

# Membership Application Pack

## Notes

Before completing this document, please read our Statutes and Internal Rules on our website: [www.eurodiaconia.org/who-we-are/governance/](http://www.eurodiaconia.org/who-we-are/governance/). For the sections referring to Membership criteria and fees, please see the annex to this document.

This form should be completed as accurately as possible. A signed original copy of this form along with accompanying documents should be sent by post to the Eurodiaconia secretariat. An electronic version of this form should also be sent to [membership@eurodiaconia.org](mailto:membership@eurodiaconia.org).

# Application Form

## Contact details

Name of organisation

Acronym (if any)

Mailing address

Central telephone

Fax

Email

Website

President / Chair

Chief Executive / Director / Secretary General

## Main contact person

Name

## Finance contact person

Name

Position in organisation

Position in organisation

Email

Email

Phone number

Phone number

## Communications contact person

Name

## Legal information

Legal status

Position in organisation

Registration number (if any)

Email

Name of legal representative

Phone number

## Additional information

Short description of your organisation (mission/vision/objectives and aims)

Short description of your activities

Who are the people you serve?

How is your Christian Faith basis expressed in your organisation. Do you have any specific relationship to Churches or other Christian communities?

How is your organisation governed and structured? How many employed staff and volunteers do you have?

What partnerships are you involved with e.g. Social Alliances, poverty networks, alliances on specific issues such as disability, homelessness, youth etc?

Why do you want to join Eurodiaconia? What can you bring to the network and what do you hope to gain by joining? (Please feel free to add additional pages)

Please include the following documents with your application:

1. Statutes of your organisation
2. Your last two available activity/annual reports including financial statements;

Please return this form by post and electronically to:

Eurodiaconia  
Rue Joseph II, 166  
1000 Brussels  
Belgium

## Declaration

I confirm that the organisation \_\_\_\_\_ wishes to join Eurodiaconia. We have read the Statutes of the organisation and declare our acceptance of the Statutes. We also understand the requirement to pay the annual membership fee.

I declare that the information provided on this form is correct.

Name

Position

Date

Signature

If you are not able to sign this electronically, a signed copy must be sent by post to the Eurodiaconia secretariat

# Annex – Extract from Eurodiaconia statutes

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## CHAPTER II

### Organisation

#### Article 6 Membership

**6.1.** In principle membership of the Association is open to any general national diaconal organisation.

**6.2.** Applications for membership may also be received from:

- a.** National and European diaconal associations of professionals and volunteers such as any single agency in any sector with a European vocation
- b.** National and European diaconal, professional organisations
- c.** Churches and church organisations which are concerned by the diaconal dimension of the life of the Church.

No national or European diaconal organisation may be admitted against the will of their national association.

#### Article 7 Terms and conditions for accession

**7.1.** The admission of new members shall be made only if such new members comply with all of the requirements set out in Article 6 of these Statutes, and make a commitment to conform to the Statutes of the Association.

**7.2.** The admission shall be approved by the Supervisory Board by clear majority of the Board.

#### Article 8 Membership fees

**8.1.** Each member shall pay a yearly membership fee fixed by the General Meeting, on a proposal of the Supervisory Board.

# Annex – Extract from Eurodiaconia Internal Rules

## Membership

The membership of Eurodiaconia is drawn from:

1. National and European diaconal associations of professionals and volunteers
2. National and European diaconal, professional organizations with a European vocation such as any single agency in any sector (statutory/non-statutory, voluntary/private)
3. Churches and church organizations which are concerned by the diaconal dimension of the life of the Church.<sup>1</sup>

With regards to which Churches and church organizations may apply for membership, Eurodiaconia shall be principally guided by the membership of the Conference of European Churches. However, where an application for membership is received from a church or church organization not connected to a member of the Conference of European Churches then the Board shall consider such applications on a case by case basis.

The Supervisory Board and Secretariat shall familiarize themselves with the work of potential new members by a number of means which may include visits, gathering information and encouraging their participation as guests at appropriate events and meetings, at their own expense.<sup>2</sup>

## Applying for Membership

Membership applications should be made by interested organizations on the published membership application form. As well as adhering to the principles of membership as laid down in Article 6 of the Statutes the Supervisory Board may also take into account the following base line standards when assessing applications for membership:

- » Faith Basis
- » Action
- » Structure
- » Governance
- » Finance
- » Representativeness

Areas for Standards	Possible areas of interest	Standard to be met
Governance	How are decisions taken, is there a board? Is it elected/selected fairly and democratically	Clear governance evidenced through documents such as legal registration, updated statutes or charter, organigramme.

1 Statutes Article 6

2 Based on statement on Membership Agreed at the Supervisory Board Meeting 7 – 8 December 2009



Faith Basis	Is the organization recognizable as a Christian organization or with a Christian basis? How does this show in the work of the organization? Do they have an affiliation or relationship with a recognized Christian body or Church as per the membership statement?	Evidence of Christian basis through statements of the organization e.g. vision/mission statement, statutes along with evidence of relationship with Christian body or Church.
Structure	How is the organization structured, does this allow for participation of stakeholders from throughout the applicable area? Are there paid staff, a national or regional coordinating office?	Evidence of well-run organization through the roles of paid staff and volunteers (normally either all paid staff with volunteers in minor roles or a balance of paid staff and volunteers but with clear management structures).
Finance	Is the organization financially secure? Can it pay fees? Is funding from partners guaranteed for several years?	Financial statements for preceding 2 years and budgets for current and next 2 years. Balance sheet for preceding years.
Action	Does the organization provide a range of services or specialize in a particular area? Does the scope of the action fit into the general work of Eurodiaconia; can this organization find its place in Eurodiaconia?	Annual report, other materials
Representivity	Is the organization recognized on a national or regional level for the work they do. Do they have partnerships or contracts with others? Are they part of any umbrella networks in the field of social services or social justice? Do peers recognize the organization positively?	Information on partnerships

## Responsibilities of Members

It is the responsibility and privilege of all Members to

- » Maintain the base line standard of Membership as laid down in the Statutes and Internal Rules
- » Take part in meetings such as the Annual General Meeting and contribute to the fulfilling of the responsibilities of the AGM.
- » Contribute to the formulation of the policy of Eurodiaconia and share in its business
- » Where appropriate nominate persons to serve on the Supervisory Board
- » Make a financial contribution (membership fee) to the work of Eurodiaconia as laid down in the Statutes


## Eurodiaconia


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 Eurodiaconia

 Eurodiaconia Brussels

 [eurodiaconia.org](http://eurodiaconia.org)



Eurodiaconia is a federation of 47 social and health care organisations founded in the Christian faith and promoting social justice.

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