

**All issues concerning Member Organisations are primarily regulated in Article 4 of the YEE Statutes and in part B of the Rules of Procedure.**

### **Member Organisations**

The Federation is composed of organisations, which are accepted as member organisations in accordance with the Statutes and Rules of Procedure by the General Assembly at the Annual Meeting.

There are two categories of members of this Federation:

A. Full member organisations

B. Associate member organisations

### **Membership responsibilities**

#### **1) Be active**

Member Organisations shall be active in the Federation throughout the year. This includes collaborating and taking on responsibility in projects in order to fulfill the current Working Plan, being in frequent touch with the Board and the Secretariat of YEE and ideally with other MOs in order to draft projects for the upcoming year and Working Plan.

A forum shall be available on the YEE website for Member Organisations to exchange information. Member Organisations are encouraged to send information about their events at any time. The Secretariat shall disseminate the information through the network.

The different ways of involvement are described in detail in the Volunteer Policy of YEE.

#### **2) Elect a contact person for YEE**

Each Member Organisation shall select one of its members to act as principle contact person for YEE. This person shall contact the YEE Member Organisation Officer right after his/her selection, and shall ideally represent the Member Organisation at the YEE Annual Meeting. In case the contact person cannot attend the Annual Meeting, he/she shall appropriately prepare another person to represent the MO at the Meeting.

### **Member Organisation contact persons' responsibilities**

They shall be acquainted with the Statutes and Rules of Procedure of YEE , as well as with the Policies and Guidelines.

They shall keep YEE informed about

- the MOs' envisioned activities throughout the year (by sending a calendar at the beginning of the year or parts of it every three months to the Member Organisation Officer)
- the age composition of their organisations after the Annual Meeting of their

- organisation (by sending the contact details and positions of the new Board, as well as the age composition of members in general to the Member Organisation Officer)
- the needs and opinion of their organisation concerning YEE in general

They shall furthermore see that

- the membership in YEE is mentioned and that a link to the YEE webpage is available on their organisation's web page, ideally with a summary of what YEE is all about, updating the Promotion and Publication Officer about any changes
- YEE calls are published on their organisation's web page and give feedback about it to the Project Officer
- there is a standardized mail account for the YEE contact persons of their organisation (e.g. [yeec@yourorg.cc](mailto:yeec@yourorg.cc))
- the treasurer of their organization sends an official letter (signed and stamped) concerning the annual budget of their organisation to the Treasurer of YEE
- they shall be aware of the priorities of the funding organisations in their country, if there is any, and inform the Treasurer about them
- all relevant information is saved in a folder that – accompanied by an introduction to YEE and to the office of being a representative - is passed on to the successor. The availability of all relevant documents on the YEE webpage shall be pointed out.

### Participation in the YEE Annual Meeting

During the preparation of the AM and the AM itself attendance is obligatory. If any circumstances prevent the organisation from delegating a person, written excuse is expected by the deadline of submitting the application form. If a person, even though having applied for participation, is prevented from participation in the meeting, written notice shall be given as soon as the person is aware of them. If circumstances prevent the Member Organisation delegate from attending a session, oral notice shall be given before the start of the session. In case of the Annual Meeting, the Member Organisation delegate has the right to delegate his/her voting right to another representative.

### **3) Pay the membership fee**

The membership fee shall preferably be paid before the Annual Meeting at the beginning of the calendar year of the year concerned but can also be paid during the preparation part of the meeting. In any case it has to be paid before the official opening of the Annual Meeting.

New Member Organisations have the right to get a 50%-discount on the fee during the first year of membership.

The Member Organisation Officer shall make a report to the Annual Meeting about organizations who have not been in contact with YEE during the year and haven't paid the membership fee for that year either. The Member Organisation Officer shall contact those organizations and ask about their work and will to stay in YEE.

The Member Organisation Officer shall report on the results at the Annual Meeting.

### **Member Organisation database**

The Member Organisation database shall contain the permanent contact details of the Member Organisation (address) as well as the yearly changing ones (Board, composition of members, ...). Information on the attendance in the last two Annual Meetings and the payment of the membership fee during the past two years shall be contained.

The Member Organisation Officer together with the Secretariat shall ensure that the Member Organisation database stays updated. In order to make sure that the information requested from MOs (see above) is obtained, they shall additionally send a questionnaire to Member Organizations three months before Annual Meeting as an attachment to the invitation to the Annual Meeting with a request on information about their activities, future plans, contact details and functions of the Board, budget and amount of members under 31 years of age. Member Organisations shall return this questionnaire at least two weeks before the Annual Meeting to the Member Organisations Officer and the Secretariat. The information relevant for collaboration shall be sent to all other Member Organisations and be put / updated on the website of YEE.

During the Annual Meeting the contact details of the board members and the YEE contact persons of each Member Organisation shall be confirmed and, if necessary, corrected. In case there is no representative, the Member Organisation has the responsibility to contact the office within one month after the Annual Meeting in order to confirm those data.

### **Application for membership**

#### **The application form shall contain**

- a) statutes, articles of association or constitution of the applicant organisation in English and in the native language;
- b) a declaration signed by the Executive Board or comparable authority of the applicant organisation stating that it is in agreement with the Statutes of the Federation, and;
- c) general information on the applicant organisation and its activities.

The translation of the applying organisation's statutes into English should be done by the applying organisation. It shall be compared with the original by any Board Member, employee of the Secretariat or Member Organisation delegate who is capable of understanding the language of that document and of translating it. Only after confirmation of the accordance of the original version and the translation and after pre-approval of the application and the statutes by the Executive Board, a representative of the applying organization shall be invited to the Annual Meeting. The reimbursement for the applying organization

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## MEMBER ORGANISATION POLICY

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representatives include: 100% food and accommodation cost and 50% of travel cost. If requested other organisations, which have not been invited, can attend the meeting on their own cost (covering travel cost, accommodation and food).

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