

# MEMBERSHIP POLICY



EMCC LUXEMBOURG



**Subject: Membership Policy**

Document reference: POL-EMCCLUX-5

Authorisation date: 29.09.2022

Implementation date: 29.09.2022

Next review:

Issuer: EMCC Luxembourg

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Reviewed by: EMCC Luxembourg Board Members

Authorised by (Head of): EMCC Luxembourg Board Members

Version: 1.0 (draft)

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Version log

Version	Title of the Document	Authorization date	Implementation. date
1.0	Membership Policy	29.09.2022	29.09.2022

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# 1. Introduction

## 1.1 Objectives/purpose

This document outlines the membership policy for EMCC Luxembourg. It outlines membership categories, applications for membership of EMCC Luxembourg, membership fees and EMCC Luxembourg Board membership.

# 2. Membership Categories

## 2.1 Categories of members

There are 4 categories of members as follows:

- Founding members/*membres fondateurs* who have paid their annual fee.
- Accredited members/*membres accredités*: these members hold an accreditation from EMCC Global and have paid their annual fee.
- Affiliated members/*membres affiliés*: these are individual members who have paid their annual fee.
- Corporate members/*membres corporatifs*: these are organisations who typically have internal coaches, mentors or supervisors and have paid their annual fee.

# 3. Membership Applications

Prior to joining EMCC Luxembourg, applicants should complete the EMCC Luxembourg Application Form and send it to the Membership Manager together with their Curriculum Vitae. The Application Form can be found on TeamWork (see references in 6.1 Appendices).

The Membership Manager will assess the application and ensure payment of the membership fees. If successful, the Membership Manager will send out a welcome email to the applicant. The Membership Manager will notify the Communications Manager to include the person on our mailing lists and social media, and will update the Board on new members at Board meetings.

# 4. Membership Fees

## 4.1 Individual membership fees

Members pay an annual membership fee. The amount of the annual membership fee is proposed by the Board, and voted by members at the Annual General Meeting (AGM). The fee for 2022 membership is 180€. Our statutes foresee an annual maximum fee of 240€ for individual members.

Membership fees should be paid at the beginning of the calendar year. The Membership Manager sends out a receipt and request for payment at the beginning of January each year.

For members who join mid-year, the following calculation is made:

- August - October: 50% of the annual fee
- November - December: full annual fee for the following year

In exceptional cases, and with the agreement of the Membership Manager, members can obtain a staggered payment scheme for the year, for example 4 payments of 25% of the annual fee spread over the year.

Historically, the individual annual fee has been as follows:

- 2006-2009: 125€
- 2010-2014: 150€
- 2015-2021: 160€
- 2022- to date: 180€

## 4.2 Corporate membership

Organisations, who may have internal coaches, mentors and supervisors may become corporate members giving 5 persons from that organization access to EMCC Luxembourg's events and resources. No more than 5 persons from the corporate member may attend any specific EMCC Luxembourg event or conference.

Our statutes foresee an annual maximum fee of 2500€ for corporate members.

# 5. Membership of the Board

Board members are elected for a mandate of three years by the members at the Annual General Meeting (AGM). The mandate commences from the date of the Annual General Meeting (AGM) to the date of the Annual General Meeting (AGM) three years later. Incumbent members wishing to re-apply for an additional 3 years will need to be re-elected.

In line with our Statutes, elections can take place every year at the Annual General Meeting (AGM).

With the exception of the Founding members, all Board members should hold an EMCC up-to-date accreditation.

Members wishing to apply to be members of the Board should notify the Board at least 2 months prior to the Annual General Meeting (AGM), so that their application can be put on the agenda. Members wishing to apply should submit a short Bio and the certificate of their EMCC accreditation.

The roles of Board members will be decided/defined at the first Board Meeting after the Annual General Assembly.

The Board may nominate Special Invitees to the Board (SIBs) to fulfill specific roles due to their professional competences.

All members of the Board will need to sign and adhere to the "Code of Conduct for Board Members and Special Invitees to the Board", see TeamWork (see references in 6.2 Appendices).



## 6. Appendices

### 6.1 Application Form for EMCC Luxembourg Membership

TeamWork/EMCC Membership/Members' Application Files/Membership Application Form Template

### 6.2 Code of conduct – ECA/EMCC Luxembourg board members & special invitees to the Board

TeamWork/EMCC General/Governance/Board Member Code of Conduct

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