



## **TEH application procedure**

### **MEMBERS**

*Members of TEH fulfil all the membership criteria and participate fully in the activities of the network. They take part in the biannual network meetings, participate in the decision-making at all General Assemblies and are involved in the network's projects. Members pay an annual subscription fee based on their turnover and cover their own costs to attend the network meetings.*

When the TEH Coordination Office gets a request from a centre that would like to join the network they reply by sending a basic questionnaire to gather more information about the centre. When the centre sends back the questionnaire, the TEH Coordination Office checks if the centre seems to fulfil the membership criteria. If so, the TEH Coordination Office presents the centre to the Executive Committee. If the Executive Committee agrees that the centre is a potential member, the centre is invited to the next TEH Meeting. During the TEH Meeting, the centre meets with the Executive Committee. This is a chance for the centre to check if TEH is a network they would like to join and for the Executive Committee to get to know the centre better. The representative(s) from the centre is also put in contact with a person from a current TEH member centre that guides him/her/them through the meeting. If after the TEH Meeting the centre wants to apply for membership and the Executive Committee agrees to this, the TEH Coordination Office sends the application form to the centre. When the centre sends back the application form, the TEH Coordination Office invites the centre to the next TEH Meeting. During this TEH Meeting, the representative(s) from the centre makes a short presentation of the centre to the members of TEH. If the members approve the centre as a new member, the centre's membership is formally approved at the General Assembly of the TEH Meeting. Depending on when the centre first contacts the TEH Coordination Office, the procedure from expressing interest to join and becoming a member of TEH takes between six months to one year.

### **FRIENDS**

*Individuals and organisations that do not meet the membership criteria can join TEH as a friend. They will be informed of the activities and projects of the network and are welcome to participate in the biannual network meetings. Friends pay an annual subscription fee based on their turnover and cover their own costs to attend the network meetings.*

When the TEH Coordination Office gets a request from an individual or a centre that would like to join the network as Friends they ask the individual/centre to send a brief introduction of themselves/their centre. Once the individual/centre has sent a brief introduction the TEH Coordination Office informs the Executive Committee. If the Executive Committee agrees that the individual/centre is a potential Friend the TEH Coordination Office sends the individual/centre an application form. When the individual/centre sends back the application form, the TEH Coordination Office invites the individual/centre to the next TEH Meeting. The individual/centre's Friend status is formally approved at the General Assembly of the TEH Meeting (regardless of whether the individual/centre is able to attend that specific TEH Meeting or not). Depending on when the individual/centre first contacts the TEH Coordination Office, the procedure from expressing interest to join and becoming a Friend takes up to six months.

### **AMBASSADORS**

Individuals who are former active delegates that have contributed to the development of the network and are still engaged in the life of the network are eligible to become Ambassadors. Ambassadors are proposed by the Executive Committee and approved and elected by the General Assembly. The role of an Ambassador is to be an advocate for the network and promote its ideas and vision.