

Applications for Associate Membership of Dóchas

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Joining Dóchas

Associate Membership is open to organisations whose international focus and spend is less than 50% of its overall activities.

This category of membership is aimed at those organisations who do not meet the criteria for full membership but that work in related or similar fields to that of Dóchas members, with a linkage to International Development.

This may include academia, civil society/voluntary and community organisations, Trade Unions, Charitable Trusts and Foundations, etc.

Associate Members cannot nominate candidates to serve on the Board of Dóchas and are not eligible to vote at the AGM.

Rules for this form of membership are laid down in the Criteria for Associate 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:

- Letter of application
- A signed copy of the Dóchas undertaking for new applicants (page 3)
- Completed Application Form (page 4-6)
- Constituting document (if none exists, a copy of the Strategic Plan)
- Activity Reports for two most recent years of operation (where available)
- Signed financial statements, or operational budgets for the two most recent financial years
- A signed copy of the Dóchas Charter
- A signed copy of the Dóchas Safeguarding Code
- A signed copy of the Dóchas Code of Conduct on Images and Messages

Applications for associate membership are invited throughout the year.

They will be 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 the review process a recommendation will be made to the Board at the next scheduled meeting. If upon scrutiny it is clear that the application does not meet the criteria for membership, the Board may turn it down.

The applicants should expect written confirmation within two weeks. If the Board has approved associate membership, they will be invoiced for payment of the annual subscription which will be due within 30 days of the date of invoice.

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](#)

(b) [Charities Governance Code](#) (if the organisation is a charity)

(c) [Dóchas Code of Conduct on Images and Messages](#)

(d) [Dóchas Safeguarding Code](#)

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 provide details of your organisation's International Programme Spend 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 will be 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, then 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 (page 4-6)
- Constituting document (if none exists, a copy of the Strategic Plan)
- Activity Reports for two most recent years of operation (where available)
- Signed financial statements, or operational budgets for the two most recent financial years
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