



PAL NETWORK
People's Action for Learning

MEMBERSHIP GUIDELINES

PAL Network Constitution

MEMBERSHIP GUIDELINES

2022



1. OVERVIEW

The People's Action for Learning Network (PAL Network) is a south-south partnership of countries working across three continents to assess basic reading and numeracy competencies. Member countries conduct citizen-led assessments and citizen led actions aimed at improving learning outcomes.

2. PURPOSE OF THE MEMBERSHIP GUIDELINES

The membership guidelines further the interpretation of the Constitution of PAL Network. The guidelines

1. Outline the nature of membership
2. Specify the operational procedures and processes for the smooth functioning of the PAL Network

3. ADMISSION

Prospective members shall undergo a three-step process before becoming ordinary members- nomination, Board approval and ratification by the General Assembly.

3.1 Eligibility

3.1.1 Ordinary membership

An organization/program qualifies to be a PAL Network member if it meets the following criteria:

- iii. Has conducted citizen-led assessments and or interventions aimed at improving learning outcomes
- iv. Is formally registered in the respective country as a not-for-profit organization/program
- v. Has origins and is located in the Global South
- vi. Has autonomy/independence to respond to local needs

3.1.2 Honorary membership

The Organization may admit to Honorary Membership any person or corporate body whom it wishes to honour for services to the Organization, or whose expertise the organisation may wish to tap on a voluntary basis.

3.1.2.1 Organisations

An organization qualifies to be PAL Network honorary member if it meets the following criteria:

- i. Recognized in the area of citizen-led assessments, actions, advocacy, education research or who possesses any other form of expertise relevant to the growth and expansion of the Organisation
- ii. Is formally registered in the respective country
- iii. Is registered/recognized as an organization (local, national, regional or international)
- iv. May be located in the Global North or South

3.1.2.2 Individuals

- i. Have an in-depth understanding of PAL Network's vision, mission and values, and commitment to them.
- ii. Have the ability and capacity to participate virtually and in person in the group's activities and represent its mission.

- iii. Have a strong interest in education and /or development issues (we strongly encourage members with a focus on related development issues and an emerging interest in education to join the network).
- iv. Have an expertise in one or more of the following: research, advocacy, implementation and a strong interest in advocacy priorities of the network.

There can be multiple members in one country. Where more than one member exists, the organizations should complement each other. In country members will constitute national level communication mechanisms to aid collaboration and avoid duplication.

3.2 Nomination

- i. Organizations or individuals interested in becoming members of the network shall be nominated and seconded by existing members.
- ii. A membership nomination form shall be completed and used to process the membership
- iii. The nomination form for membership shall detail the applicant contact information, registration details, and program areas with a focus on assessment and action and future plans.
- iv. In cases where there already exists a member in a country during nomination, the existing member shall either nominate or second
- v. The Board of Directors shall approve the membership pending the ratification of the decision by the General Assembly.

4. RIGHTS OF MEMBERS

In line with the constitution, members of the PAL Network have the following rights:

1. Participate in network meetings/events,
2. Be heard in strategic planning of network,
3. Guide with technical support in strengthening the strategic focus areas,
4. Be communicated with network activities and funding opportunities in the most appropriate language,
5. May belong to a regional hub,
6. Participate in Network structures such as the Board of Directors, Advisory Group and working groups on a willing basis.
7. Honorary members are non-voting members.

5. MEMBERS' OBLIGATIONS

All members of the PAL Network have the following responsibilities:

1. Contribute towards development of the network's strategic direction
2. Participate in network activities and events
3. Be supported to learn from other members where need is identified, and funds are available
4. Be part of a regional hub and contribute towards development of yearly regional plans
5. Subscribe and adhere to the PAL policies, guidelines and procedures including:
 - a. Internal safeguarding guidelines
 - b. Whistle blower protection
 - c. Data sharing guidelines
 - d. Data Quality Standards Framework

- e. Any other guidelines that will be approved by the PAL Board and agreed upon by the members
- 6. Hosting the network secretariat
- 7. Handholding of new members and existing members where need is identified
- 8. Fundraising for network activities
- 9. Fulfill other responsibilities as outlined in section 9 of the PAL constitution

6. PARTICIPATION STRUCTURES

Members may participate in network activities and events through the following structures:

6.1. Regional Hubs

- i. The network works through regional hubs, brought together by geographic proximity and in other cases, a common language
- ii. Regional hubs shall have at least two members in order to be operational
- iii. Each hub shall appoint a chairperson. The term of the chairperson shall be determined by each hub
- iv. A hub may have a hub coordinator to support in administrative tasks of the hub
- v. Regional hubs shall develop their annual plans
- vi. Hubs may fundraise where a common project is identified
- vii. Hubs may also develop regional strategic plans that connect with the Network strategy and the individual members' plans
- viii. Each hub shall hold at least one meeting annually (virtual or physical). Where possible any planned physical meetings shall piggyback on other network-wide events.

6.2. Working Groups

- i. Working groups shall be constituted, from time to time, to offer technical expertise and advice to network projects.
- ii. Working groups shall be time bound. Once the project is completed, the group shall be disbanded. The exception is the Communications and Advocacy working group that will be a standing Working Group of the PAL Network.
- iii. Working group members shall be derived from PAL member organizations
- iv. A working group may co-opt a person from outside the membership where a specific expertise is required and not available within the membership
- v. The number of members shall be determined by the kind of project and expertise required.

6.3. Individual member participation

PAL Network members shall contribute to the network activities as individual members in the following ways:

- i. Implement common projects in respective countries
- ii. Participate in peer monitoring activities
- iii. Facilitate learning sessions for members and/or potential members
- iv. Hand-hold new members
- v. Participate in other members' activities
- vi. Host network events

7. PAL NETWORK SECRETARIAT

- i. The secretariat serves as the coordination arm of the PAL Network and is headed by the Chief Executive Officer
- ii. It ensures the execution of strategic, programmatic, and governance decisions made by the Board of Governance and manages the day-to-day affairs of the Network
- iii. The Secretariat is also responsible for providing administrative and logistical support to Network members in general, the Regional Hubs and Working Groups. Its main roles and responsibilities include:
 - a. To execute the strategic and policy decisions made by the Board
 - b. To implement the Network's annual work plan and budget, as approved by the Board
 - c. To report on the implementation of the Network's annual work program to the Board Annual Assembly of Members
 - d. To support Regional Hubs and Working Groups to carry out their action agendas
 - e. To coordinate a range of communication activities including maintaining the PAL Network website, producing Network reports and publications, branding, and promotional materials seeking to increase the visibility of the Network
 - f. To respond to, and accompany, potential individuals or organizations interested in conducting citizen-led assessments and/or actions
 - g. To lead resource mobilization efforts for the Network
 - h. To organize and coordinate Network-related events and activities
 - i. To maintain accurate records of meetings, minutes and decisions of the Network so as to preserve its historical and institutional memory.

8. COMMUNICATION CHANNELS

1. The communication languages of the network are English, French, Portuguese and Spanish.
2. Communication to other members of the network from the structures listed in article 6 shall be through the chairpersons
3. The official spokesperson of the Network shall be the Chief Executive Officer. On a need to basis, the CEO may write to the Chairperson or any other leader to communicate on behalf of the Network.

9. INCLUSIVITY AND NON-DISCRIMINATION

1. The PAL Network brings together organizations from diverse backgrounds across the global south.
2. Members shall treat each other with respect
3. Where conflicts arise, members shall seek mediation to resolve the issues.

10. PARTNERSHIP WITH OTHER LIKE-MINDED ORGANIZATIONS

1. PAL Network shall continue to engage with and learn from other organizations whose work aligns with her vision and mission.
2. Engagement with other like-minded organizations will be either formal or informal.
3. Where the engagement requires formalization, both parties shall sign a Memorandum of Understanding detailing the expectations of both parties.



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