

# **Procedure for the endorsement of the potential members of the Alliance of Youth Workers Associations - AYWA**



## **Application Process for Membership**

### **1. Submission of Application**

A potential member must apply for membership in the form specified by the Board. The application must include all necessary information and documentation that demonstrates the applicant's conformity with the membership criteria outlined in the Statute of the Alliance.

The applicant submits the online application form, where supporting documents are attached directly through the platform.

The Board member responsible for members involvement and coordination shall confirm receipt of the application no later than 7 days from the submission day.

### **2. Internal Review Process**

Upon receipt of the application, the Board initiates an internal review to assess the applicant's compliance with the membership criteria. This process is done within 1 (one) month from the submission of the application and consists of the following steps:

- The Board assigns a Review Committee composed of three out of the five Board members. These members are appointed on a rotational basis to ensure fairness and consistency.
- The Review Committee assesses the submitted application and supporting documents based on the eligibility criteria outlined in the Statute.
- Each committee member independently reviews the application and prepares an assessment report.
- A joint meeting is held where the three Review Committee members discuss their findings, consolidate their assessments, and reach a consensus.
- If additional clarification or documentation is needed, the Review Committee requests this information from the applicant, setting a deadline for submission.
- The final review report, including a recommendation for acceptance or rejection, is prepared and presented to the full Board.

### **3. Preliminary Board Decision**

Following the internal review, the full Board reviews the recommendation on the first following meeting and makes a preliminary decision on whether to endorse the application for submission to the General Assembly.

The Board may request additional documentation or clarification from the applicant if deemed necessary.

A decision to proceed with the application is made by a simple majority vote of the Board members.

#### **4. Communication of Board Decision**

The Board shall communicate its decision to the applicant via email, no later than 7 days from the decision, outlining whether the application is recommended for endorsement or requires further information.

If additional information is requested, the applicant is given a deadline for submission.

If the application is recommended, the Board informs the applicant of the next steps in the endorsement process.

#### **5. Endorsement by the General Assembly**

The General Assembly shall review the recommended applications during its scheduled meetings. Applications that meet the membership criteria and align with the principles of the Alliance shall be endorsed by the General Assembly. If the General Assembly requires further clarification, the Board will provide relevant details. A majority vote of the General Assembly is required for final endorsement.

#### **6. Final Approval and Membership Confirmation**

Upon endorsement by the General Assembly, the applicant shall be officially recognized as a member of the Alliance.

A formal confirmation of membership shall be issued, and the new member shall be required to comply with the Statutes and Rules of Procedure of the Alliance.

The new member will receive onboarding materials and guidance on participation in Alliance activities.