



2018 INTERNATIONAL MEMBERSHIP CHARTER

This document sets out what it means to be a member of this passionate and committed group of collaborators.

The Global Action Plan International network has members in over 20 countries.

Our vision is of a thriving planet with caring people and resilient societies.

Our mission is to be a global behaviour change catalyst; to work together to advance and implement approaches that empower people across the world to adopt truly sustainable lifestyles.

Who Are GAP Members?

GAP International network members and associates are organisations or individuals with a social and environmental purpose who lead or support local action in line with the network's mission: to empower people across the world to actively choose to adopt truly sustainable lifestyles.

Members and associates share the network's values: committing to be **aspirational**, **people-focused** and **impactful** in their activities, and actively work together to catalyse change at the scale we need to achieve the network's vision.

GAP International members undertake three principal responsibilities to further the network's mission:

- 1. To reduce global consumption and deterioration of natural resources and develop sustainable pathways, through implementing behaviour change programmes that follow the network's values. Specifically members are encouraged to:**
 - a. adapt and incorporate proven tools and techniques developed by network members
 - b. co-create tools, approaches and programmes with other members
- 2. To build the network's capacity by sharing methodology, tools, data and experience of its activities. Specifically, members are required to:**
 - a. lead at least one member knowledge exchange activity each year: this could be a webinar, a discussion on the network's forum or a workshop at the AGM etc.
 - b. contribute an impact data report for the network's annual impact evaluation
- 3. To contribute to the future growth, thought leadership and direction of the network, specifically members are:**
 - a. required to have a representative at the Annual General Meeting whether virtually or in person
 - b. encouraged to signpost relevant news items and also funding and networking opportunities to the network
 - c. encouraged to represent the wider network at national/international events held in their country



Organisational members

Membership is open to all organisations contributing to the purpose and activities of the GAP International Network. Membership is available to organisations with a licence to represent GAP programs in a given country, and an active program to do so.

Organisations that wish to join the network must submit an application to the network's board with details of their organisation's/personal mission, activities and confirmation of their ability and passion to fulfil the above member responsibilities and in accordance with the below criteria.

Members that wish to resign are required to notify the network's board in writing.

Member criteria

An organisation can become a member if it commits to learning GAP methods and introducing at least one 'GAP style' program in its constituency. The programs are designed to empower sustainable behaviour change, and may be designed for households/communities, schools/youth, or workplaces, or a combination.

We aim to reduce the likelihood of organisational members within the network competing for project funding and opportunities where possible. As such, in the case of multiple members applying to be part of the network in any one country, the current member(s) concerned must be satisfied that each represent and carry out projects involving the GAP International network in:

- distinct regions within their country and/or
- with distinct audiences (e.g. one with young people only, one with businesses etc.)

In case of a disagreement about multiple membership within one country the case is put to the GAP International Board for ultimate decision.

Membership organisations are:

- entitled to use most of the international material either free of charge or at a preferential rate;
- entitled to be part of international projects/programs launched by multiple members;
- invited to participate in and contribute to network knowledge sharing and collaboration events and activities such as the annual international meeting and GAP International webinar series.
- eligible for preferential rates for training and other membership benefits decided by the Board and AGM;
- eligible to vote at the AGM;
- listed on the web site;
- entitled to use the GAP logo;
- eligible to host international meetings and workshops

In return members are expected to:

- adhere to the Articles of Association and the GAP International Membership Charter;
- make their own additions and improvements to GAP material available to other network members;
- coordinate development and delivery of 'GAP style' programs in their region, including collection of relevant statistics;



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- be an active contributor to international projects/program's when they choose/are invited to be part of this;
- ensure that 'GAP style' programs delivered in their region meet GAP criteria for content and effectiveness;
- abide by the decisions of the AGM.

Eligibility criteria for an organisation

1. The primary objectives and activities of the organisation must be environmental (i.e. ecological) protection and/or environmental sustainability/ behaviour change.
2. The organisation must be a registered company, or have charitable status, or be a registered friendly society with a registered constitution. The organisation must have been incorporated, registered or have enjoyed charitable status for a period of at least 12 months prior to an application for membership.
3. The organisation must have annual accounts or some form of financial/annual review.
4. The organisation must be able to demonstrate a substantial level of activity in promoting its aims and objectives.

Application process for first time members

1. Application can be done by e-mail accompanied by a statement explaining why the applicant is applying and how their organisation fits in the network
2. Any application by an organisation for membership of the Network will be considered by the board.
3. The board will communicate its decision in writing to the applicant organisation within 8 weeks.

Appeal process

1. Any organisation denied membership has the right of appeal, whereby the GAP International Board will be the body entitled to take the ultimate decision, using the member criteria as described in this document as the main guidance.

Documents to accompany membership application:

- Most recent and already existing document of annual accounts or some form of financial/annual review
- Charity / company number
- Memorandum and Articles of Association or Constitution or equivalent document that the organization can provide.
- Signed copy of the GAP International Membership Charter for approval and compliance



Continuing fulfilment of membership criteria

The Network reserves the right to continuously monitor compliance with the Membership Criteria. Organisations, once they have made a successful application for membership, are expected to continue to comply with the Membership Criteria in the future.

1. Every three years each current member organisation must re-state their intention to continue their membership, by confirming that they are still in compliance with the GAP International Membership Charter and Articles of Association. Failure to do so will be deemed to be a lapse in membership.
2. On an organisation's re-statement for membership, the Board may address any queries to that organisation about its eligibility for membership.

Individual associates

An individual can become a non-member associate of the network without the commitment to learning GAP methods or introducing at least one 'GAP style' program in their constituency. Individual associates generally choose to become an associate, because they are supportive of the effort of the network and its members and want to make a contribution to make the network thrive.

Individual associates are:

- invited to international meetings and workshops;
- eligible for preferential rates for training and other membership benefits decided by the Board and AGM;
- entitled to use most of the international material either free of charge or at a preferential rate;
- invited to participate in and contribute to network knowledge sharing and collaboration events and activities such as the annual international meeting and GAP International webinar series.

In return you are expected to:

- adhere to the Articles of Association;
- make an effort to support the network and/or other members and associates to thrive;
- abide by the decisions of the AGM.

Eligibility criteria for individual associates

1. The individual must show an official document to ensure their status, which can be a copy of a passport or other formal identity document.

Application process for first time individual associate

1. Application can be done by e-mail accompanied by a statement explaining why the applicant is applying and how they fit with the mission and work of the network
2. Any application by an individual for associate status will be considered by the board.
3. The board will communicate its decision in writing to the applicant organisation within 8 weeks.



Appeal process

1. Any individual denied membership has the right of appeal, whereby the GAP International Board will be the body entitled to take the ultimate decision. The main criterion used as guidance is the percentage of individual associates in relation to the percentage of organisational members. In general, the network strives to have at least 70% organisational members.

Documents to accompany membership application:

- Copy of passport or other formal identity document
- Signed copy of the GAP International Membership Charter for approval and compliance

Continuing fulfilment of membership criteria

The Network reserves the right to continuously monitor compliance with the Membership Criteria. Individual associates, once they have made a successful application, are expected to continue to comply with the Membership Criteria in the future.

1. Every three years each individual associate must re-state their intention to continue their associate status, by confirming that they are still in compliance with the Membership Charter and Articles of Association. Failure to do so will be deemed to be a lapse in their association with the network.

Membership and associate fees

The basic membership fee structure for the GAP International network is as follows:

Organisations with 5 or less full time equivalent (FTE) staff members	€200
Organisations with 6 - 10 FTE staff members	€400
Organisations with more than 10 FTE staff	€800
Individual associates	€20

As agreed during the 2016 EGM the membership fee structure has changed as of 2017 for a limited period with new fee amounts listed below. This is decided in order to help the network to transition the organisational structure, develop new strategies and to ensure a healthy financial situation during this transition period. As of 1st January 2017 and up until a future date to be decided upon, the fee structure for the GAP International network are as follows:

Organisations with 5 or less full time equivalent (FTE) staff members	€400
Organisations with 6 - 10 FTE staff members	€800
Organisations with more than 10 FTE staff	€1600
Individual associates	€40

Members and associates are asked to pay for their annual membership by transferring the fee amount via bank transfer preferably before 31st of January, but ultimately before 31st May of the current membership year.

The membership year is equal to a calendar year, from 1st of January to the 31st of December. In case a member or associate enters the membership or association after the 1st of January, then the membership or association fee will be calculated according to the actual time period of that first year. After this first period a full year membership or association will be applicable.



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Failure to pay membership or association fees will be seen as intention to leave the network and relinquish membership voting rights. Members facing difficulties paying the membership fee can contact the Board in writing to request a reduced fee or adjusted fee structure for their membership should this help them to continue their membership without significant negative financial impact. Individual associates will be required to pay the full fee of being an associate to the network.

Annual membership and association fees can be paid via either of the following two methods:

Bank transfer to:

NAME OF BANK: NORDEA BANK AB (PUBL)

ADDRESS OF BANK: SMÅLANDSGATAN 17, SE-105 71 STOCKHOLM

NAME: FÖRENINGEN GLOBAL ACTION PLAN

ADDRESS: c/o Hågavägen 196 B, SE 75263 Uppsala, Sweden

IBAN: SE9395000099604248633937

BIC (SWIFT) CODE: NDEASESS

or

via [Transferwise](#) (this is preferred as there are less fees and charges than other methods of international transfer).

When you transfer the membership fee, please mention the name of the member organisation in English and reference of the membership year in the dedicated area of your transfer information box.

If members or associates have difficulties with either of the above two payment methods or the membership fee amounts they should contact team@globalactionplan.org.uk.

Honorary patrons

Honorary patrons are individuals only who have made an exceptional contribution to the network and/or its members. An honorary patron is not required to pay a membership fee, and therefore does not have membership voting rights. Honorary patronage is on invitation only, decided upon by the governing committee (board).

Member voting rights

All organisational members of the GAP International network have equal voting rights at the AGM. One vote is allowed per member and if required members may appoint a proxy.

Moving on

Members and associates may choose to leave the network at any time although annual membership/associate fees are non-refundable. Equally, during the membership renewal process the network has the right to not offer continued membership to any member or associate if they are deemed by the board not to have acted in the spirit of the network or upheld their responsibilities as mentioned above.

If no longer part of the network, the organisation - and individuals within it - should discontinue all use of the network's branding, approaches and materials.



Questions?

If you have any questions about GAP International membership or association, or would like to join the network please email team@globalactionplan.com