Eurochild Membership Handbook
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Eurochild’s Membership Criteria and Assessment Process
1. Statutory membership categories

Eurochild has 3 statutory membership categories: full (effective) members, associate members and honorary members.

Statutes - Article 4. Members

Membership is available to organisations with legal personality and individuals who can demonstrate they are able to meet the criteria laid down by the Management Board and approved by the General Assembly. The association is open to Belgians and to other nationalities.

Effective Members shall include:
• NGO's with an interest in the welfare and rights of children and young people;
• Statutory bodies with an interest in the welfare and rights of children and young people;
• Academic and research institutions with an interest in the welfare and rights of children and young people;
• Professional Associations with an interest in the welfare and rights of children and young people;

Associate Members may include:
• Government Departments;
• Any organisation or individual approved by the Management Board, concerned with furthering the objectives of Eurochild;

Honorary Members may include:
• Any organisation or individual approved by the Management Board, concerned with furthering the objectives of Eurochild;

The General Assembly 2013 defined the eligibility criteria and membership benefits & responsibilities for each statutory membership category as follows

All Full (Effective) Members

Eligibility Criteria

Eurochild membership is open to all organisations with an interest in the well-being and rights of children and young people in Europe that:

• Are based in an European country (definition of the Council of Europe)
• Sign up and commit to Eurochild’s vision, mission and values
• Are formally constituted and have a legal personality according to the laws and usages of the country in which they are established (at least 2 years prior to their application for full (effective) membership)
• Fulfilled formal application procedures and been approved as member through the management board & endorsed at the annual General Assembly
• Base their work on the principles enshrined by the UNCRC
Responsabilities

- Participate in Eurochild’s decision-making through Eurochild’s working structures, including participation in the General Assembly (once a year)
- Contribute to the financial sustainability and independence of the network by paying a membership fee & where possible contributing to the Eurochild work programme
- Make visible their membership of Eurochild and promote the network externally
- Proactively inform the Eurochild secretariat of their activities and provide their annual report & financial reports every year
- Not knowingly or negligently act in a way that could discredit Eurochild or bring it into disrepute

Membership Benefits

- **Information services:** bi-weekly info-flash, access to members-only webpages, dissemination & promotion of members’ activities
- **Networking & exchange:** participation in Eurochild working groups & events, partnership searches etc.
- **Influence policy:** contribute to policy positions, access Eurochild materials, contribute to external events, consultations etc.
- **Training and capacity building:** membership exchange seminars, ad-hoc training & capacity building activities

### All Associate Members

#### Eligibility Criteria

Associate members include:

- Individuals,
- Informal coalitions that have no legal status,
- Organisations that have been legally constituted less than 2 years prior to their application for membership or other entities that are granted associate status by the MB. After 2 or 3 years, the Management Board will automatically propose their upgrade into full (effective) membership.
- Federal/national government departments, federal/national authorities and federal / national public bodies

Associate members are subject to the same eligibility criteria as full (effective) members (except for point 3).

#### Responsibilities

As for full members (except associate members have no voting rights)

#### Membership Benefits

As for full members, although priority is given to full (effective) members for sponsorship to Eurochild or external events.

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1 This category should be regularly reviewed by the Management Board for upgrade
Honorary Members

Honorary members will not necessarily fulfil the criteria set out in for full or associate members.

However they will become honorary members of Eurochild by invitation of the Eurochild Management Board, which, at the time of issuing the invitation, will set out the role they wish the individual to play as an honorary member and the period of time for which the organisation or individual will hold the position of honorary member.

Responsibilities

As for associate members (honorary members have no voting rights).

Membership Benefits

As for full members, although priority is given to full (effective) members for sponsorship to Eurochild or external events.

2. Membership types

The following membership types were created additionally to the statutory membership category to give more clarity to the composition of the Eurochild membership and to enhance the role of national networks by creating the National Partner Networks. These membership types were approved by the General Assembly on 25-26 June 2013.

National Partner Networks

National Partner Networks are:

• NGO/not-for-profit national co-ordinating bodies whose **primary** role is to advocate for the rights & well-being of children & young people towards government and politicians.

• The ‘go to’ organisation in their country / region on a **broad** range of issues concerning children's rights and well-being.

• **Membership-based** organisations which aim to provide a collective opinion on different policy matters, rather than the opinion of a single organisation.

Only one organisation per country in Europe (EU & accession countries) can be appointed as a national partner network (more in countries where children's policies are devolved at a sub-national level).

In countries where there is more than one network of children's organisations (whether at national or sub-national level), the choice of network is made according to (1) the breadth of issues that they cover – as far as possible these should mirror the main advocacy priorities of Eurochild; (2) their capacity to offer a representative voice; (3) their capacity to engage with national (or sub-national) governments; (4) their capacity to work on EU issues and translate this to the national (or sub-national) level.
Organisations with an interest to promote the rights and well-being of children and young people and working in Europe – either at national or sub-national level. This category includes many different types of organisations including: ngos; not-for-profit and for-profit service providers; foundations; professional associations; networks which do not fall into the ‘national partner network’ membership group e.g. Networks that have a thematic focus; sub-national networks...

Organisations and networks that are working in more than one European country and therefore bring a cross-national/international perspective to Eurochild.

This category includes academic or research institutions, academic departments or a groups of researchers within Universities, academic institutes, observatories or research institutions set up with a primary research purpose.

Public/statutory bodies include sub-national governments departments, authorities or public bodies responsible for policies and services regarding the rights and welfare of children and young people – this can include the offices of ombudspersons for children or an umbrella organisation for local authorities.

Organisations which can effectively demonstrate that children and young people take an active lead in decision-making throughout the organisation, including shaping the activities, policy and in governance. A majority of children involved in the organisation must be under the age of 18.

Individuals, including those working as independent consultants or experts.

Individuals working within an organisation which would be eligible for Eurochild for membership under one of the above categories are encouraged to ensure the organisation joins in membership. Individual associate membership should not be a short-cut for organisations to receive membership services at lower cost.

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2 For-profit service providers are subject to particular scrutiny in the membership application process. Eurochild membership cannot be used for commercial interest.

3 Organisations that engage in inter-country adoption services must declare that no association will be made between their membership of Eurochild and their work on inter-country adoption.
Honorary Members

Honorary members will not necessarily fulfil the criteria set out in for full or associate members. However they will become honorary members of Eurochild by invitation of the Eurochild Board of Management, which, at the time of issuing the invitation, will set out the role they wish the individual to play as an honorary member and the period of time for which the organisation or individual will hold the position of honorary member.

3. Voting rights

Full (effective) members: one organisation/one vote
Associate and honorary members: no voting rights

4. Membership fees

Statutes - Article 6. Subscriptions

Effective Members shall pay an annual subscription of up to a maximum amount of 5000 EUR depending on size and turnover of organisation. Membership fees will be set by the General Assembly on the recommendation of the Management Board.

Associate Members shall pay an annual subscription of a maximum amount of 1000 EUR dependent on size and turnover of the organisation set by the General Assembly on the recommendation of the Management Board.

Fee structure as approved by the 2013 General Assembly

Membership fees for full (effective) members are determined by the annual income (based on the year before last financial report) of the organisation according to Eurochild’s membership fee structure, with the exception of academic and research institutions and public/statutory bodies which have a flat fee of 250 Euro and 500 Euro respectively (unless their annual accounts justify a lower fee as according to the Eurochild membership fee structure).

<table>
<thead>
<tr>
<th>Organisations (full (effective) membership, based on annual income)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>&lt; €100,000</td>
<td>€ 100/year</td>
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<tr>
<td>€100,000 - €250,000</td>
<td>€ 250/year</td>
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<td>€250,000 - €500,000</td>
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<td>€500,000 - €1,000,000</td>
<td>€ 750/year</td>
</tr>
<tr>
<td>Over €1,000,000</td>
<td>€ 1,000/year</td>
</tr>
</tbody>
</table>
Academic and research institutions in full (effective) membership – flat fee € 250/year

Statutory bodies in full (effective) membership – flat fee € 500/year

Associate members (including individuals and government department) € 100/year

The level of membership fees in each category is reviewed regularly. The last review took place in 2013 and was approved by 2013 General Assembly.

Note: New members joining in the course of the year are granted a reduced fee according to the number of months already elapsed that year on the day of approval by the Management Board.

5. Assessment procedure for incoming applications

Statutes - Article 5. Appointment, Resignation, Exclusion

1. Every person or Association desiring admission as an effective member, associate member or honorary member shall make written application in such form and manner as the Management Board may for the time being prescribe. The rights and privileges of members and associates shall not be transferable.

The admission of new members is subject to the following conditions:

Effective Members have full voting rights and are appointed following recommendation by the Management Board plus approval by the General Assembly.

Associate Members do not have voting rights and are appointed following recommendation by the Management Board plus approval by the General Assembly.

Honorary Members do not have voting rights and are appointed following recommendation by the Management Board plus approval by the General Assembly.
Assessment procedure for incoming applications

1. Eurochild receives from the applicant:
   • Application form
   • Accompanying documents (preferably in English or French)

   A) if they apply for full (effective) membership:
      • Current work Programme
      • Latest Annual Report
      • Accounts of the year before last (to prove membership fee level)
      • Statutes of the organisation
      • A letter stating the organisation's commitment to the missions and objectives of Eurochild (following the Eurochild template)
      • A list of members and their addresses (if applicable)

   B) if they apply for associate membership:
      • Any available document from the above list;
      • CV (in case of individual applicants)
      • At least 2 written references proving that the organisation is in 'good standing' (e.g. from peer organisations, and preferably one from a current donor of the organisation)

2. The secretariat first checks the adequacy of the application (for example refuses an application for full (effective) membership if it is an individual applying) and also checks whether the documents are adequate at first sight.

3. The Secretary General gives her general recommendation, not having responsibility of assessing the documents.

4. The documents are sent to the two reference persons, at the latest three weeks before the Management Board meeting. The two reference persons organise their work together to prepare the recommendations to the Management Board that should be circulated 2 weeks before the Management Board meeting, together with the agenda of the meeting. They can, if necessary, consult members of the Management Board (for example to have country-specific advice) or other Eurochild members for ad hoc recommendation, or plan a skype call or visits to the country of the applicant.

5. Once the assessment is finalised, the applications are circulated with the agenda to the Management Board members, with the recommendations of the reference persons.

6. Applications are approved/rejected at the Management Board meeting, pending endorsement by the next General Assembly.
7. Once approved by the Management Board the applicants become candidate members. They are informed and:

• They receive a welcome letter and the request for payment of their membership fee as well as a link to the “induction page”. They are invited to follow us on the social media.
• Once the payment of their membership fee is received, they can benefit from all membership services (e.g. receive the bi-weekly info-flash, access to the members only web pages…) and can engage in Eurochild activities.
• They are presented in a note in the Info-Flash (&/or e-News Bulletin) about new candidate members recently approved by the Management Board.
• They are committed to respect their responsibilities regarding committing to Eurochild values and membership fee payment and are encouraged to participate in the General Assembly endorsing them.

8. If the applicant is rejected, a written explanation will be sent.

9. Candidate members approved by the Management Board are submitted for endorsement to the next annual General Assembly. Once endorsed, and if they are full (effective) members, their voting rights are activated. After endorsement they can start using the ‘member of Eurochild’ logo.

⚠️ Note: Membership is automatically renewed each year.

6. Withdrawal of membership

Statutes - Article 5. Appointment, Resignation, Exclusion

2. Members of all categories may give notice of their resignation from the association at any time by written notice to the Management Board in writing at least three months before the end of the year. Resignation shall be effective three months after the date of the notification letter. The membership fee for the year in which the resignation is made shall be due.

Once the resignation is effective, all membership benefits and rights are withdrawn (access to the member’s room, info-flash, the ex-member is taken out of the official list of Eurochild members, voting rights at the General Assembly etc). The membership withdrawal is notified to the next General Assembly.

Examples:

• An organisation wishes to withdraw and addresses a resignation letter to the Management Board on 15 September 2013. The resignation will be effective on 15 December 2013. The fee for 2013 will be due if not yet paid.

• An organisation wishes to withdraw and addresses a resignation letter to the Management Board on 15 November 2013. The resignation will be effective on 15 February. Both the membership fee of 2013 and 2014 will be due.
7. Exclusion of membership

Reasons for exclusions can include: non-payment of the membership fee, bringing Eurochild into disrepute, lack of commitment to Eurochild mission, vision, values and goals, etc. The Management Board will hear the defence of the party concerned or, if the organisation is not responsive, set a deadline for response after which resignation will be assured.

Once exclusion and suspension are recommended by the Management Board, all membership benefits and rights can be suspended (access to the member’s room, info-flash...). The membership exclusion will be presented for decision to the next General Assembly.

Example:

- An organisation did not pay its membership fees for the two previous years, despite reminders. The Management Board did not receive any written explanation. On 15 October a notice is sent with a 30 days deadline for response, stating that membership will be suspended and that a proposal for exclusion will be made to the next General Assembly unless payment is received. No answer is received on 17 November, the membership benefits and rights of the organisation are suspended. The organisation will be presented for withdrawal to the General Assembly in June 2014.

8. Eurochild disclaimer

Eurochild members commit, upon application, to Eurochild’s vision, mission and goals and to its operational values of integrity, good governance, partnership and participation.

Eurochild strives to ensure that its members uphold Eurochild values and act in accordance with national and international legal standards. However, Eurochild cannot be held responsible for the positions or actions of any of its members (or their employees).

The views and opinions expressed by individual members, do not necessarily represent those of Eurochild unless officially endorsed.
Eurochild Members’ Commitments

based on the membership packages adopted at GA 2013
1. **Sign up and commit to Eurochild’s vision, mission, values and goals**

When sending their application for membership, members sign up and commit to the vision, mission, values and goals. Applicant members should also submit their child protection policy or sign up to that of Eurochild and commit to developing their own child protection policy.

2. **Participate in Eurochild’s working structures, including participation in the General Assembly (once a year)**

Members are expected to participate:

- in Eurochild's working groups according to their areas of interest.
- in the yearly General Assembly: full (effective) members’ participation is essential to reach the necessary quorum for decision-making.
- in the Bi-Annual Conference, once every second year.

3. **Contribute to Eurochild’s financial sustainability**

**Membership fees structure**

The membership fee categories are set according to members' annual income (see above)

**Members are asked to send the Eurochild secretariat a copy of their accounts** when they are published, as well as a copy of their annual report by June of each year to membership@eurochild.org. This will be used to set the membership fee of the following year according to the categories agreed at the Eurochild General Assembly 2013.

**Payment of the membership fee**

Membership fees are required:

- To ensure the credibility of Eurochild and to demonstrate the commitment of members to the organisation;
- To contribute to Eurochild’s financial independence thereby giving the organisation greater autonomy to define and implement its own priorities and activities.

Members have a responsibility towards the ongoing development of Eurochild’s financial sustainability through the payment of their membership fees.

Membership fee payment will be requested annually by the Eurochild secretariat with the means of a “Membership fee request for payment” document. They are sent at the beginning of each calendar year and members are asked to pay within 30 days after date of issue at the latest.

If the membership fee is not received by June, the amount will automatically be deducted from any outstanding expenses owed the member (e.g. Travel expenses claims). **If there are no outstanding expenses and no written explanation has been received by October, the Management Board will issue notification of the withdrawal of the organisation from membership.** Members have 30 days to respond to this notification before they are excluded of membership (see above)
Fee compensation

The membership fee should not be a barrier for organisations to join or stay in membership of Eurochild.

If they are not able to pay the fee, members can, **under specific and exceptional circumstances**, make a contribution to Eurochild through commitment of time or resources to the annual work programme, which can compensate all or part of the fee. This is subject to agreement with the Secretariat at the beginning of the year and the approval of the Management Board.

These contributions can include work time, travel or other expenses that feed into Eurochild’s work programme, i.e. time spent for chairing a working group or for writing a report, making a translation, contributing to NRPS reporting, to a publication, to a campaign, expenses for material, catering, accommodation that relate to a Eurochild event, publication, campaign (etc.) and were not covered by any grant.

Such contributions must always take the form of a special declaration and invoice sent to the Eurochild secretariat and be accompanied by the necessary justifying documents (bills, timesheets, salary slips). All documents must be produced in adequacy with Eurochild’s financial standards.

Fee reductions

If any member has difficulty in paying the membership fee and cannot compensate it, the Secretariat can be contacted for a discussion about how to proceed. Only in **very exceptional cases** can the management board consider to lower or to waive the fee on receipt of adequate written justification, submitted at the beginning of each calendar year (or at the point of application).

**A reduction of 25% is granted to members who are also in membership of a Eurochild National Partner Network.** This reduction applies to direct members of the NPNs only.

New members joining in the course of the year are granted a reduced fee according to the number of months already elapsed that year on the day of approval by the Management Board.

Contribute to Eurochild’s financial sustainability

We encourage members to give extra contributions to the Eurochild budget by giving staff cost, translation costs or other expenses (travel, accommodation). They are also encouraged to make donations and raise funds for Eurochild.
4. Make visible their membership of Eurochild and promote the network externally

Advertisement of their membership

Members are strongly encouraged to advertise their membership of Eurochild by displaying the “Eurochild member” logo on their website. NPNs are also expected to display the NPN logo on the website.

Representation of Eurochild at external events

Eurochild is regularly invited to external events. Members can be specifically mandated to represent Eurochild at some of these events. For this purpose, Eurochild will send them a briefing/feedback note explaining the subject that will be discussed during the meeting and the position that Eurochild would like to take on this occasion. Members are expected to send their feedback on the meeting to feed in the information of Eurochild, as well as the details of the potential members met on this occasion.

Promotion of membership to Eurochild

Members are expected to encourage other organisations and individuals concerned with an interest in the rights and well-being of children in Europe to become members of Eurochild. Details of organisation/individuals that are interested to apply for membership should be sent to the secretariat. Eurochild provides tools for recruitment that are available in the Members only web pages and on request to the secretariat.

5. Proactively inform the Eurochild secretariat of their activities and provide their annual report & financial reports every year.

Members send information on their activities to the secretariat

All members are asked to send information on their activities, partner searches, events etc. to the Eurochild secretariat, at info@eurochild.org so the information can be circulated through Eurochild's information tools.

Members send their annual reports including annual accounts to the secretariat

All members are asked to send the Eurochild secretariat a copy of their accounts when they are published, as well as a copy of their annual report by June of each year to membership@eurochild.org
6. **Not knowingly or negligently act in a way that could discredit Eurochild or bring it into disrepute**

Members must not, whether knowingly or negligently, act in a way that could discredit the Eurochild network or lead to a possible loss of public confidence in it.

Members should not use the Eurochild logo in a way or in a context that could discredit Eurochild.

They should use the Eurochild logo only in documents/statements/information that are issued and approved by Eurochild or in the framework of an agreement with Eurochild (for joint event publicity, joint statements etc.) and on special agreement of the secretariat.

7. **Sign up to Eurochild’s Child Protection Policy**

As of the 2017 General Assembly, new applicants for Eurochild membership will be asked to demonstrate the existence of their own child protection policy which meets, or goes beyond, that of Eurochild. If no child protection policy is in place, they will be asked to sign up to Eurochild’s child protection policy and demonstrate their commitment to develop their own child protection policies and procedures, which reflect the local context and legal framework.

Existing members will also be asked to send the Eurochild secretariat their own child protection policy and/or sign up to Eurochild’s child protection policy that reflects the local context and legal framework.
Eurochild Members’ Benefits

based on the membership packages adopted at GA 2013
1. Information services: bi-weekly info-flash, access to members-only webpages, dissemination & promotion of members’ activities

Receive the bi-weekly Info-flash

Through our bi-weekly info-flash, we notify our members about practical initiatives that have an impact on the implementation of children's rights and specific issues concerning children. Eurochild keeps its members informed of the events calendar in the field of child welfare and rights.

Terms and Conditions of the use of the Eurochild Info-flash and of its contents

Eurochild provides its members info-flashes on a regular basis.

Although all information are thoroughly checked and analysed for accuracy, Eurochild cannot be held responsible should some information not be accurate.

Members are encouraged to disseminate public information provided by Eurochild. Internal news that can only be accessed through the members’ room, can only be shared within the Eurochild network. In both cases the information must be credited.

Access to the members’ room

Members can also access the members’ room in the Eurochild website that also offers a wealth of information on Eurochild's work and events, as well as policy briefings, funding opportunities, data on our members, access to previous info-flashes and other resources.

Terms and Conditions of the use of the Web Site

Members are permitted to download copy or print any part of the web site, with the provision that it is solely for their own personal or for the use in their organisation and with no commercial bearing.

Although all information are thoroughly checked and analysed for accuracy, Eurochild cannot be held responsible should some information not be accurate.

Each member is given a login and password for access to the member’s only part of the website. This login and password is meant to be used only within the organisation or by the individual member him/herself. It shall by no means be communicated to any other organisation or person.

The images used by Eurochild on its website are images that Eurochild has the right to use for its promotion following a copyright agreement with the individuals and companies having the authorship. Therefore, members are entitled to use them only in a clearly stated Eurochild framework.
Promotion of members’ activities

By being part of Eurochild, our members enhance their experience and expertise both in policy and practice at European level and also promote their organisation towards the EU institutions.

Eurochild promotes its members & their activities through its information & advocacy work – including members lists published via the website and newsletter – to specific articles, spotlight on the website, exhibition stands at the Annual Conference, participation in external events... Members are invited to share their updates, events, publications and projects with the secretariat. These news items will be published on the website, shared on social media and through the newsletters.

Translation of Eurochild documents

Eurochild does not have sufficient human resources in its secretariat to take care of translating Eurochild’s information into other European languages but can provide some funding for these translations if they can be taken care of by some of its members whether internally or by sub-contracting to another supplier.

The members who will monitor the translation will be chosen according to their interest in carrying this out, and will conclude a signed agreement with Eurochild. The translated texts, which will be chosen according to the interests of the members of the same language group, will then be distributed.

2. Networking & exchange: participation in Eurochild working groups & events, partnership searches etc.

Participation in Eurochild’s decision-making

Networking and exchange of information and good practice between our members takes place on the occasions of

• Eurochild’s working groups according to their areas of interest.

• in the yearly General Assembly: full (effective) members’ participation is essential to reach the necessary quorum for decision-making.

• in the Bi-annual Conference, once every second year, and the workshops and study visits organised on this occasion.

Our members participate in our events at reduced cost and they may be given sponsorship for travel & accommodation for their participation under certain conditions, which are specified when the registration to each event is sent. Full (effective) members are prioritary and sponsoring is granted on a first come first served basis.

Funding opportunities and partner searches

• Through our info-flash, we notify our members of funding information and calls for proposals;
• Members are supported with finding partners & given advice on proposals for EU funding opportunities;

• Members can be invited to represent Eurochild at external events (travel expenses can be covered by Eurochild).

• The Members room also offers members support for networking as it references the areas of activity of Eurochild members and thus allows them to identify potential partners.

3. Influence policy: contribute to policy positions, access Eurochild materials, contribute to external events, consultations etc.

Members are encouraged to endorse and use the outputs and resources of the network and agree to participate in group discussions regarding the implementation of the outcomes of Eurochild's work with other members.

• The advocacy Eurochild does at European level has repercussions at national level. We support the national advocacy of our members and aim at mirroring our EU advocacy and policy with the national priorities.

• Eurochild often consults its members when drafting their answers to consultations or other policy papers. Members are expected to provide feedback on these questions as often as possible. This enables Eurochild to base its replies on practice at national level and echo member's concerns within the European institutions in Brussels.

• Eurochild issues papers and policy briefings to support advocacy work at national level and produces regular Policy Briefings on specific areas of interest to Eurochild. We advise members on influencing policy makers and produce draft letters to be translated and sent to relevant officials at national level.

All material is available in the members’ room.

4. Training and capacity building: membership exchange seminars, ad-hoc training & capacity building activities

• Networking and exchange with other members allows our members to learn from each other, share good practice and thus strengthen their capacity in their work;

• Our members are invited to participate in trainings and study visits that allow them to evaluate how other practitioners work and learn from their good practice;

• Eurochild supports the creation and the development of the capacity of national platforms through its National Partner Networks membership type and offers targeted support aiming at strengthening the work of NPNs. This also reinforces the collective capacity of members at national & European level.