



i-NAF BYLAWS



**BYLAWS OF THE
INTERNATIONAL NATURAL ACCREDITATION FORUM
(i-NAF)**

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INTRODUCTION

International Natural Accreditation Forum, NBE Foundation (i-NAF) in Macedonia this Bylaws replaces the i-NAF Memorandum of Understanding in defining the formal structures and rules for the operation of i-NAF as a registered society. This Bylaws is the primary i-NAF document. This document has been accepted by the i- NAF Board of Directors.



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1. NAME AND DESCRIPTION OF FORUM

The name of the forum is International Natural Accreditation Forum (i-NAF).

i-NAF is the world's first international natural accreditation network. It has been established with the aim of unifying and harmonizing Natural Standards and Natural Halal Standards and practices on global level to comply with i-NAF Bylaws and Islamic principles Shariah (principle) and develop and maintain arrangements for i-NAF Multi-Lateral Recognitions among i-NAF natural accreditation bodies members that results in removing the technical barriers in Natural products, Halal natural products, Vegan Products, Eco Label, Hygiene and safety management system, and facilitate international Natural product&services trade, and ultimately protect the growing number of consumers.

2. GOALS AND OBJECTIVES

The objectives of the International Natural Accreditation Forum (i-NAF) are:

a. Accreditation

- a.1. to encourage and facilitate the adoption and implementation of natural standards, halal natural standard(only food and food-related products), vegan standard, hygiene, health and safety management standard, guidelines and application documents that have been developed by relevant international bodies such as the International Natural Accreditation Forum (i-NAF) etc.;
- a.2. to support and utilise the system for global recognition of accreditation of natural products, halal natural products(only food and food-related products), vegan product, hygiene and safety management system or similar activities;
- a.3. to improve the standard of accreditation services provided by Natural Accreditation Body and/or Halal Natural Accreditation Body(only food and food-related products accreditation body) members;
- a.4. to facilitate trade and commerce among the economies in the global;
- a.5. to facilitate collaboration, cooperation and mutual assistance among members, by various means including seminars, meetings of experts and the sharing of information and experiences.

b. International Acceptance

- b.1. to promote the world-wide international acceptance of accreditations granted by Natural Accreditation Body members of i-NAF, based on the equivalence of the operation of their accreditation programs;
- b.2. to promote the international acceptance of certificates of natural conformity issued by duly accredited natural certification bodies or similar bodies throughout the world;
- b.3. to cooperate with and complement the activities of other Regional Groups, IAF, IHAF, ARAC etc.

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c. Global

- c.1. to support the i-naf multilateral recognition arrangement (i-NAF MLA) group, and monitor its activities,
- c.2. to support iaf etc. organization in achieving its mutual recognition goals within the region, and provide advice on matters related to accreditation of natural certification bodies or similar organizations,
- c.3. to encourage and support the development of natural accreditation bodies in the global economies,
- c.4. to provide coverage for natural accreditation services in those economies where an natural accreditation body does not exist.

3. MEMBERSHIP

i-NAF has four classes of membership: Associate, Full Members, Association Members, Eligibility for Members.

3.1 CATEGORY I: CORRESPONDING MEMBER

Natural Conformity Assessment Bodies that are accredited or in the process of being accredited by i-NAF's full members, business entities, or other users of natural conformity assessment services in the region, that support the objectives of i-NAF.

Corresponding Member Classes;

3.1.1 Associate membership;

Board of directors to work together are organizations that are specially invited.

3.1.2 Full Membership is natural accreditation bodies operating in the economies of the accrediting natural conformity assessment bodies that run programs, products and natural related activities.

3.1.3 Association membership is available to other organizations including those in the following categories:

3.1.3.1 organizations intending to become accreditation bodies where no accreditation body has been established and operating in their economies;

3.1.3.2 other accreditation bodies that are:

3.1.3.3 national, regional or international organizations that:

3.1.3.4 represent the interests of a group or groups of those involved in the implementation of programs for natural certification and etc. or similar activities and subscribing to the objectives of i-NAF or Represent the interests of a group or groups of those involved in the use of programs for natural certification or similar activities and subscribing to the objectives of i-NAF.

CATEGORY II: OBSERVER MEMBER

Natural Conformity Assessment Bodies(NCABs) that are accredited or in the process of being accredited by i-NAF's full members, business entities, or other users of natural conformity assessment services in the region, that support the objectives of i-NAF.



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3.3 Eligibility for Membership

Membership of any class is by invitation only and subject to the agreement of the General Assembly and in accordance with the membership requirements as outlined below.

The General Assembly may create further categories of membership as required, by voting in accordance with Clause 8 of this document.

4. MEMBERSHIP REQUIREMENTS

4.1 General

All applicants, whether for Associate, Full and Association Membership of i-NAF, shall only be invited into membership where, in the opinion of the General Assembly the applicant:

4.1.1. has an acceptance or equivalent standing within an economy, region or internationally;

4.1.2. has provided proof that it is a registered legal entity or a government body;

4.1.3. when structures and activities of the applicant support i-NAF's objective of working together on a regional / international basis to achieve common trade facilitation objectives and has indicated in writing their agreement to abide by this Bylaws.

4.2 Natural Accreditation Body and/or Halal Natural Accreditation Body Applicants

In addition to 4.1 accreditation body applicants shall meet the following criteria:

4.2.1. the applicant's programs and their implementation shall conform with International Natural Standards and/or Halal Natural Standards (only food and food-related) and/or Hygiene-Health and Safety Management System, Guides and application documents adopted by i-NAF;

4.2.2. the programs that the applicant offers internationally are available for operation by any other i-NAF Natural Accreditation Body member.

An accreditation body applicant shall provide sufficient documentary evidence to enable a determination that:

its programs and their implementation conform with International Natural Standards and/or Halal Natural Standards (only food and food-related) and/or Hygiene-Health and Safety Management System, Guides and application documents adopted by i-NAF;

it will undertake to seek membership of the i-NAF MLA and to subject itself to peer evaluation by i-NAF,

it will undertake to recognise accreditations granted by other accreditation body members of the i-NAF MLA as equivalent in all respects to its own, in all programs that it operates under the scope of the i-NAF MLA.

4.3 Application Process

An application for membership shall be made by completing the i-NAF Application for Membership.

The Accreditation Committee shall consider all applications and make a recommendation to members regarding their acceptability or otherwise.

The Secretary shall submit the application and a document summarizing the results of the evaluation to members, together with the Accreditation Committee's recommendation, for voting.



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If an application has been inactive for 3 months due to a delay by the applicant in submitting requested information, the application shall lapse.

4.4 Election of New Members

i-NAF Board of Directors may elect a new associate member.

other;

a new full or Association member shall be admitted if two-thirds (2/3) of the votes returned are affirmative in accordance with the voting procedures outlined under Clause 8.

To ensure fairness and transparency, members casting a vote against inviting an full or association member applicant to become a member of i-NAF shall indicate on their ballot which item of the above criteria the applicant has, in their opinion, failed to meet.

All applicants shall be advised by the Secretariat of the outcome of voting after the closing date for ballots.

4.5 Applicant Fees

Successful applicants shall pay the annual membership fee on a pro-rata basis as outlined in Procedure for the Calculation of i-NAF Membership Fees document before being listed as a i-NAF member.

5. MEMBERSHIP FEES

The Procedure for the Calculation of i-NAF Membership Fees document, which may be amended from time to time, serves as the basis for determining members' fees.

i-NAF members shall pay a yearly fee to cover expenses as agreed in the annual Budget.

The annual fee for current members shall be paid within three months of the fee being levied, unless otherwise agreed by the Natural Accreditation Committee.

If fees are not paid by the due date, the member shall be reminded of the overdue payment and advised that membership may be suspended if payment is not received by 31 March in the financial year for which the fee applies.

If the fee has not been paid by the end of the i-NAF financial year (i.e. by 31 December) membership shall be terminated.

6. SUSPENSION AND TERMINATION OF MEMBERSHIP

6.1. Suspension of Membership

A suspended member shall have its name removed from the list of members on the i-NAF website.



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During a term of suspension a member may not:

- a. cast a vote with respect to i-NAF ballots,
- b. participate in any Committee meetings or attend the General Assembly.

An organisation whose membership is suspended shall not claim that it is a member of i-NAF.

6.2. Termination of Membership

A member of any class may have its membership terminated under the following circumstances:

- 6.2.1. by written Notice of Withdrawal sent to the Secretary a minimum of three months before the withdrawal is to take effect;
- 6.2.2. for non-payment of fees or other debt to i-NAF or for serious breaches of the i-NAF Bylaws or MLA, subject to the rules set out in the document i-NAF Procedure for Appeals, Complaints and the i-NAF Code of Conduct.

On termination of membership all correspondence from i-NAF shall cease.

6.3. Fees for Terminated or Withdrawn Membership

Any organisation which withdraws their membership, or whose membership is terminated remains liable to pay i-NAF any fees due and payable at the date of termination.

7. GENERAL ASSEMBLY

The i-NAF General Assembly is the highest decision-making forum of i-NAF, and it ensures that the work of i-NAF is carried out in accordance with the Objectives.

7.1. Composition of the General Assembly

The i-NAF General Assembly comprises:

- a. one Representative appointed by each Full Member;
- b. one Representative appointed by each Association Member;
- c. the i-NAF Board President
- d. the i-NAF General Secretary.

7.2. Means of Conducting Business by the General Assembly

The General Assembly may conduct its business in person, by email, telephone conference, video conference or letter ballot as it determines, provided that the General Assembly meets in person at least once each calendar year.

The date and place of the in person meeting shall be determined by the Chair in consultation with i-NAF members. Other participants may be invited to the General Assembly meeting and associated committee meetings in accordance with the rules outlined in the Structure of i-NAF document.



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Each member shall provide the Secretary with the name of its appointed Representative to be recorded in the Register of Members.

All i-NAF communications shall be referred to the appointed Representative.

Appointed Representatives may:

- a. be supported by others at i-NAF General Assembly meetings;
- b. delegate voting in the General Assembly,

7.3. Responsibilities of the General Assembly

The General Assembly and its committees shall be responsible for all matters relating to the operation of i-NAF, including:

- a. development and approval of i-NAF policies and procedures,
- b. election of the Vice-Chair,
- c. election of members of the Accreditation Committee,
- d. acceptance of new Full and Association Members,
- e. terminations of membership,
- f. setting up and disbanding i-NAF committees and working groups,
- g. decisions by i-NAF to enter into arrangements with other regional or international bodies and with bodies from other economies,
- h. handling of appeals and disputes,
- i. other matters as agreed from time to time by the General Assembly.

The General Assembly may delegate responsibilities to the Accreditation Committee as it sees fit.

7.4. Business of the General Assembly

The Business of each General Assembly will be ordered by a provisional agenda to be drafted by the Secretary, in consultation with the Chair and Accreditation Committee.

i-NAF members, committees or working groups may propose any item of business within the scope of the Responsibilities of the General Assembly to the Secretary for inclusion in a provisional agenda.

Any proposals shall be submitted to the Secretary at least 3 months prior to the General Assembly for consideration by the Accreditation Committee before they are included in the provisional agenda.

The first item of formal business for each General Assembly shall be confirmation of the provisional agenda.

Committee Chairs shall prepare their agendas and forward them to the Secretary at least 3 months before their meeting, for discussion by the Accreditation Committee prior to their circulation to members.



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The Secretary shall send the provisional agendas and meeting documents to the designated Representatives and, where appropriate, to invited observers 1 month before the date of the meeting.

Following the meetings, the Secretary shall circulate draft Minutes of meetings of the i-NAF General Assembly and associated committee meetings to i-NAF members and, where appropriate, to invited observers in one month.

Comments on the draft Minutes shall be sent to the Secretary within two months of circulation of the draft Minutes.

Minutes may be approved between meetings.

8. VOTING PROCEDURES

i-NAF shall attempt to reach conclusions by consensus.

For all matters other than amendment to the Bylaws the voting procedure for i-NAF shall be based upon two-thirds (2/3) majority of a vote for which only positive and negative votes will be counted to determine the decision and votes of abstentions will only contribute to the quorum.

If due notice of the intention to reach a decision was not given in the agenda, or the matter at issue was not included in papers for the General Assembly meeting, any Delegate present may require that the decision be deferred to a subsequent meeting or, if the General Assembly agrees, be reached by a letter or email ballot.

Each Member Delegate is entitled to one vote. However in those circumstances where more than one Member is drawn from a single economy, a single vote shall be exercised by the collective Delegations from that economy.

Postal voting (email or letter ballot) is also permitted.

A member whose delegate is unable to be present at a meeting may give written authority to an Alternate or to another Delegate to vote on its behalf. This process may also be used for postal votes. Votes are not otherwise transferable.

9. QUORUM

The General Assembly has a quorum when Delegates representing two-thirds (2/3) of the Members participate.



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Members shall be in good financial standing to be included in the quorum.

10. NATURAL ACCREDITATION COMMITTEE (EXECUTIVE COMMITTEE)

Accreditation Committee It is also the Executive Committee.

The Natural Accreditation Committee is responsible to the General Assembly for the effective pursuit of i-NAF objectives, including implementation of i-NAF policy as directed by the General Assembly, and day-to-day management of the operations of i-NAF, including financial management, between meetings of the General Assembly.

The Natural Accreditation Committee shall carry out its activities in accordance with the Terms of Reference contained in the Structure of the i-NAF document.

10.1 Election of Vice-Chair

i-NAF shall elect a Vice-Chair for a period of three years concluding at the General Assembly meeting in the third year of office. Nominees for the position of Vice-Chair shall be a Member of i-NAF.

The Vice-Chair may not serve in any one position for more than two consecutive terms except with the approval of the General Assembly.

Any member whose Delegate is elected as Vice-Chairperson may appoint another Delegate as its representative, to vote on behalf of that member.

10.2. Vice-Chair's Responsibilities

The i-NAF Chair shall be responsible for:

- a. join meetings of the i-NAF General Assembly and the i-NAF Accreditation Committee;
- b. Contribute to and follow the proper functioning of the i-NAF;
- c. acting with impartiality to ensure the participation and representation of all Members in the activities of i-NAF;
- d. acting on behalf of Vice-Chair between meetings of the General Assembly, wherever possible with the advice of the Accreditation Committee,
- e. promoting the interests of i-NAF, including in Regional and International Forums.

The Vice-Chair may delegate tasks to the Secretary, Accreditation Committee or any other member of i-NAF as appropriate.

10.3. Secretary's Responsibilities

The i-NAF Secretary shall be responsible for the day to day administration of i-NAF's affairs including but not limited to:

- a. maintenance of the Register of Members;

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- b. preparation and circulation of documents for, and Minutes of, meetings of the General Assembly, Accreditation Committee and other i-NAF committees;
- c. preparation of external correspondence;
- d. coordination of letter ballots;
- e. maintenance of i-NAF files and archives;
- f. collection of annual membership fees;
- g. invoicing, fees and banking; and
- h. such other duties as determined by the Accreditation Committee from time to time

11. COMMITTEES AND WORKING GROUPS

i-NAF may establish Committees, Working groups and Sub-committees as are necessary to achieve the Objectives of the organisation. These may either be set up to deal with specific tasks or may be of a permanent nature. The operation of Committees, Working groups and Sub-committees shall be governed by the Structure of i-NAF document.

MLA Committee a standing MLA Committee shall be established in accordance with the Terms of Reference in the Structure of i-NAF document to coordinate i-NAF's activities with respect to multilateral recognition arrangements among members.

A standing MLA Committee shall be established in accordance with the Terms of Reference in the Structure of i-NAF document to coordinate i-NAF's activities with respect to multilateral recognition arrangements among members.

The i-NAF MLA Committee may delegate specific activities to its subordinate committee, the i-NAF Technic Committee.

12. CONTROL OF i-NAF FUNDS

i-NAF is intended to be a self-funding cooperation among its members; to this end, its financial viability is a responsibility shared by all members.

i-NAF may accept funding from other sources where any conditions associated with such funding are consistent with the Objectives of i-NAF.

The assets and income of i-NAF shall be applied solely in furtherance of its Objectives and no portion shall be distributed directly or indirectly to the members, except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

13. AMENDMENT OF i-NAF BYLAWS

The Bylaws of i-NAF may be amended by a 3/3 majority vote of all members.



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This Bylaws shall only be amended following notice of a proposal given to all members at least one month prior to a meeting of the General Assembly and agreed by a minimum of two-thirds (3/3) of valid votes cast by the i-NAF General Assembly.

This Bylaws binds every member and i-NAF to the same extent as if every member of i-NAF had signed and sealed this Bylaws and agreed to be bound by all its provisions.

14. COMMON SEAL OF i-NAF

i-NAF shall have a common seal on which its corporate name, International Accreditation Forum NBE Foundation., appears in legible letters.

The common seal of i-NAF shall not be used without the express authority of the i-NAF General Secretary and each use of that common seal shall be recorded.

The common seal of i-NAF shall be kept in the custody of the General Secretary or of such other person as the Accreditation Committee from time to time decides.

15. ASSESSMENT OF RECORDS AND OTHER DOCUMENTS

A member may at any time request to inspect, at their own expense, the documents, records and securities of i-NAF, provided this does not conflict with i-NAF's Procedure for Confidentiality.

The approval for this request is given by the i-NAF Chairman of the Board of Directors or the deputy chairman.

16. APPEALS

An applicant body may appeal a i-NAF General Assembly decision to deny membership of i-NAF. A member body may appeal a i-NAF General Assembly decision to take action against it for a breach of the Bylaws.

An applicant body or a MLA signatory may appeal a i-NAF MLA Committee decision specific to its MLA signatory status or any conditions pertaining thereto. A decision to withdraw or terminate signatory status in the i-NAF MLA may result in immediate suspension or of termination of recognition or the equivalence of accreditation by other members.

All appeals shall be handled in accordance with the i-NAF Procedure for Appeals, Complaints Document.



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17. DISSOLUTION

The Accreditation Committee and i-NAF Board shall be entitled to dissolve i-NAF upon the decision of General Assembly determined by a three-thirds (3/3) majority of a vote by Members in favour of dissolution.

i-NAF shall continue to exist in so far as this is necessary for the settlement of outstanding affairs.

18. FINAL PROVISIONS

The General Assembly and i-NAF Board shall decide on all matters for which this Bylaws makes no provision.