



CITIZENS ENGAGEMENT PLATFORM
SEYCHELLES

Criteria for Membership



Introduction

Citizens Engagement Platform Seychelles welcomes applications from relevant Civil Society Organisations (CSOs) wanting to be a member. Applicants must fit within the accepted National Platform form CSOs definition of a CSO and not conflict with the constitution of the National Platform.

Appendix 1: Refers to Section 5 of the National Platform Constitution on Membership.

Civil Society Organizations (CSOs) refer to a wide of array of organizations: community groups, non-governmental organizations (NGOs), labour unions, sports associations, charitable organizations, faith-based organizations, professional associations, and foundations". (National Platform Constitution 2012).

CEPS believes that CSOs should have certain core essentials based on the above definition.

Core Essentials

1. Name of the Civil Society Organisation

2. Place of Business

- *Has to have a registered place of business in Seychelles.*

3. Status

- *Has to be incorporated under the Association Act.*
- *Provide certificate of association.*
- *All CSOs must have a Constitution or Articles of Association and this has to be provided.*

4. Mission Statement

- *Has to have mission statement(s) which captures the essence of why the organisation exists; which encapsulates its main purpose.*

5. Objectives

- *Has to have objectives that incorporate service to society and non-profit work and benefits.*

6. Governing Structures

A) Board of Directors (or Board of Trustees, or Council)

- *CSO must have a Board elected by the membership at the annual or general meetings/assembly. (Names and addresses plus year they were elected have to be provided.)*
- **The Board is important to:**
 - a. Determine mission and purpose of the CSO;*
 - b. Ensure effective planning;*
 - c. Determine which programmes/projects are consistent with the organization's mission and monitor their effectiveness;*
 - d. Secure adequate resources for the organization to fulfil its mission;*
 - e. Protect assets and provide proper financial oversight;*
 - f. Ensure legal and ethical integrity; and*
 - g. Enhance the CSO's public standing.*
- *Note: the size of the Board will be dependent on the size of the CSO.*

B) Executive Committee

- *CSO must have an executive committee established by the Board according to the statute of the organisation. (Names and addresses plus year they were appointed have to be provided.)*

The Executive Committee is required to;

- a. Ensure daily management of the CSO;*
- b. Ensure effective implementation of programmes/projects approved by the board; and*
- c. Develop and implement the right strategies to retain staff and encourage volunteers' participation.*

7. Founding members

- *Provide names and addresses.*

8. Members

- *All CSOs should have a transparent and verifiable membership structure;*
- *CSOs must provide details of membership including categories of membership, fees, list of current members; and*
- *CSOs must also attach a copy of the membership application form, and any other relevant documentation.*

9. Staff and Volunteers

- *Must provide details, including a staff roster if relevant, and number of volunteers.*

10. Meetings

- *All CSOs must have annual general meetings or general assemblies where matters are discussed and the members elect the Board.*
- *Provide details of latest Meeting or Assembly including copies of Minutes/Report.*

11. Affiliations (if any)

- *Provide details if affiliated or branched with any church, political, government, intergovernmental or international organization.*

12. Finance and Accounts

- *All CSOs must submit annual audited accounts to the Registrar of Associations.*
- *CSOs must provide a copy of latest audited accounts upon application of membership to the National Platform.*

- *CSOs must be transparent in dealing with financing and must provide a list of donors or sponsors if these are not evident in the audited accounts.*

13. Membership fees

- *The membership fee must be payable on registration. Membership fees for the different categories of membership shall be established by the National Platform's Board and approved at the General Assembly.*

14. Renewal of membership

- *Membership shall be renewed annually.*
- *Membership fees should be paid on or before end of January of the calendar year.*

15. Non-payment of membership fees

- *If any membership fees are overdue for:*
 - a. 12 months, the member shall be suspended.*
 - b. more than 2 years, the member shall be deregistered.*

16. Eligibility of membership

- a) CSOs may apply for associate membership six months after registration with the Registrar General of Seychelles and must have a minimum of 10 members*
- b) CSOs may apply for full membership one year after registration and must have a minimum of 10 members*
- c) CSOs must be in good standing with the Registrar of Associations*

Appendix 1: Section 5 of the National Platform for CSOs Constitution

Membership 5.0

SECTION 5 - MEMBERSHIP

There shall be three types of membership of CEPS:

- 5.1. Full Members: Any not for profit entity that has;
 - 5.1.1. Been registered under a national law and is fully functioning as such;
 - 5.1.2. It adheres to the goals and objectives of CEPS;
 - 5.1.3. It subscribes to the code of ethics of CEPS;
 - 5.1.4. Its legal structure allows for membership and;
 - 5.1.5. The governing Board is elected by its membership.
- 5.2. Associate members: This is a CSO that does not meet one or more conditions of a full member because of its nature.
- 5.3. Corporate members: This is any CSO which may also be involved in business undertakings.
- 5.4. Members of associate and corporate CSOs shall not have voting rights and they shall not stand for elections or be office bearers of CEPS. They may however be co-opted on sub-committees by the Board as it deems fit.
- 5.5. Members shall be actively engaged in promoting the goals and objectives of CEPS
- 5.6. All members shall pay membership dues as determined by the General Assembly
- 5.7. An organisation wishing to join CEPS shall do so submitting a completed membership application form to the Accreditation Committee. The application shall be approved by the Board.
- 5.8. A member may send not more than two persons to attend general meetings of the National Platform but only one vote may be cast by the representative of the member or his substitute in case of absence.
- 5.9. A member may resign by giving notice in writing to the Secretary of CEPS.
- 5.10. A member may be removed from CEPS for not fulfilling their membership obligations based on procedures established by the Platform.
- 5.11. All members should subscribe to CEPS Code of Ethics



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