



emmaus

INTERNATIONAL

ACTIVISTS FOR CHANGE

# TRIAL AND FULL MEMBERSHIP HANDBOOK

for regional organisations

## From making a trial membership application to becoming a full member

This handbook aims to support regional organisations with the various stages involved in a group applying to become a trial member of the Emmaus movement. It is intended for your regional organisation only and should not be sent to the groups. A document for the applicant groups is also available.





Dear all,

At the 2016 Jesolo World Assembly, we set out three broad aims: “Keeping our heritage alive”, “Fighting the causes of poverty” and “Strengthening our movement”. To help achieve this ambition “to strengthen our movement”, the Emmaus International board chose to revise the trial membership handbook in order to provide more suitable and user-friendly materials, therefore improving new groups’ integration into our movement.



To this end, this handbook for regional organisations has been fully reviewed. It should enable you to fully understand the different stages of the process of integrating a new group into the Emmaus movement and enable you to carry out your vital role of welcoming and supporting new groups.

Kind regards,

**Patrick Atohoun**  
**Chair of Emmaus International**



## What does being a member of the Emmaus movement involve?

Why join Emmaus rather than another movement? What makes us different? What did our founder leave to us? From the first time a group contacts the movement, it is important to explain what it means to belong to Emmaus and to convey our values.

**Becoming a member of Emmaus is a significant step. Beyond purely administrative aspects, it involves embracing a humanist perspective, which each individual and collective member must fully endorse.**

## Respecting the movement's values and putting them into practice

Set up in 1971 by Abbé Pierre, Emmaus International is a solidarity movement which combats poverty and exclusion. It brings together around 350 organisations in 37 countries on four continents. They all uphold the same values of welcoming others, solidarity, openness, respect and sharing in their very different social, economic and political circumstances.

**"The secret lies in restoring people's dignity."**

*Abbé Pierre, Pensées inédites, 2015*

### A shared objective

Our goal is to fight the causes of extreme poverty and drive social change by enabling the poorest to take charge of their own lives.

The 2016 World Assembly held in Jesolo reiterated that, in order to combat poverty and its causes, our movement's solidarity must be embraced as a political commitment.

### Honest, transparent and participative governance

Emmaus International is democratically governed, with grassroots elected members from all four continents.

Every four years, the 350 member organisations meet for their world assembly. This key moment in the life of the movement provides an opportunity to decide on Emmaus International's guidelines and elect new representatives. The elected members supervise the implementation of these guidelines at the international and regional levels (Africa, the Americas, Asia and Europe), supported by teams of salaried staff.



### Joining forces and abiding by the same rules

Our movement is strengthened by all our members respecting the same rules, and doing work that reflects our values. We have a collective responsibility to facilitate and support the emergence of future leaders within our movement to ensure its survival in the long run.

### Respecting obligations

To put our words and decisions into practice we must strengthen our movement. This can be done by taking responsibility for increasing our shared resources, specifically by paying an annual subscription and the receipts of an annual solidarity sale.

## Sharing Emmaus International's three struggles

The world's Emmaus organisations run activities and initiatives, campaigning for three struggles for access to fundamental rights.



Fighting the causes of poverty involves **creating and endorsing economic models** which enable everyone to play a part by making a living, and to **reclaim their fundamental rights**.



Fighting the causes of poverty requires **developing initiatives** that seek to find a balance in all areas: social, environmental, democratic, gender and access to fundamental rights, in order to **offer solutions** for a sustainable world.



Fighting against the causes of poverty means giving everyone the **right to live in a peaceful world**, which ensures the right to mobility.

## Participate in the movement's internal solidarity programmes

Solidarity is integral to our movement. It is important to encourage the groups to hold their **annual solidarity sale**.

## Knowing the founding texts and putting them into practice

The five founding texts build on one another, revealing how the movement's thought processes have evolved over time. They reflect how it has changed from one global general assembly to the next, responding to new societal and environmental challenges. These texts form a basis which every member organisation should use to set its aims and objectives, guide its action and inspire its daily life.

These five founding texts are available in a booklet entitled 'Founding texts of the Emmaus International Movement', produced in 2017.



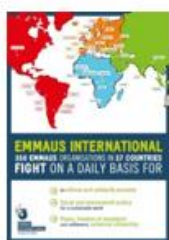
- 'Universal Manifesto', 1969: "Serve first those who suffer most"
- 'Scope and Limits of Emmaus's Social Commitment', 1979
- 'Principles and Membership Charter', 1996
- 'Solidarity commitments', 1999

**"All organisations decay if they don't have an inner energy. They must be safeguarded from within" Abbé Pierre**

Emmaus World Assembly, Namur, 1984. *Pensées inédites*, 2015

## Taking ownership of our communication materials

Being a member means embracing our values, putting them into practice within your group and disseminating them beyond the movement. To do so, member groups are regularly provided with materials in the movement's three languages: English, French and Spanish. These include the website, the Emmaus International flyer and brochure, newsletters, the *Tam Tam* (in-depth reports in poster format), annual reports, the Act Emmaus platform (to find out about our founder's struggles and the Emmaus groups' activities worldwide) and posters.



## Some useful terms to get to know the movement's members

**Applicant group:** a group that would like to join the movement.

**Supporting group:** a member group appointed to support the applicant group.

**National organisation:** all countries that have at least three Emmaus International member organisations must set up a national organisation, under their national legislation, in conjunction with Emmaus International. (For example, Emmaus France, Emmaus Benin, Emmaus Brazil, etc.).

**National secretariat:** the salaried team of a national organisation.

**Regional organisation:** Emmaus International is made up of four regions: Africa, the Americas, Asia and Europe. Members of Emmaus International of a given region are grouped together to form a regional organisation, which provides for the decentralised structure of Emmaus International. These regional organisations are tasked with organising and coordinating activities.

**Regional secretariat:** the salaried team of a regional organisation.

Emmaus Africa secretariat in Ouagadougou, Burkina Faso.

Emmaus America secretariat in Montevideo, Uruguay.

Emmaus Asia secretariat in Pondicherry, India.

Emmaus Europe secretariat in Montreuil, France.

**Emmaus international secretariat:** the salaried team of Emmaus International, based at Montreuil, France.

**Emmaus International board members:** members of the Emmaus International board, elected by the regional assemblies.

**General assembly (or world assembly):** every four years, Emmaus International invites all its member organisations - full and trial members - to meet.





## How do you join the movement?

In your capacity as a **regional organisation**, it is your responsibility to respond to applications made by groups that would like to join the movement. To ensure smooth integration into Emmaus International, all groups must be supported by a member group of Emmaus International, in order to learn about Emmaus and to adapt their statutes, rules and practices. Alongside this support, the applicant group receives a provisional and probationary approval of its membership application and becomes a **trial member of Emmaus International**.

This trial period **lasts between a minimum of two years and a maximum of five years**. It should enable the group to progressively integrate into the movement. The trial member is then invited to the movement's national, regional and world assemblies as an observer.



### The different stages of the trial period and everyone's respective roles

Throughout the process, from initial contact being made to applying for membership, your regional organisation must follow the steps in the process in conjunction with Emmaus International.



Within your **regional organisation** it is important to make a clear distinction between:

- The **role of elected members**: elected members will be appointed to support the group throughout its trial period. Their role will be to ensure that the trial member is regularly visited by its supporting group and by the designated national or regional elected members. The elected members will ensure that the rules and values of Emmaus are adhered to and will regularly report back on the group's situation. To become trial members, the applicant groups must be presented by the elected members at the movement's statutory meetings using the [Trial membership application presentation sheet in appendix III](#).  
In the event of an elected member's term of office finishing during a group's trial period, they must hand over all information to the new elected members at the national, regional and international levels.
- The **role of the regional secretariat**: the regional secretariat must support the elected members in their role to enable them to carry out their assignments fully. They will ensure that the group has all the relevant information, that the procedure is respected and will supervise administrative support for the group. The regional secretariat must also work with the national organisation, if there is one, and with Emmaus International during the whole trial period to ensure information is conveyed effectively.
- The **role of the national secretariat, if there is one**: the national secretariat must support the national elected members in their role to enable them to carry out their assignments fully. It must work in conjunction with the regional secretariat and the international secretariat in order to ensure information is conveyed effectively.



As the **regional organisation**, you may be presented with either of the following situations:

> **Either a national organisation** exists in the applicant group's country: in this case, it is the national organisation's responsibility to monitor the group, in conjunction with your regional organisation and with Emmaus International. The national organisation must send you all the information needed to monitor the application, in order for the elected members of your region to approve it at one of their statutory meetings. Once the application has been approved by your region, you must send it to Emmaus International, which will ratify this decision.



> **Or there is no national organisation** in the applicant group's country: in this case, your regional organisation is responsible for monitoring the applicant group. You must ensure the various steps in the trial membership application process are adhered to (see below).



There are national organisations in the following countries: Argentina, Benin, Brazil, Burkina Faso, Colombia, Finland, France, Italy, the Netherlands, Peru, the United Kingdom, Sweden, Switzerland and Uruguay.

**The procedure outlined below must only be followed if there is no national organisation in the applicant group's country.**

# 1 Contact with the applicant group



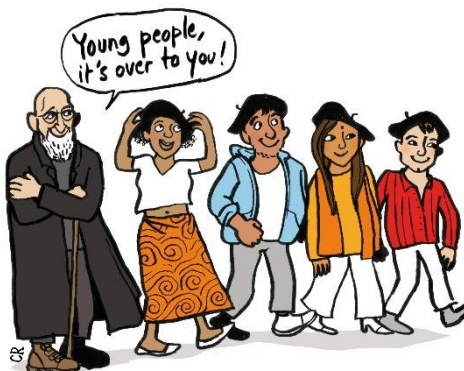
There are various ways in which you can be informed that a group would like to apply to join the movement: a phone call, email, word-of-mouth, contact from Emmaus groups, etc.

## Filtering the applications

You should be able to filter requests upon initial contact with applicant groups. Is this a partnership request? Is it a request for financial assistance? Does the group have a real desire to join the Emmaus movement to share our values and struggles?

During this initial contact, it is important to **distinguish what kind of request is being made in order to properly advise the applicant** and avoid increasing the amount of inappropriate requests.

Emmaus International is neither a funding body nor a humanitarian organisation. The applicant group should be informed of this so it understands what belonging to a movement like Emmaus entails.



## Information pack

In order to inform the applicant group about the Emmaus movement, its values and struggles, you should send them an information pack either by email or by post, including the following documents:

- ✓ Welcome letter
- ✓ Link to our website [www.emmaus-international.org](http://www.emmaus-international.org) to discover our news and publications
- ✓ Link to our [YouTube channel](#) to watch videos about our groups and their activities
- ✓ A link to [Act Emmaus](#): our collaborative platform where groups are invited to follow in Abbé Pierre's footsteps and learn about the movement, and share their actions (Emmanuelle Larcher will contact the groups individually about this)
- ✓ Link to our [Facebook page](#) where one post is published every day
- ✓ Any other documents that your regional organisation considers useful.

## 2 Putting together an application for trial member status



To apply for trial member status, the group must firstly indicate whether it was set up more, or less, than one year ago. It should then send you the following documents:

### Example no. 1: the organisation was set up less than a year ago:

- ◇ Document 1: **the original of the Trial membership application declaration in appendix I**
- ◇ Document 2: list of the board members (with details about any existing family relationships)
- ◇ Document 3: expected activities (economic, social, alliances, etc.)
- ◇ Document 4: forecast accounts
- ◇ Document 5: the statutes of the organisation
- ◇ Document 6: proof of official registration (or proof of legal personality)

### Example no. 2: the organisation was set up more than a year ago:

- ◇ Document 1: **the original of the Trial membership application declaration in appendix I**
- ◇ Document 2: list of the board members (with details about any existing family relationships)
- ◇ Document 3: expected activities (economic, social, alliances, etc.) in the last financial year
- ◇ Document 4: financial report of the last or last two financial years
- ◇ Document 5: the statutes of the organisation
- ◇ Document 6: proof of official registration (or proof of legal personality)

In both cases, the documents must be sent in **one of Emmaus International's three official languages** (English, French or Spanish). An exception can be made for documents 4 and 6: if they are not written in one of the three official Emmaus International languages, they can be submitted in the language of the country in question, on condition that they are sent with a translation of the accounting information and the report of the auditor (or chartered accountants) in one of Emmaus International's three official languages.

The **Trial membership application declaration in appendix I** is not a form to be completed. It should be written on the applicant organisation's own headed paper. Failing this, it should at least clearly state its full registered name and full address.

It should be copied out, with care being taken to **complete the underlined passages in italics**. Once this has been signed by the applicant group and the application has been accepted by the chair of the national organisation, or failing this, by the regional organisation, **this document is valid as a contract**, specifically concerning the provisional and probational authorisation to use the names 'Emmaus' and 'Abbé Pierre' and the Emmaus International logo.

If the country does not have a national organisation recognised by Emmaus International, all mentions of the former should be deleted and only a regional organisation under Emmaus International should be referred to (the four regional organisations are: Emmaus Africa, Emmaus America, Emmaus Asia and Emmaus Europe).

Once you have received the completed application, you **must check it carefully, ensuring all the right supporting documents are enclosed**. Once the application is complete, the application is sent to your elected members so that a visit to the group can be envisaged.

### 3 The visit before the start of the trial period



#### Preparation for the visit

All visits should be made by at least two people, those being:

- **A board member of the region and one of the members of the national organisation, if there is one.** If the second person is unable to effectively carry out this assignment, the visit will be made by two board members of the region.
- One of these two people must be from a different country to the country being visited.

It is vital to:

- **Prepare the visit sufficiently in advance**, particularly by providing the groups to be visited with precise information regarding the planned content, and to plan enough time for the visit and in-depth discussions.
- **Meet the different components of the organisation**, jointly or separately, i.e. not only heads of groups and companions, but also the leaders (if possible, ask for a board meeting to be organised) and the volunteers, if there are any.
- **Organise a meeting and a field visit** to gain a proper insight into the group's work.

#### Information to gather during the visit

During the preliminary visit, information on a broad range of topics should be collected (administrative information, governance, activities developed, people met during the visit, the organisation's aims and objectives, motivation for joining the movement, participation in the life of the movement, implementations of the guidelines, etc.). This information is outlined in the document entitled the **Preliminary visit report in appendix II**, which must be sent to the people tasked with carrying out the visit so they can prepare for it properly beforehand.



## What happens after the visit?

### The preliminary visit report must be sent to the regional organisation for it to accept the group as a trial member

- 1/ The people who visited the group must send you the **preliminary visit report**, duly signed and completed, with their recommendations and any appendices. This report will make it possible to make a decision about the group's admission as a trial member. It must be accompanied by the [Trial membership application presentation sheet \(appendix III\)](#).
- 2/ After having checked that the application is complete and correctly compiled, and based on the report, **your regional organisation will decide whether or not to accept the application**. If you accept the application, you should immediately appoint a full member of Emmaus International to monitor and support the trial member.
- 3/ The chair of your regional organisation must complete and sign by hand the parts entitled "approval" and "application declaration".

### Send this to Emmaus International to keep them informed.

**The original version of the Trial membership application declaration, duly completed and signed by the chair of the regional organisation must be sent immediately to Emmaus International.** It must be sent with the [Preliminary visit report in appendix II](#), and include the [Trial membership application presentation sheet in appendix III](#) and the documents for trial membership applications (set out on page 11).

**The original** copy of the trial membership application declaration and acceptance of your regional organisation must be sent by post to:

- The Emmaus International secretariat, Membership, Heritage and Communications department  
47 avenue de la Résistance, F-93104 Montreuil Cedex, France

A copy must be sent to:

- The new group accepted as a trial member

You must also keep a copy.

### Registration on mailing lists

Upon receipt of the information, your regional organisation and Emmaus International will register the group as a trial member and will start to send it the same information that is sent to full members.



## Start of the trial period

The trial period lasts from two to five years and starts **from the date on which the national organisation, if there is one or, if not, the regional organisation decides to accept the application**. The decision is taken based on a complete and correctly filed application, and a member of Emmaus International is tasked with monitoring and supporting the group.

The information must **be sent to Emmaus International, which will ratify the decision at its board meeting**.

The group then becomes a trial member of your regional organisation and Emmaus International.

## Use of the Emmaus name and Emmaus International logo

Once the group is officially a trial member, it can use the name 'Emmaus' and should include 'Emmaus International trial member' on its communication material. **Emmaus International owns the 'Emmaus' trademark.**

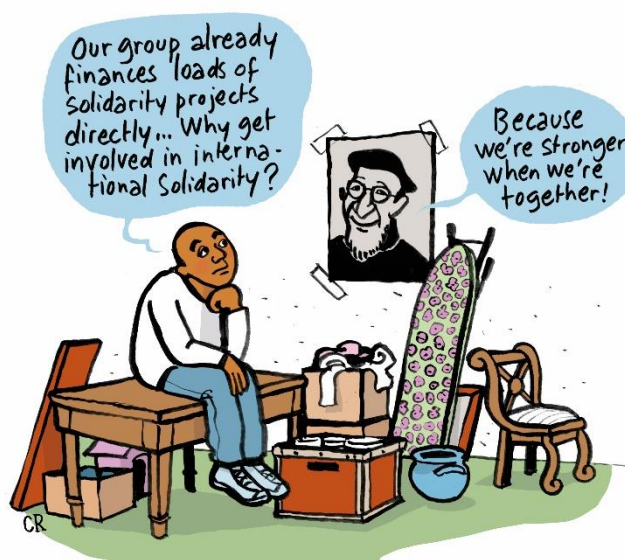
The group must ask Emmaus International for a version of the logo with its name.



## Respecting the obligations

As a trial member, the group must actively participate in the life of the movement by:

- **Attending** national, regional and international meetings.
- **Contributing** financially by paying an annual contribution which equates to 25% of the subscription fee paid by full members.
- **Respecting** the provisions of Emmaus International's founding texts, its statutes and the decisions taken by the general assembly.



## 5 Monitoring the trial period



### How this works

If possible, the two elected members who visited the group prior to the start of the trial period should monitor the group during its trial period. If this is not possible, you must provide all the information you have on the trial group in order to ensure an effective handover.

In the [Preliminary visit report in appendix II](#), areas of improvement have been identified. Particular attention should be paid to these areas so that the group progresses during its trial period.

A supporting group will also have been appointed. The people in charge of monitoring the trial group should be in contact with the supporting group to exchange information.

In the event of a change in persons, as the regional organisation, you must ensure that a handover takes place and support is provided.

It is advisable to schedule at least **two visits per year to each trial member**, once around April/May, and again about six months later (if the financial year aligns with the calendar year).

Each visit must last **a full day, and should include:**

- **A field visit:** to the head office, premises, sites of productive activity or social activities, and a discussion with the leader(s) of the daily activities, the salaried staff and/or companions and, if necessary, with the beneficiaries of the action.
- **An official meeting with the members of the general assembly** (at the visit in April/May, which should offer an opportunity to examine and discuss the accounts and activity report of the previous financial year, on the basis of written documents) or with the whole board (at the visit in October/November).

During these visits, it is important to collect all of the tools or documents which provide information on the group.

### Aims of monitoring the group during the trial period

#### ▪ First aim:

The trial period should provide an **in-depth insight into the capabilities of the future member organisations to meet the criteria for membership of the movement** and, as stipulated by the Emmaus International statutes, **to bring its statutes, regulations and organisational practices into line with those of Emmaus International**. The meetings with the general assembly and the board are the best, or perhaps the only way of assessing how the organisation really functions.

#### ▪ Second aim:

**The future application to become a full member should be submitted by the organisation, with full knowledge of the implications.** It should be a collective request, rather than the desire of one or two people.



▪ **Third aim:**

**As many members and elected leaders as possible should hear the same explanations about the Emmaus International movement**, how it is organised, its policies, its requirements in terms of democratic organisational practices, transparent accounting, payment of subscriptions, participating in the life of the movement, etc. Whether knowingly or not, these explanations should not be filtered or misrepresented.

**At each of these visits you are encouraged to re-read the various visit reports (preliminary visit report or monitoring visit report) to check on and measure progress.**

## Monitoring visit report

A document, **the Monitoring visit report** is available **in appendix IV**. It must be completed by the people in charge of carrying out the visits. Upon receipt of each monitoring report, you must ensure **that it has been sent to your regional organisation and Emmaus International**.

## 6 **Applying to become a full member**



If the trial period has concluded as hoped, with the trial member smoothly integrating into Emmaus International and harmonising its statutes, rules and practices with those of Emmaus International within the **timeframe of a minimum of two years and a maximum of five**, the trial member should submit its application to become a full member.

## Extending the trial period and trial periods that are not pursued further

If after five years, the group has not met the requirements, or it has not been properly monitored, or it no longer wants to join the movement, then your regional organisation must decide whether to:

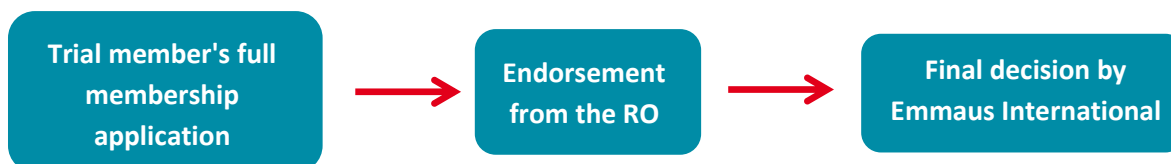
- Not pursue the trial period any further (i.e. not submit a full membership application)
- Extend the trial period by one or two years

The decision must be taken by your regional organisation and you must notify Emmaus International.

In the event of a trial period not being pursued further, you must send the group official notification and **ensure that it ceases all use of the names 'Emmaus' and 'Abbé Pierre'**.

# Full membership application

In order to apply to become a full member, the group must have endorsement from its regional organisation (RO). The complete application must be sent to Emmaus International for a final decision.



To put the application together, the trial member group must provide the **up-to-date** versions of the following documents:

- ◇ **Doc 1:** The full membership application declaration in appendix VI, signed by one or several of its legal, authorised representatives
- ◇ **Doc 2:** **Updated list of the board members, including their names, personal addresses, nationalities, and any family ties** of the organisation's board. For each of them, include a brief description of their marital status and respective activities. This list should be made on letterhead paper, and signed by at least the chair and another board member.
- ◇ **Doc 3:** A brief description of the organisation's activities, and its **annual report**:
  - description of income-generating activities
  - description of social initiatives
  - the group's projects
  - regional impact following the organisation's creation in the area.
- ◇ **Doc 4:** **Financial statements** from the last two years, presented in compliance with the country's legal provisions, and officially approved or certified according to the country's laws. If they are not written in one of the three official Emmaus International languages, they can be submitted in the language of the country in question, on condition that they are sent with a translation of the accounting information and the report of the auditor (or chartered accountants) in one of Emmaus International's three official languages (please refer to rule 18 of the Internal Rules).
- ◇ **Doc 5:** The current **statutes**, initialled on each page, and signed and dated by the chair and another board member. They must be sent with a **copy of the official recognition of the organisation's legal personality**. If they are not written in one of the three official Emmaus International languages (French, English and Spanish), the organisation's statutes can be submitted in the language of the country in question, on condition that they are sent with a summary in one of Emmaus International's three official languages, in line with the provisions under rule 19 of the Internal Rules.

## The complete set of documents must be sent to:

- The secretariat of your regional organisation
- The international secretariat of Emmaus / Membership, Heritage and Communications department / 47 avenue de la Résistance / F-93104 MONTREUIL Cedex France / [h.perrot@emmaus-international.org](mailto:h.perrot@emmaus-international.org) (at least three months before the Emmaus International board meeting).

**Documents 1 and 2** must be sent to the international secretariat of Emmaus by **post, in paper format, in their original versions**. You can send the other documents either by post (original version or photocopy) or by scan, along with the Full membership application presentation sheet in appendix V.

According to the next-to-last paragraph of Article 6, the board may "exceptionally, and where the political or legal circumstances of the country in question justify this, (...) on a temporary basis, admit structures which are not legal

entities (...)" . In such an event, the request for membership shall clearly explain the circumstances which may justify such an exception.

Acceptance as a member of Emmaus International is decided by the board. The board comprises a chair and twenty four members representing the different regions of the world; for obvious financial reasons, it only meets about once a year.

**Acceptance of your full membership application will automatically also make you a full member of your regional organisation (Emmaus Africa, Emmaus America, Emmaus Asia or Emmaus Europe).**



## **APPENDICES**

- I. Trial membership application declaration**
- II. Preliminary visit report**
- III. Trial membership application presentation sheet**
- IV. Monitoring visit report**
- V. Full membership application presentation sheet**
- VI. Full membership application declaration**





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