

MEMBERSHIP APPLICATION PACK

Eurodiaconia  *Connecting faith
and social justice
through action*

2024

Notes

Before completing this document, please read our Statutes and Internal Rules on our website: <https://www.eurodiaconia.org/who-we-are/governance-and-staff-members/>

For the sections referring to Membership criteria, please see the annexes 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 communications@eurodiaconia.org

Eurodiaconia complies with the EU General Data Protection Regulation (GDPR) and any other applicable national laws regarding the processing of personal data or the protection of privacy. Please see below how your data is collected, used, and stored.

Application Form

Organisation contact details

Organisation: _____

Website: _____ Acronym (if any): _____

Email: _____

President / Chair: _____

Chief Executive/
Director/Secretary
General: _____

Type of Membership

Full Membership

Associate Membership

Main contact person details

Name: _____

Position in Organisation: _____

Email: _____

Phone: _____

Legal Information

Legal status: _____

Registration number (if
any): _____

Name of
Legal representative: _____

Additional Information

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

2. Who are the people you serve?

3. Please list your areas of work (you can list more than 3, if applicable)

Social services

- 1.
- 2.
- 3.

Advocacy topics you are involved in (if applicable)

- 1.
- 2.
- 3.

Other areas of work

- 1.
- 2.
- 3.

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

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



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



7. 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:

- Statutes of your organisation
- 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.

Data Protection Disclaimer

Eurodiaconia collects your data in this application form for the purpose of knowing, understanding and validating the information in relation to the processing of your membership application. If your membership application is successful, we will add the contact details of your organisation, including the names of the main contact and the legal representative, addresses, phone numbers and email addresses to the Eurodiaconia database for the efficient management and administration of your membership and we will include you as recipient to the weekly Members Update newsletter.

Eurodiaconia shall treat all personal information with utmost confidentiality in line with the standards of data protection required by the GDPR. Please note that by submitting this application form, you agree that your personal data will be collected, and in addition to the above, it will be further processed and stored for the reasons cited above.

I agree that my personal data provided in this form will be collected, processed, and stored as explained above

Declaration

I confirm that the organisation _____ wishes to join Eurodiaconia. We have read and understood the Statutes and the Internal Rules of the organisation and declare our acceptance of both. We also understand the requirement to pay the annual membership fee.

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

Name of legal representative: _____

Position: _____

Date & Location: _____

Signature: _____

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

Annex 1 – Extract from the [Eurodiaconia Statutes](#)

CHAPTER II Membership

Article 6 General provisions

6.1 The Association is open to any general diaconal organisation and/or to any individual who has an interest in diaconia.

6.2 The Association shall have three (3) membership categories:

- a) Full Members,
- b) Associate Members,
- c) Individual Supporters.

(hereinafter all together referred to as the "Members").

6.3 Membership is only open to individuals and to legal entities or their legal equivalent incorporated in accordance with the laws and practices of their country of origin.

6.4 No local or regional diaconal organisation may be admitted against the will of their national association.

Article 7 Full Members

7.1 Full Membership is open to general European, national, regional or local diaconal organisations and can be granted to:

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

7.2 Full Members have full membership rights, including the right to attend and to vote at the General Meeting and the other bodies of the Association.

In addition, Full Members have the following membership rights :

- a) to participate in the activities of the Association;
- b) to nominate natural persons belonging to their own or to another Full Member organisation to serve on the Supervisory Board;
- c) to stand for election to any other organisational structures of the Association other than the Supervisory Board;
- d) to contribute to the formulation of the policy of the Association as well as to set policies, guidelines and priorities of the Association;

- e) any other right granted to them under these Statutes and the law.

7.3 Full Members have the following duties:

- a) to comply with these Statutes, the Internal Rules and the other governing rules of the Association as well as the decisions of its governing bodies;
- b) to support the Purpose, the mission, policies and activities of the Association;
- c) to maintain the base line standard for membership as laid down in these Statutes and in the Internal Rules;
- d) to contribute to the fulfilling of the responsibilities of the General Meeting;
- e) to share the policy of Eurodiaconia in their business;
- f) to pay the annual membership fee as determined by the General Meeting for their respective membership category, in accordance with Article 12 of these Statutes.

Article 8 Associate Members

8.1 Associate Membership is open to general European, national or local organisations whose work includes, but it is not limited to the provision of diaconal services or diaconal actions.

National or European diaconal organisations who fulfil the criteria for Full Membership shall not be allowed to apply for Associate Membership.

8.2 Associate Members shall have no voting rights in the bodies of the Association and no right to stand for election to the Supervisory Board and to any other organisational structures of the Association but they will have the right of expression and the right of initiative.

In addition, Associate Members have the following membership rights :

- a) to attend all meetings of the Association at their own expenses;
- b) to contribute to the formulation of the policy of the Association;
- c) any other right granted to them under these Statutes and the law.

8.3 Associate Members have the following duties:

- a) to comply with these Statutes, the Internal Rules and the other governing rules of the Association as well as the decisions of its governing bodies;
- b) to support the Purpose, the mission, policies and activities of the Association;
- c) to maintain the base line standard for membership as laid down in these Statutes and in the Internal Rules;
- d) to contribute to the fulfilling of the responsibilities of the General Meeting;
- e) to share the policy of Eurodiaconia in their business;
- f) to pay the annual membership fee as determined by the General Meeting for their respective membership category in accordance with Article 12 of these Statutes.

Article 9 Individual Supporters

9.1 Individual Supporters are individuals who have an interest or expertise in diaconia and/or diaconal studies.

9.2 Individual Supporters shall have no voting rights in the bodies of the Association and no right to stand for election to the Supervisory Board and to any other organisational structures of the Association, but they will have the right of expression and the right of initiative.

In addition, Individual Supporters may have the following rights:

- a) to attend meetings of the Association at their own expenses;
- b) to contribute to the formulation of the policy of the Association;
- c) any other right granted to them under these Statutes and the law.

9.3. Individual supporters have the following duties:

- a) to comply with these Statutes, the Internal Rules and the other governing rules of the Association as well as the decisions of its governing bodies;
- b) to support the Purpose, the mission, policies and activities of the Association;
- c) to maintain the base line standard for membership as laid down in these Statutes and in the Internal Rules;
- d) to contribute to the fulfilling of the responsibilities of the General Meeting;
- e) to share the policy of Eurodiaconia in their business;
- f) to pay the annual membership fee as determined by the General Meeting for their respective membership category in accordance with Article 12 of these Statutes.

Article 10 Terms and conditions for accession

10.1 The admission of new Members shall be made only if the applicant complies with all of the requirements of the requested membership category respectively set out in Articles 6, 7.1, 8.1 and 9.1 of these Statutes, and make a commitment to conform to the Statutes, Internal Rules and other governing rules of the Association.

10.2. 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, the Supervisory Board shall consider such applications on a case by case basis. If the applicant is a member of an already existing Member of Eurodiaconia, e.g. a federal, associative or umbrella

organisation, and wishes to become on its own a Member of Eurodiaconia, said already existing Member must give to such applicant fulfilling the terms and conditions for accession as set out in Article 10.1 of these Statutes their permission to join the Association.

10.3 Applications to any category of membership shall be made in writing on the published membership application form and shall be directed to the Secretariat. The Secretariat shall review the membership application, and shall submit the applications for membership together with a written recommendation to the Supervisory Board. Besides the membership criteria laid down in Articles 6, 7.1, 8.1 and 9.1 of these Statutes, the Supervisory Board shall also take into account the following base line standards when assessing application for membership:

- a) Faith Basis;
- b) Action;
- c) Structure;
- d) Governance;
- e) Finance;
- f) Representativity.

The Supervisory Board shall have full power and discretion to decide whether membership in the requested membership category shall be granted to the applicant or not. The admission shall be approved by the Supervisory Board by a simple majority of the Supervisory Board members present. The Supervisory Board shall not be required to justify its decisions. No notice of appeal can be given against the decision of the Supervisory Board.

10.4 Further provisions on the practical aspects and modalities regarding the membership and the required base line standards may be laid down in compliance with Article 2:59 of the BCCA in the Internal Rules of the Association.

Article 11 End of membership

11.1 Membership in the various membership categories ends

- (i) in accordance with articles 11.2, 11.3 and 11.4 of these Statutes or
- (ii) by dissolution of the Association.

11.2 Any Member who wishes to resign from the Association shall notify the Secretary General by registered mail (with certification of receipt) addressed to the headquarters of the Association. Notified resignations shall only become effective six (6) months following receipt of such written notification. 8

11.3 Membership ceases automatically by death or loss of legal capacity if the concerned Member is a natural person. Membership ceases automatically by dissolution, bankruptcy, liquidation, judicial re-organisation or any similar situation resulting in the cessation of the Members' activity if the concerned Member is a legal entity.

11.4 The exclusion of a Member may be decided in any one of the following circumstances:

- a) when a Member no longer fulfils the applicable membership qualifications of its membership category mentioned in Articles 6, 7.1, 8.1 and 9.1 of these Statutes;
- b) in case of serious violation of any provision of these Statutes, the Internal Rules or other governing rules or decisions as may be determined from time to time by the Association;
- c) in case of serious cause in conflict with the Purpose of the Association as expressed in Article 4.1 of these Statutes;
- d) in case of non-payment of membership fees for more than three (3) months after a request by registered letter (with certification of receipt) from the Secretary General.

The exclusion of a Member shall be pronounced by a decision of the General Meeting acting in accordance with Article 17.5 of these Statutes, on a proposal from the Supervisory Board. The Member whose exclusion is proposed, shall be invited by registered letter, indicating the reasons for the proposed exclusion, to attend the General Meeting and present their defence. The decision of the General Meeting is final and the exclusion shall be effective as of the date of the decision of the General Meeting. Members shall be immediately notified of the exclusion in writing.

11.5 The end of membership during the course of the Association's financial year shall not affect the Members' obligation to pay the annual membership fee, special contributions or any other sum due on the date of the end of membership. In case of resignation or exclusion, any membership fee and contributions as determined in accordance with Article 12 of these Statutes and which are due during the calendar year shall be payable immediately. The Member whose membership ended shall not be entitled to claim any of the Association's assets nor any reimbursement of its annual membership fee, cash contributions or contribution in kind or any other compensation.

11.6 Members shall not be held liable for any obligation of the Association.

Article 12 Membership fees and Special Contributions

12.1 Each Full member, Associate Member or Individual Supporter shall pay an annual membership fee fixed by the General Meeting, on a proposal of the Supervisory Board.

12.2 The Supervisory Board may propose to the General Meeting to call for a special contribution in order to cover exceptional expenses which were not foreseen within the Association's annual ordinary budget. The duration of these special contributions shall be determined by the General Meeting on a case-by-case basis.

Annex 2 – Extract of the provision on membership of the Revised (2023) Internal Rules of Eurodiaconia

1. Membership

1.1. The Association is open to any general diaconal organisation and/or to any individual who has an interest in diaconia and is composed of three membership categories (i) Full Members, (ii) Associate Members and (iii) Individual Supporters as set out in Articles 6, 7, 8 and 9 of the Statutes.

1.2. Membership applications should be made by the applicant according to article 10 of the Statutes on the published membership application form.

1.3. The 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.¹

1.4. Besides the fulfilment of the respective criteria and principles of membership as laid down in Articles 6, 7, 8 and 9 of the Statutes the Board may also take into account the following base line standards when assessing applications for membership:

- ✓ Faith Basis
- ✓ Action
- ✓ Structure
- ✓ Governance
- ✓ Finance
- ✓ Representativity

¹ Based on statement on Membership Agreed at the Supervisory Board Meeting 7 – 8 December 2009

Areas 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.
Faith Basis	Is the organization recognizable as a Christian organisation or with a Christian basis? How does this show in the work of the organisation? 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 organisation e.g. vision/mission statement, statutes along with evidence of relationship with Christian body or Church.
Structure	How is the organisation 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 organisation 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 organisation financially secure? Can it pay fees? Is funding from partners guaranteed for several years?	Financial statements for the preceding 2 years and budgets for current and next 2 years. Balance sheet for preceding years.
Action	Does the organisation 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 organisation find its place in Eurodiaconia?	Annual report, other materials
Representativity	Is the organisation 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

Eurodiaconia

2024

Contact

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