association is governed by the Membership Regulations and the separate document “Rules for Expulsion and Protection of Members’ Rights (Appeals)”.

8. RESPONSIBLE PERSONS AND BODIES

Role	Responsibility within the admission process
Executive Director	Overall management of the application process; organization of the application campaign; recommendation to the Council on granting statuses; monitoring of deadlines.
Secretary	Administration of applications; organization of Council meetings; recording decisions in the minutes.
Project Office	Desk review of applications; preparation of analytical materials and conclusions; maintenance of the International Association’s membership database; development of membership-related document forms; support for onboarding new members.
Council of the International Association	Approval of decisions on admission, transition and refusal by a qualified majority vote.
Digital Team	Technical operation of the Dobro.org platform for submitting and processing applications.

9. FINAL PROVISIONS

9.1. These Regulations enter into force on the date of their approval by the Council of the International Association and remain in effect until repealed or replaced by a new edition.

9.2. Amendments and additions to the Regulations are made by decision of the Council by a qualified majority vote.

9.3. Document forms (application, report, Declaration of Commitment) are developed by the Project Office of the International Association and approved by the Council. Current versions are posted on the Dobro.org platform.

9.4. Matters not regulated by these Regulations shall be resolved in accordance with the Memorandum on the Establishment of the International Association, the Membership Regulations and other internal documents of the International Association.