



The Irish Association of Non-Governmental
Development Organisations

Applications for Full Membership of Dóchas

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July 2016

Joining Dóchas

Thank you for your interest in joining Dóchas. Dóchas has two types of membership, **Full Membership** and **Associate Membership**. For more information, and to ensure you are making the right choice for your organisation, see more information on criteria and fees [here](#).

Application Procedures

Applicants for Full Membership of Dóchas are required to complete and to submit the following documents:

- Completed Application Form (page 4)
- Constituting document
- Activity Reports for the two most recent years of operation
- Signed Audited Accounts for the two most recent financial years
- Written support from two existing members of Dóchas
- A signed copy of the Dóchas undertaking for new applicants (page 3)
- Letter of application

The closing date for the receipt of Applications is **31 January** each year.

Applications for Full Membership will be processed by the Dóchas office to ensure that all the required documentation has been received. The application will be brought to the attention of the Board as soon as practicable.

The Dóchas staff will process all applications for membership received. In examining the applications the "Criteria for Membership of Dóchas" as well as to the rules for Membership as outlined under Article 5 (a)-(l) of Dóchas' constitution will apply.

Following the review of the applicants' documentation and in the event that further information and/or clarification are required Dóchas may write to and/or meet with the applicant's representatives.

Following this process a recommendation will be made to the Board in relation to each application for membership received.

If upon scrutiny it is clear that the application does not meet the criteria for membership the Board may turn it down.

In all other cases the Board will pass the application to the AGM, with or without a recommendation.

A two-thirds majority decision of Members present and voting at the AGM shall be required for approval of membership (Article 4 (h)).

Undertaking for New Applicants

Name of Applicant Organisation:

The applicant organisation subscribes to the Memorandum and Articles of Association of Dóchas—The Irish Association of Non-Governmental Development Organisations Limited and undertakes to conform to and to observe the rules, standards and codes of practice and such other regulations as may be prescribed by Dóchas from time to time and accepts the following policy statements:

- (1) **NGDO Charter—Basic Principles of Development and Humanitarian Aid
NGDOs in the European Union**
http://www.dochas.ie/Shared/Files/2/ngdo_charter.pdf
- (2) **Code of Conduct on Images and Messages**
http://www.dochas.ie/sites/default/files/Images_and_Messages.pdf
- (3) **Irish Development NGOs Code of Corporate Governance**
http://www.dochas.ie/sites/default/files/CGAI_Governance_Code_FINAL_0.pdf

Signed on behalf of the Applicant Organisation:

Name:

Capacity:

Date:

Application Form

Name of Applicant Organisation: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Web: _____

Number of members (if applicable): _____

Number of Staff in head office: ____ full-time ____ part-time ____ voluntary

Date of Establishment: _____

Legal Status: _____

Company Number: _____ **CHY Number:** _____

Please provide a brief statement on why your organisation would like to join Dóchas, and what you can offer the network:

Please provide a brief statement on your expectations of membership of Dóchas:

See Checklist on next page to ensure all relevant documentation is included with application.

Checklist

To facilitate the processing of your application for membership, please ensure that you have included all of the following documents with your application:

Applications for Full Membership

- ✓ Completed Application Form (page 4)
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