



# Becoming a member

*Approved at the 2013 EuroNGOs AGM  
(Berlin, 25 October 2013)*

## **MEMBERSHIP PROCEDURE: FULL & ASSOCIATE MEMBERSHIP**

1. Applications for full or associate membership will be accepted on an ongoing basis and must be sent in writing to the Secretariat.
2. The application must include:
  - A letter of application in which the applicant provides a description of her/his organisation and explains how the organization meets EuroNGOs membership criteria. The letter should have the organization letterhead and must be signed by the Executive Director (or equivalent);
  - The full contact details of the organisation and a contact point;
  - A copy of the EuroNGOs Members' Charter, signed by the Executive Director (or equivalent);
  - A list of the board members and senior staff and their respective nationalities;
  - The charity/company registration number of the organisation as applicable. Compliance with membership criteria shall be determined in accordance with national definitions for NGO, Charity etc.;
  - Financial and governance documentation including most recent annual report, most recent final accounts, articles of association or memorandum.
3. Members from the same country as the applicant will be fully consulted by the Secretariat prior to consideration of the application by the Steering Committee. Members' comments are to be received within 14 days of the notification and should address themselves to the NGOs compliance with the criteria for membership.
4. The Secretariat will circulate copies of application documents and feedback received by other members to the Steering Committee, which will decide whether:
  - \* admit the applicant as a member (full or associate); or
  - \* decline the application, and notify the NGO in writing, or
  - \* defer the application for a stated period which may include requesting additional information, and notify the NGO in writing.The Steering Committee will clearly state the reasons for its decision and summarize any comments received.
5. Immediately following its decision to admit the applicant as a member (full or associate), the Steering Committee will conduct an e-mail consultation with members via the EuroNGOs list serve to seek endorsement. The Steering Committee will clearly state the reasons for its decision and summarize any comments received. Members should be given not less than 14 days to respond.



6. Based on the results of the membership consultation, the Steering with a clear explanation for its decision. This advice will include the outcome of the membership consultation.

7. A file containing a record of the application shall be established and maintained by the Secretariat. Any member NGOs may request to see the application documents and in this case they will be forwarded by the Secretariat.

8. The Steering Committee shall review membership applications at its regular meetings but may process applications by e-mail, without the necessity for a meeting, if it so chooses.