



# World YWCA

**Affiliation Principles and Process  
From Developing Group to YWCA  
Member Association  
*Guidance Note***

Approved/World YWCA Board/March 2013

## Introduction

The World YWCA has a rich history of welcoming developing groups to become affiliated members of the World YWCA movement. This has enabled the movement to grow, strengthen and embrace diversity.

The World YWCA Council has the authority to approve the affiliation of new members to the World YWCA in accordance with the Constitution. This Guidance Note on Affiliation Principles and Policies builds on the World YWCA Board discussions of 2010 and 2012, as well as drawing on prior experiences.

## Background

Clause 11 of the World YWCA Constitution provides that the World YWCA Council may affiliate new member associations. No specific notice period is provided for in the Constitution.

The World YWCA therefore proceeds on the basis of practice in which 12 months notice is provided to YWCA developing groups which are recommended for affiliation, in order to allow adequate time for sending the documents to the YWCA member associations.

Once a YWCA developing group has been affiliated at a World YWCA Council, it is then referred to as a member association.

## Conditions of affiliation

- The association shall use the name YWCA.
- The association shall have a purpose and programmes consistent with the purpose of the World YWCA.
- The association shall be led by women committed to the purpose of the World YWCA, of whom at least 25% must be aged thirty (30) years or under.
- The association shall be a membership organisation composed of individual women members or of local associations which have individual women members. Individual women members shall have voting rights in their association.
- The association shall be in substantial compliance with standards of good management and accountability approved by the World YWCA.
- The association shall pay an annual affiliation fee.
- The association shall have a legal structure recognised by the laws of its country.
- The association shall have a constitution approved by the World YWCA.

## Process of Affiliation

The process for developing groups seeking affiliation is:

- 1) YWCA developing groups are requested to submit a set of core documents to the World YWCA for review. The documents will provide the necessary evidence for the existence, legal registration, viability and financial sustainability of the YWCA. These documents include:
  - a) Constitution
  - b) Strategic plan
  - c) Annual programme plan
  - d) Annual budget
  - e) Minutes of last three meetings
  - f) List of members, and
  - g) List of partner/donors
  - h) SGMA self-assessment
- 2) The World YWCA through the General Secretary provides an initial technical review and assessment of the developing group against the conditions of affiliation detailed in Clause 10 of the World YWCA Constitution, using the documents listed above and any other information and interactions with the YWCA developing group. The General Secretary submits a recommendation to the Member Association Support and Affiliation Committee of the World YWCA Board based on the developing group's level of compliance.
- 3) The Member Association Support and Affiliation Committee reviews the report and then makes a recommendation to the World YWCA Board for either:
  - a) A pre affiliation visit to the developing group for possible affiliation at the next World YWCA Council, or
  - b) Continued support over the coming years for the YWCA developing group to meet the minimum compliance requirements necessary for consideration of affiliation.
- 4) The World YWCA Board makes a decision on the above, based on the recommendation of the Member Association Support and Affiliation Committee and requests the General Secretary to send a formal letter informing the YWCA developing group of its decision.
- 5) If the World YWCA Board decides to recommend a pre affiliation visit, the World YWCA organises the visit to the developing group. The visit evaluates the developing group's readiness for affiliation based on the conditions of affiliation and SGMA.

The purpose of the pre-affiliation visit to developing groups is to complete the final assessment of a developing group's readiness to be affiliated as a member of the World YWCA during the following World Council meeting.

The visit provides space for exchange of information between a developing group and the World YWCA. For the developing group this is the opportunity to showcase their work and present their application for affiliation to representatives of the World YWCA. It is an opportunity for the World YWCA to learn and experience directly the work and priority issues and concerns of the developing group and to provide advice and support for the affiliation process.

The following are the general guidelines for the terms of reference of the pre-affiliation visit:

- a) Composition of the Team: The World YWCA pre-affiliation visiting team shall comprise two members including a representative of the Board (current or past Board member) and a staff member or other designated YWCA volunteer with previous experience and expertise for such assessment. Conflict of interest issues will be taken into account when selecting the team.
  - b) Assessment visit elements
    - i. An opportunity for the developing group to present their YWCA and members, their vision and aspirations, programmes, a brief history and story of the road to affiliation.
    - ii. The World YWCA will formally introduce the conditions of affiliation and present feedback on how the developing group is meeting conditions of affiliation.
    - iii. The World YWCA visiting team will facilitate a working session on the SGMA with in-depth assessment of:
      - a) Volunteer membership including diversity issues;
      - b) Commitment to the Christian background and identity of the YWCA;
      - c) Financial sustainability;
      - d) Key priorities and strategic framework;
      - e) Effectiveness of the governance i.e. Board of the YWCA developing group.
    - iv. Preliminary feedback on key issues identified during the visit for immediate or long-term action.
  - c) Costs for the pre-affiliation visit are a joint responsibility. The World YWCA shall meet the travel costs of the 2 visiting team members. The YWCA developing group shall meet the country costs for the visit i.e. accommodation, meals and local transport.
- 6) Within one month of completing the visit, the pre-affiliation team will provide a written report to the World YWCA and to the YWCA developing group.
  - 7) On receiving the report the World YWCA Board will make a decision based on the report which may include
    - a) recommending the YWCA developing group for affiliation at the next World YWCA Council;
    - b) making a provisional recommendation for affiliation of the YWCA developing group, subject to provision of further information or specific action within a certain time frame,
    - c) determining if the YWCA developing group does not meet the conditions of affiliation and communicating its decision accordingly.
  - 8) The YWCA developing group shall be notified of the World Board's decision at least one year before the World Council meeting.

- 9) Developing groups have the right to appeal a World YWCA Board decision on affiliation within three months of the notification date. The appeal will be in writing addressed to the World YWCA General Secretary.
- 10) The YWCA developing group will be invited to the World Council meeting where a formal decision will be taken.
- 11) The World Board makes a recommendation to the World Council for affiliation of the developing group as a new World YWCA member association.

World YWCA

16 Ancienne Route 1218 Geneva Switzerland

Tel +41 22 929 6040 | +41 22 929 6044

Email: [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org) | Website: [www.worldywca.org](http://www.worldywca.org)