



# Association Application Procedure

*The associates application procedure consists of a series of clearly defined steps explained in detail below. They are meant for first-time applicants and re-applying applicants.*

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# STARTING AN ASSOCIATION PROCEDURE

## Who can become an associate of the Youth Forum?

In accordance with article 3.A.1 of the Statutes of the European Youth Forum, only international civil society organisations that work with and for young people in Europe and have a structure run by young people, that meet the criteria further stipulated in the Statutes can become associates. Associates are also legal persons or entities registered according to the laws and customs of their state of origin.

## How to start an application procedure?

If you write to the European Youth Forum informing that you would like to become an associate, this will not be considered an 'Application' but merely an 'Expression of Interest'. The European Youth Forum will respond by sending you 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 of the Secretariat European Youth Forum receives all the required documentation.

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](mailto: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.

It is expected that the application for Association is led by the structure run by young people, the body that would associate effectively with the Youth Forum.

To file an association application, organisations 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 structure or body in the organisation run by young people, 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 In which way are young people (under 35 years of age) included in the decision-making processes or the activities of your organisation?
  - 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 association in the European Youth Forum.*

# APPLICATION ASSESSMENT PROCESS

## Who is responsible for reviewing the association 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 taking care of the technical check of the application 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 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.g. membership statistics, statutes, work plan). 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 a **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 association 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 an association 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 favourable vote by the General Assembly, the status of an associate is acquired on the day following the closing of the General Assembly.

*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.*



## ASSOCIATION CRITERIA

Associates of the Forum are international civil society organisations that work with and for young people in Europe and have a structure run by young people.

In accordance with the article 3A.1.3, of the Statutes of the European Youth Forum associates have to comply with the following criteria:

- to accept and work for the purpose of the Forum;
- to be a non-governmental and not for profit organisation, and not a subsidiary of, nor organisationally dependent on a for-profit organisation;
- to fully acknowledge the Statutes of the Forum;
- to have democratic aims and structures and accept the principles of the European Convention of Human Rights;
- to include young people in the decision-making processes of the organisation and/or to have activities run entirely by young people;
- not to be subject to direction in their decisions by any external authority.

### **In addition, associates have to:**

Either:

- Implement their activities in at least five European States and fulfil one of the two following criteria: engage with 1,500 young people or have at least 1,500 young members;

Or:

- Receive a positive recommendation from the Secretary-General and the Board, or the Consultative Body on Membership Applications, under special circumstances, based on their relevance to the promotion of participation of specific vulnerable and/or underrepresented groups of young people, or the work of the Forum.

### **Associates rights**

- Right to be present and speak at the General Assembly and Council of Members;
- Right to be present and speak at the meetings of the working structures of the Forum, upon invitation from the Board;
- Right to take part in the activities of the Youth Forum, upon invitation from the Board or the Secretary-General.

### **Responsibilities of associates**

- Associates have the responsibility to fulfil 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 status (such as changes of statutes and legal status).



- Associates have the responsibility to pay the annual association fee before the end of the year concerned.
- Associates have the responsibility to participate regularly in the General Assembly and Council of Members meetings of the Forum.
- Associates have the responsibility 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](#).*