MEMBERSHIP POLICY

EMCC LUXEMBOURG
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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 accrédités: 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 until end of April 2024 and thereafter on EMCC Luxembourg’s private Google Space and is made available for members on the EMCC Luxembourg website.

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.

New members are invited to a 30-minute welcome conversation with a member of the Board for inclusion and conviviality purposes. The Membership Manager coordinates this activity.

Lighter application process

A simplified procedure may exceptionally be granted to a new member, if s/he has been accredited within the 6 months preceding the membership application. This information must be officially validated by the accreditation manager.

In this case, it will be sufficient to complete the personal details (page 3), the motivation for joining EMCC Luxembourg (page 4) and the consent form (page 7). The CV and proof of payment need to be added to the application.
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.

From 2023-to date the annual corporate membership fee is 900€.

5. Solidarity Coaching and Membership

All individual members of EMCC Luxembourg, by virtue of the membership, will be available if required to take on one Solidarity Coaching assignment (10 hours) per annum. In practice, this is never requested as there are not enough coachees or partner organisations. We currently have 2-3 solidarity coaching actions per annum. Solidarity Coaching is a pro-bono coaching assignment destined at coaching a person who would not have access to coaching for financial reasons. The Solidarity Coaching Manager coordinates these coaching assignments and can be contacted for further information.
6. 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 once a vacancy become apparent (this on the invitation 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 until end of April 2024 and thereafter on EMCC Luxembourg’s private Google Space

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