



Membership Application Procedure

The membership application procedure consist of a series of clearly defined steps explained in detail below. They are meant for first time applicants, re-applying applicants and those who are already members but wish to change their membership status.

INDEX

STARTING A MEMBERSHIP PROCEDURE	02
APPLICATION ASSESSMENT PROCESS	05
MEMBERSHIP CRITERIA	08
CONTACTS	10
PRIVACY NOTICE	10

STARTING A MEMBERSHIP PROCEDURE

Who can become a member of the Youth Forum?

Only **National Youth Councils (NYCs)** and **International Non-Governmental Youth Organisations (INGYOs)** based in Europe that meet the criteria stipulated in the Statutes of the European Youth Forum can become members.

How to start a membership procedure?

If you write to the European Youth Forum informing that you would like to become a member, this will not be considered an 'Application' but merely an 'Expression of Interest'. The European Youth Forum will respond by sending all the necessary information to help you file an 'Application'.

How to file an 'Application' and what documentation has to be sent?

An 'Expression of Interest' will only be considered an 'Application' and registered as such when the Secretariat of the European Youth Forum receives all the required documentation for the membership status for which you are applying.

This must be sent in one package by registered mail to:

*the European Youth Forum (Attn: Secretary General),
Rue de l'Industrie, 10,
B- 1000, Brussels, Belgium*

An electronic copy of the application should be sent via email to membership@youthforum.org.

Once the documents have been received, the Youth Forum Secretariat will send a confirmation of receipt. If this confirmation is not forthcoming, you must assume that the application did not arrive safely and act accordingly by taking the appropriate steps.

To file a membership application, organisations should submit the documents listed below. For a change of membership status, Member Organisations still have to submit all the documents listed below.

National Youth Councils

Organisations applying as a National Youth Council should submit the following documentation in English or French as well as in the original language:

- Statutes/Constitution, or any other legal document governing how the organisation functions;
- Rules of Procedure/Standing Orders/By-laws or any other document governing how the organisation functions;
- A written statement of acceptance of the statutes and aims of the European Youth Forum;
- A proof/certificate of legal existence;
- A copy of the accounts for the last financial year;
- A draft budget of the current financial year;
- A list of Bureau/Board members with their positions, age, and background organisations;
- A list of staff members with their positions and age (if applicable);
- A summary of the current work plan (maximum two A4 pages);
- A full up-to-date list of member organisations, with their membership status. For each members organisation applicants must provide:
 - o the translation of the member's name as well as their name in the national language;
 - o the number of individual members under 35 years of age, plus their percentage of the total membership (estimate can be provided if full figures are unavailable);
 - o whether the member is from any or more than one international non-governmental youth organisation.
- Please answer the following questions using a separate sheet of paper for each question:
 - o Is there an age limit for membership in the organisation's highest decision-making body? If so, please state this limit. If not, please state the percentage of members of the organisation's highest decision-making body who are under 35 years of age.
 - o Do you know of any other youth structures or youth councils present in your country?
 - o Please describe (briefly) your relationship with the government of your country.

Applying organisations may supply any further information or clarification that will assist in ascertaining the extent to which the organisation fulfils the criteria for membership in the European Youth Forum.

International Non-Governmental Youth Organisations

Organisations applying as an International Non-Governmental Youth Organisation, should submit the following documentation in English or French as well as in the original language:

- Statutes/Constitution, or any other legal document governing how the organisation functions;
- Rules of Procedure/Standing Orders/By-laws or any other document governing how the organisation functions;
- A written statement of acceptance of the statutes and aims of the European Youth Forum;
- A proof/certificate of legal existence ;
- A copy of the accounts for the last financial year;
- A draft budget of the current financial year;
- A list of Bureau/Board members with their positions, age, and background organisations;
- A list of staff members with their positions and age (if applicable);
- A summary of the current work plan (maximum two A4 pages);
- A full up-to-date list of member organisations, with their membership status. For each members organisation applicants must provide:
 - o the translation of the member's name as well as their name in the national language;
 - o indicate the country from which they come;
 - o specify the number of individual members under 35 years of age, plus their percentage of the total membership. If you do not have national structures, please state the number of individual members in each European country (estimate can be provided if full figures are unavailable);
 - o indicate whether the member organisation is a member of more than one international non-governmental youth organisation;
 - o indicate whether the member organisation is a member of the national youth council in that country;
- Please answer the following questions using a separate sheet of paper for each question:
 - o Is there an age limit for membership in the organisation's highest decision-making body? If so, please state this limit. If not, please state the percentage of members of the organisation's highest decision-making body who are under 35 years of age.
 - o Please describe briefly your relations with international institutions.

Applying organisations may supply any further information or clarification that will assist in ascertaining the extent to which the organisation fulfils the criteria for membership in the European Youth Forum.

APPLICATION ASSESSMENT PROCESS

Who is responsible for reviewing the membership application?

The **Consultative Body on Membership Applications (CBMA)** reviews the complete applications and presents a motivated report to the Board. This body is made up of four representatives of the Member Organisations of the European Youth Forum, appointed by the General Assembly.

The **Secretariat** of the European Youth Forum supports the assessment process and provides a link between the CBMA and the applicant organisation. They are verifying if the application is complete upon receipt and are providing potential applicants with the necessary information to compile their 'Application'.

What happens once the application is complete and has been received by the European Youth Forum?

Once the European Youth Forum has received a completed membership application, the Secretariat will forward it to the CBMA. The assessment process consists of three main steps, namely (1) documents review, (2) cross-check and (3) site visit. Each step is described below.

1. Documents review

The CBMA will **review the documents** submitted for the application (e.i. membership statistics, statutes). The CBMA might request further documentation from the applicant organisation, supporting them to assess the application thoroughly.

2. Cross-check

A **cross-check** of the membership of the applicant organisation is conducted by the Secretariat of the European Youth Forum, requiring information from our Member Organisations, National Youth Councils (NYCs) and International Non-Governmental Youth Organisations (INGYOs) on their membership/contacts with the applicant organisation.

In addition, the Secretariat and the CBMA may conduct additional cross-check, requiring information from the members of the applicant and other relevant bodies (e.i. partners, institutions, etc.).

3. Site visit

A site visit is also conducted by the CBMA and the Secretariat, as a 1-2 day meeting in the headquarters of the applicant organisation, or during their event. The purpose of the study visit is to meet the applicant organisation, its members, governing bodies and partners, discuss issues related to the application, allowing the CBMA to better understand the working structures and the organisational culture of the applicant organisation.

On the basis of the information in its possession, the CBMA writes up a **motivated report** and submits it to the Board of the European Youth Forum. The CBMA has no fixed deadline it must comply with to complete the report. In exceptional cases the CBMA may request further information and/or schedule an additional visit. However, the applicant will be kept up to date on any developments.

What happens once the application has been sent to the Board?

Once the CBMA has submitted its report to the Board, the latter gives a **recommendation on the membership application**, which is then put on the agenda of the General Assembly.

When is the application voted on?

The General Assembly/Extraordinary General Assembly of the European Youth Forum is the only body that can vote on a membership application. The General Assembly made up of the Member Organisations of the European Youth Forum, decides on the admission of a member by a two-thirds majority of votes cast, not counting abstentions. The applicant organisation is invited to attend the General Assembly and is given the opportunity to speak.

If there is a favorable vote by the General Assembly, the status of a member is acquired on the day following the closing of the General Assembly. In the case of a negative vote, a new membership application will only be taken into consideration after a period of two years has elapsed.

Please note that there are no statutory deadlines for the application procedure, but based on the experience of the CBMA, it takes around 1 year to finalise your application. Certain cases may require more time.

Application process infographic

Membership Application

EXPRESSION OF INTEREST

Informing the European Youth Forum that you want to apply for membership.



STEP 01

The Youth Forum Secretariat will respond by sending the list of documents requested to file an application.

STEP 02

APPLICATION

Sending the requested documentation to the Youth Forum, by registered mail.

APPLICATION ASSESSMENT

The Youth Forum Secretariat verifies the documents and forwards it to the CBMA.



Consultative Body on Membership Applications reviews the complete application:

STEP 03

- ✓ Documents Review
- ✓ Cross - check
- ✓ Site visit

CBMA REPORT

The CBMA writes up a motivated report and submits it to the Board of the European Youth Forum.



STEP 04

BOARD RECOMMENDATION

The Board gives a recommendation on the membership application and then puts it on the agenda of the General Assembly.

GENERAL ASSEMBLY

The General Assembly made up of the Member Organisations of the European Youth Forum, decides on the admission of a member.



STEP 05



european youth forum

MEMBERSHIP CRITERIA

The Member Organisations of the European Youth Forum are **National Youth Councils (NYCs)** and **International Non-Governmental Youth Organisations (INGYOs)** in Europe. The Member Organisations are legal persons or entities registered according to the laws and customs of their state of origin.

In accordance with article 3, of the Statutes of the European Youth Forum, there is a set of general and specific criteria, member organisations must comply with.

General Criteria

- a. To accept and work for the purpose of the European Youth Forum;
- b. To be a non-governmental and not for profit organisation;
- c. To have democratic aims and structures and accept the principles of the European Convention of Human Rights;
- d. To fully acknowledge the Statutes of the European Youth Forum;
- e. To work with young people and have a decision-making body controlled by young people;
- f. Not to be subject to direction in their decisions by any external authority.

There are three categories of membership in the Youth Forum:

- A. Full members
- B. Candidate members
- C. Observer members

In considering which type of membership you would like to apply for, please refer to the specific criteria described in the table below. For more information, please consult the Article 3 of the Statutes of the European Youth Forum.

Pillar	A. Full ¹ members	B. Candidate members	C. Observer members
NYCs	<ul style="list-style-type: none"> o be the national co-ordinating body of non-governmental youth organisations in a European State; o be open to all and include most of the 	<ul style="list-style-type: none"> o be the national coordination body of non-governmental youth organisations in a European State; 	<ul style="list-style-type: none"> o be the national coordination body of non-governmental youth organisations in a European State; o be open to all democratic youth

¹ To become full member, the quality of a candidate member must be maintained for the two years preceding the membership application. The same criteria applies to both NYCs and IYNGOs

	main democratic youth movements and organisations on the national level in that State	o be open to all and represent most of the main democratic youth movements and organisations at the national level in that State	organisations at national level.
INGYOS	<p>Have at least 5000 young members in ten European States, and under no circumstances have less than 300 young members in any one of these ten States</p> <p>OR</p> <p>Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from the Secretary-General and the Board or the Consultative Body on Membership Application</p>	<p>Have at least 5000 young members in ten European States and under no circumstances have less than 300 young members in any one of those ten States;</p> <p>OR</p> <p>Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from the Secretary-General and the Board or the Consultative Body on Membership Application</p>	<p>Have at least 3000 young members in six European States and under no circumstances have less than 100 young members in any one of those States;</p> <p>OR</p> <p>Have under special circumstances on the basis of their relevance to the work of the Forum a positive recommendation from the Secretary-General and the Board, or the Consultative Body on Membership Application.</p>

The rights of Member Organisations are linked with the different categories of membership.

Membership Rights

A. Full members have the following rights:

- o Right to vote;

- Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all statutory bodies and working structures of the Forum, and external structures and delegations.

B. Candidate members have the following rights:

- Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all working structures of the Forum.

C. Observer members have the following rights:

- Right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all working structures of the Forum.

Responsibilities of Member Organisations

- To fulfill in a permanent manner all the criteria stated above and to inform in writing the Forum's Secretary-General of any changes relevant to their membership status (such as changes of statutes and legal status).
- To pay the annual membership fee before the end of the year concerned.
- To participate regularly in the meetings of the Forum, its bodies or working structures.
- To answer in due time to requests of information connected with the purpose of the Forum.

CONTACTS

For more information, please contact the Membership and Capacity Building Officer, Ivana Davidovska (ivana.davidovska@youthforum.org).

PRIVACY NOTICE

For the purposes of reviewing membership applications, we process Personal Data about applicant organisations. The European Youth Forum values to protect your Data and respect your privacy. We will be processing all the received Data in full transparency and in compliance with all applicable Data protection and privacy laws, including the "GDPR"

(Regulation 2016/679 of 27 April 2016 on the protection of individuals to with regard to the processing of Personal Data and the free movement of such Data).
Read our Privacy Policy [here](#).