



europaean  
youth forum

# Membership Application Procedure (MAP)

*The membership application procedure consists 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.*

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## MEMBERSHIP CATEGORIES

There are three categories of membership in the Youth Forum

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

In accordance with article 7 (full members) and 8 (observer members) the **Full and Observer Member** Organisations of the European Youth Forum are **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. . The Member Organisations are legal persons or entities registered according to the laws and customs of their state of origin.

Organisations with different structures than the NYCs and INGYOs can apply as **Associate members**. The Associate members are in accordance with article 9 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.

# MEMBERSHIP CRITERIAS

## 1. General Criteria

### A) For Full, Observer and Associate Members:

- 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 a legal Identity;
- D. To have democratic aims and structures and accept the principles of the European Convention of Human Rights;
- E. To fully acknowledge the Statutes of the European Youth Forum;
- F. To work with young people and have a decision-making body controlled by young people;
- G. Not to be subject to direction in their decisions by any external authority.

### B) Additional General Criteria for Associate Members:

- B.1. Not be a subsidiary of, nor organisationally dependent on a for-profit organisation;
- F.1. To include young people in the decision-making processes of the organisation and/or to have activities run entirely by young people;

## 2. Specific Criteria

### A) For full and observer Members

	A. Full Members	B. Observer Members
<b>NYCs</b>	<ul style="list-style-type: none"><li>o Having been observer member for 12 months</li><li>o Be the national coordinating body of non-governmental Youth organisations in a European State (Council of Europe);</li><li>o Be open to all and include most of the main democratic youth movements and organisations on the national level in that State</li></ul>	<ul style="list-style-type: none"><li>o Be the national coordination body of non-governmental youth organisations in a European State (Council of Europe);</li><li>o Be open to all democratic youth organisations at national level.</li></ul>

<p><b>INGYOs</b></p>	<ul style="list-style-type: none"> <li>○ Having been Observer Member for 12 months</li> <li>○ Have at least <b>5 000 young members in ten European States</b> (Council of Europe), and under no circumstances have less than 300 young members in any one of these ten States</li> </ul> <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 Applications.</p>	<ul style="list-style-type: none"> <li>○ Have at least <b>3 000 young members in six European States</b> and under no circumstances have less than 100 young members in any one of those States</li> </ul> <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>
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**B) Associate Members have to**

Either:

- Implement their activities in at least five European States and fulfill 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.

# STARTING A MEMBERSHIP PROCEDURE

## 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:

*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 [governance@youthforum.org](mailto:governance@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.

## DOCUMENTS TO SUBMIT

Organisations applying as a **National Youth Council (NYCs), International Non-Governmental Youth Organisations (INGYOs) or Associate** should submit the following documentation in English 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 member organisation applicants must provide:
  - a) The translation of the member's name as well as their name in the national language;
  - b) **(INGYO & ASSOCIATE)** Indicate the country from which they come;
  - c) **(NYC)** 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);
  - d) **(INGYO & ASSOCIATE)** 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);
  - e) **(NYC & INGYO)** Whether the member is from any or more than one international non governmental youth organisation.
  - f) **(INGYO)** Indicate whether the member organisation is a member of the national youth council in that country;

In addition for **ASSOCIATE**

- a. A list of structure or body in the organisation run by young people, with their positions, age, and background organisations;

- **Please answer the following questions using a separate sheet of paper for each question:**

#### **NYCs**

- 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.
- Do you know of any other youth structures or youth councils present in your country?
- Please describe (briefly) your relationship with the government of your country.

#### **INGYOs**

- 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.
- Please briefly describe your relations with international institutions.

#### **Associates**

- In which way are young people (under 35 years of age) included in the

- decision-making processes or the activities of your organisation?
- Please briefly describe 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 fulfills the criteria for membership in the European Youth Forum.*

## REVIEW 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 9 months has elapsed (10.6 Statutes).

*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.*



## MEMBERSHIP RIGHTS

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

- **Full members (NYCs, INGYOs) have the following rights:**
  - 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.
- **Observer members (NYCs, INGYOs) have the following rights:**
  - Right to be present and speak at the General Assembly and Council of Members;
- **Associate members have the following 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 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.

## CONTACT

For more information, please contact the Governance Officer, [governance@youthforum.org](mailto:governance@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 with regard to the processing of Personal Data and the free movement of such Data).*

Read our Privacy Policy [here](#).