



TRIAL MEMBERSHIP HANDBOOK

for applicant groups

Making a trial membership application

This trial membership handbook for applicant groups serves as a guide to help you in the process of joining the Emmaus movement. It aims to guide you through the various stages of making a trial membership application to Emmaus International.



Dear all,

I am delighted that your group would like to join the Emmaus movement. Together, we are stronger in our fight against the causes of poverty and in advocating access to fundamental rights for the poorest.

Today, the 350 Emmaus groups are confronted with an unfair global system which creates exclusion and conflict as well as a financialised economy and the privatisation of common goods.



In 2016, ten years after the death of Abbé Pierre, the Emmaus groups came together for the world assembly in Jesolo, Italy, and committed to providing fresh impetus to our international solidarity whilst fighting, on a daily basis, for an ethical and solidarity economy, social and environmental justice and peace and freedom of movement and residence.

Joining the Emmaus movement is a significant step, and involves adopting a humanist standpoint. Embracing political commitment as a key element of solidarity is one of our guiding principles, inspired by Abbé Pierre, and has been in place since the creation of Emmaus International.

On behalf of all the members of the board, I wish your group all the best with your integration into the Emmaus movement. I hope this **trial membership handbook** will be useful to you throughout the process.

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?

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.

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.



Today, 350 groups in 37 countries

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.

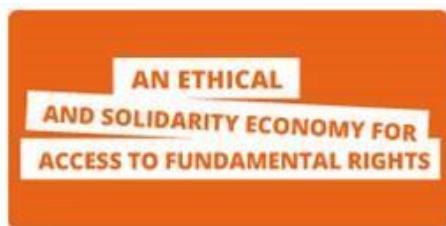
Respecting obligations

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.

Resources within the movement

Solidarity is integral to our movement. Once a year, each member organisation runs a special sale to support international solidarity (projects, containers, emergencies). It can be a regular day's sale, or a specially dedicated sale.

Each organisation does as much as it can for international solidarity. The resources are pooled and then redistributed across the Emmaus movement, through a collaborative and transparent system, in an aim to encourage collective action.

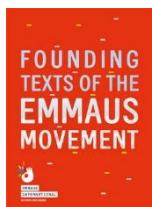
"The secret lies in restoring people's dignity."

Abbé Pierre, *Pensées inédites*, 2015

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

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, groups are regularly provided with various materials available in the movement's three languages: English, French and Spanish. These include the website, flyers, 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.).

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 in 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?

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. In addition to this support, as an **applicant group** you receive provisional and probationary approval of your membership application, and then become 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 your 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 various stages of the trial period



Steps to complete

During the various stages of the process, your group will be supported and monitored by the national organisation in your country, if there is one, or if not, by your regional organisation (Emmaus Africa, Emmaus America, Emmaus Asia or Emmaus Europe). The national or regional organisation will tell you what you need to do, in conjunction with Emmaus International.

Your group must put together a trial membership application, comprising the following documents:

Example no. 1: your 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: your organisation was set up more than a year ago:

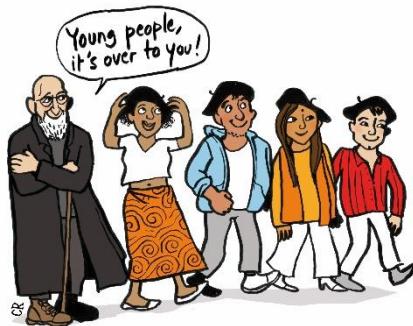
- ◊ Document 1: the original of the [Trial membership application declaration](#) in appendix I
- ◊ Document 2: list of the board members (with details about any existing family relationships)
- ◊ Document 3: expected activities (economic, social, alliances, etc.) in the last financial year
- ◊ Document 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 original of the trial membership application declaration must be sent by post to your national organisation, if there is one, or if not, to your regional organisation.

Upon receipt of the application, you will be contacted in order to schedule a visit to your group.



The visit before the start of the trial period

A visit to your group, before the trial period starts, will be made by two elected members of the Emmaus movement. The aim of this visit is to collect information on a broad range of topics (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, implementation of the guidelines, etc.).

Please ensure the elected members can **meet as many members of your organisation as possible** during the visit, **either all together or separately: leaders, companions, members of the board and volunteers, if there are any**. A report on the visit will then be drawn up.

What happens after the visit?

After checking your application is complete and, on the basis of the preliminary visit report, **your national organisation, if there is one, or your regional organisation will proceed to make the decision about accepting your group as a trial member**.

If your application is accepted, a group will be assigned to support you throughout your trial period.

Please note: it can sometimes take a long time to hear back about whether your application has been successful, as it depends on the scheduling of the national, regional and international meetings.

Use of the Emmaus name and Emmaus International logo

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

You can ask Emmaus International for a version of the logo including your group's name.



Respecting the obligations

As a trial member, your 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.

Monitoring during the trial period

During your trial period, regular visits will be made to your group by two elected members of the Emmaus movement and by your supporting group.

These visits will provide insight into how your organisation functions, with regard to the movement's membership criteria, as set out in Emmaus International's statutes. Recommendations may be made so that your statutes, rules and practices are brought into conformity with those of Emmaus International.

During these visits, please ensure that the elected members can meet as many people as possible from your organisation (leaders, companions, salaried staff and volunteers).

Full membership application

If your trial period has concluded as hoped, with your group 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**, your group should then submit an application to become a full member.



Your national organisation, if there is one, or your regional organisation, will provide you with a list of documents to provide.

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

If after five years, your group has not met the requirements, has not been properly monitored, or if your group no longer wants to join the movement, a decision will be made as to whether or not to extend the trial period.

APPENDIX I - TRIAL MEMBERSHIP APPLICATION DECLARATION

> To be completed using the applicant group's letter headed paper, or clearly indicating its full registered name and full address

The declaration below must be signed by one of the applicant group's legally authorised representatives. It should be copied out taking care to complete the underlined sections in italics according to the following instructions.

The original copy of the trial membership application declaration and acceptance of the national 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

EMMAUS INTERNATIONAL TRIAL MEMBERSHIP APPLICATION DECLARATION

1. We expressly adhere to the Emmaus International founding texts: the Universal Manifesto; Scope and Limits of Emmaus's Social Commitment; Solidarity Commitments; Principles and Membership Charter, (**Statutes, art. 6 § 1**), Our Values and Guiding Principles.

2. We agree to include the following statement in our statutes and bylaws: (**Rule No. 8**)

"Our action shall fall within the scope of the orientations and requirements of Emmaus International, of which we are a trial member, as defined by the Statutes of Emmaus International, the Universal Manifesto and the other founding documents of Emmaus International, as well as by the decisions of the General Assemblies of the latter."

3. We agree to conform to the present Emmaus International statutes, its internal rules and to the decisions of its general assemblies. (**Statutes art. 6 § 2**)

4. Our decision-making is independent of the political authorities and of public, private or religious institutions. (**Statutes art. 6 § 3**)

5. We are established as a not-for-profit organisation on a legal basis that will allow us to run the organisation democratically, as set out in the internal rules of Emmaus International, and we follow accounting procedures according to the standards in our country. (**Statutes art. 6, first paragraph and § 4**)

a. Democracy:

(1) Our organisation and our board will always have a minimum of five natural-person members, the majority of whom will be nationals of our country (*indicate the name of your country here*). (**Rule No. 10.1, Statutes, art. 6 § 5, rule No. 14**)

(2) The number of our members who are from the same family or who are relatives will not exceed a quarter of all the members of our organisation as well as our board. (**Rule No. 10.2**)

(3) No person receiving payment from our organisation, either directly or indirectly, will be a member of our board, except as a representative of the staff. (**Rule No. 10.3**)

(4) Our board members will seek a renewal of their terms of office from time to time. To this effect, the maximum length of the term of office will be four years, renewable once. (adapted from **Rule No. 10.4**).

b. Accounting:

(1) Our accounts will be audited annually by a chartered accountant. (**Rule No. 11**)

(2) Each year, we will provide the following details to our national organisation, ... (indicate the full name of your national organisation here, for example, Emmaus France, Emmaus Burkina Faso), for the period from to ... (complete with the dates of the start and end of your financial year): **(Rules Nos. 12 and 12.1 to 12.5)**

- (a) Resources coming from an income-generating activity
- (b) Income from donations and subsidies (indicating their origin)
- (c) Expenses on financial solidarity within Emmaus, at both the national and international level
- (d) Expenses on financial solidarity outside Emmaus, at both the national and international level
- (e) The estimated value of donations in kind, at the national and international level

6. We commit ourselves to actively participate in Emmaus International general assemblies, Emmaus regional assemblies (indicate the name of the region) and the national assemblies of (indicate the full name here of your national organisation) and to participate in the movement's common activities and actions. **(Statutes, art. 6 § 7, and Principles and Membership Charter, obligations of the groups, point 3)**.

7. We will regularly pay any subscriptions and other contributions set by the board of Emmaus International and the regional board of Emmaus (complete with the name of the region). **(Statutes, art. 6 § 8, and rule No. 109)** – to be adapted in order to take account of the decision of the April 2010 Emmaus International board motion 11.b.

All trial members must make an annual contribution to Emmaus International in exchange for services received (the same access to official documents and communications material as full members) and the rights granted to them by Emmaus International (participation in meetings as observers, access to the collective programmes, etc.). This annual contribution is not a subscription and does not confer the right to vote. It will be calculated as follows for all the regions:

- with a view to fairness, it is calculated as a percentage;
- In line with the internal rules, it will be calculated on the basis of the rate for full members with the same characteristics (types of activities and resources);
- its rate is fixed at a quarter of the rate applied to full members.

8. We will use the Emmaus International logo in accordance with the visual identity defined by Emmaus International, accompanied by the phrase 'Trial member of Emmaus International'. In the event that our subsequent application for full membership is rejected, we will immediately cease using the 'Emmaus' and 'Abbé Pierre' names and trademarks and the Emmaus International logo, as well as all references to Emmaus or others which could lead to confusion. **(Statutes, art. 6 § 9, art. 13, art. 14)**.

9. We accept mentoring and monitoring by whichever existing Emmaus International full member is appointed by (indicate the full name of your national organisation here), and will make our application for full membership between two and five years after our acceptance as a trial member. **(Statutes art. 14, rules No. 39 and 40)**.

Group: _____ Date: _____ / _____ / 20_____

Surnames/First names: _____ Signed: _____

Role on the board: _____

ACCEPTANCE BY THE NATIONAL ORGANISATION (OR IF NOT, THE REGIONAL ORGANISATION)

(this part is to be completed by the national organization and is not to be separated from the "Application declaration")

..... is accepted as a trial member of Emmaus International, in accordance with the decision made by (*please specify: regional assembly, general assembly of the national organisation, regional board, board of the national organisation*) on the date of

Support provided during the trial period will be the responsibility of the following Emmaus International member organisation:

Signature Surname and first names:
.....

Date

Chair of the board, name of the national organisation (or if not, of the regional organisation) (indicate the full name of the national organisation or the regional organisation here)

CONTACT DETAILS OF THE REGIONAL SECRETARIATS

EMMAUS AFRICA

11 BP 972 CMS Ouagadougou – Burkina Faso

Tel. + 226 25 34 49 61 / c.mahounon@fasonet.bf

EMMAUS AMERICA

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Tel. + 598 24 08 85 32 / secretariaemausamerica@gmail.com

EMMAUS ASIA

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EMMAUS EUROPE

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 Emmaus International