

Applications for Full Membership of Dóchas

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October 2023

Joining Dóchas

Full Membership is open to organisations whose primary focus and spend is on international development work. Applicants for this category of membership must be non-profit International Development NGOs independently established and located in the Republic of Ireland or in Northern Ireland and who regard international development cooperation – including development education – as a primary aspect of their aims and work.

A key value of this membership will be voting rights on issues such as new Board Directors, constitutional changes etc. Rules for membership are laid down in the Dóchas Constitution and in the Criteria for Full Membership of Dóchas. Information on these, and our application process is on our website at <https://www.dochas.ie/membership/how-to-become-a-member/>.

Application Procedure

Organisations interested in applying Full Membership of Dóchas are required to submit the following documents:

- Letter of application
- A signed copy of the Dóchas undertaking for new applicants (page 3)
- Completed Application Form (pages 4-6)
- Constituting document
- Signed financial statements for the two most recent financial years
- Annual Reports for the two most recent years of operation
- A signed copy of the Dóchas Charter
- A signed copy of the Dóchas Safeguarding Code
- A signed copy of the Dóchas Guide to Ethical Communications

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

Applications for Full Membership are processed by Dóchas staff to ensure that all the required documentation has been received, and the criteria has been met. In the event that further information and/or clarification is required Dóchas may write to and/or meet with the applicant's representatives.

Following this review process a recommendation will be made to the Board. If upon scrutiny it is clear that the application does not meet the criteria for membership, the Board may choose not to recommend membership. It will then be for the organisation to decide whether to proceed with their application. .

Dóchas is obliged to pass all applications 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 (i)).

Undertaking for New Applicants

Name of Applicant Organisation:

The applicant organisation subscribes to the Constitution 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 outlined in the Membership Handbook and/or may be prescribed by Dóchas from time to time

In particular, the Board of the applicant organisation indicates acceptance of the following codes of practice:

- | | |
|--|--------------------------|
| (a) Dóchas Charter | <input type="checkbox"/> |
| (b) Charities Governance Code (if the organisation is a charity) | <input type="checkbox"/> |
| (c) Dóchas Guide to Ethical Communications | <input type="checkbox"/> |
| (d) Dóchas Safeguarding Code | <input type="checkbox"/> |

Signed by the Chairperson of the Board on behalf of the applicant organisation:

Name:

Capacity:

Date:

Application Form

Name of applicant organisation: _____

Address: _____

Telephone: _____

Email: _____

Web: _____

Date of Establishment: _____

Legal Status: _____

Please state your organisation's total income during its most recent financial year:

€ _____ Indicate year: _____

Company Number and place of registration (where applicable): _____

CHY Number (where applicable): _____

Registered Charity Number (if registered in the Republic of Ireland): _____

Charity Number (if registered in Northern Ireland): _____

Is your organisation currently in receipt of funding from Irish Aid? _____

If so, please provide details: _____

If not, please indicate if it has ever been in receipt of Irish Aid funding: _____

Please provide the names and contact details of two existing [full members of Dóchas](#) who will provide references for your organisation. Please note that we will contact each referee to request that they provide a written reference as part of the application process:

1. _____

2. _____

1. Please provide a brief statement (half a page max) on why your organisation would like to join Dóchas, and what you can offer the network:

2. Please provide a brief statement (half a page max) on your expectations of Membership of Dóchas:

3. Dóchas expects its members to follow and promote the highest standards of accountability, particularly in relation to governance, financial management, safeguarding, volunteering and the use of images and messages. Dóchas has a responsibility to protect the reputation of the sector, so it is important to be aware of any concerns. Is there any ongoing issue or investigation that may be relevant to your application at this time? If so, please provide further details below.

Checklist

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

- Letter of application
- A signed copy of the Dóchas undertaking for new applicants (page 3)
- Completed Application Form (pages 4-6)
- Constituting document
- Signed financial statements for the two most recent financial years
- Annual Reports for the two most recent years of operation
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