

Dear applicant,

We are pleased that you are considering to apply for a membership in CCB.

There are two types of membership that can be applied for within CCB – as a full member or as an observer. The difference of the two types is that as an observer your organisation, formally, has no right to vote at the CCB biennial meeting. However, all decisions within CCB are taken with consensus.

Your application is in a first round processed by the CCB board. To make a proper decision the Board needs some additional information from you. To make the decision process easier we ask of you to gather all the information listed below in an easily overviewed document.

This is what we need:

1. Description of if and how the organisations fulfil requirements of a democratic organization.
 - a) Processes for selection of board and chairman.
 - b) Describe the roles and responsibilities within the organisation.
 - c) Describe financial management and bookkeeping system.
 - d) Describe the independent auditing of the elected board – that is, the control process of the financial management and annual financial reports.
2. A copy of your constitution (in English)
3. Copies of the most recent annual report, including description of the number of members (in English).
4. A copy of the registration paper for your organisation (in English).

We would also like you to describe how you view your role in CCB, what activities of yours could be connected to CCB activities and how the mission of your organization fits into the mission of CCB.

See attached the Annexes that will help you to provide relevant information to evaluate your application.

With kind regards,

Coalition Clean Baltic International Secretariat

Observership/Membership Criteria for CCB

The Observership/Membership Criteria for CCB are based on the CCB Constitution and Vision, its overall goals and functions.

The Observership/Membership Criteria have been developed in order to make the process easier when monitoring new applications for observership/membership with CCB. The mission of new members and observers to CCB should be in line with the overall goal and vision of CCB. Therefore it is important to have criteria for what kind of organisations that can apply for observership/membership with CCB.

Criteria to be fulfilled;

- The applicant should be a non-profit-making environmental non-governmental organisation in the Baltic Sea Region
- The applicant mission and aims are compatible and aligned with those of CCB
- The applicant shall be registered in at least one country of the Baltic Sea catchment area, and established for environmental protection purposes, and independent from political parties.
- The applicant shall support, promote and affirm in their activities the principles of democracy, financial transparency, human rights and equality

Extract from CCB Constitution

(enacted on 11 June 1995, revised 26 May 2002, 25 May 2008 and 22 April 2018)

SECTION II MEMBERSHIP

- Article 6.** The Association consists of Members and Observers. Only Members have voting rights.
- Article 7.** Membership or Observership is open only to entities which are willing to abide by the Constitution and decisions made by the Association, and whose own mission and aims are compatible and aligned with those of the Association.
- Article 8.** Only non-profit, non-governmental Organisations (associations and private charitable foundations), which are a legal entity in their own right, registered in at least one country of the Baltic Sea catchment area and established for environmental protection purposes, and independent from political parties, may be admitted as Members or Observers.
- Article 9.** Besides those organisations eligible according to Article 8, also other institutions may be admitted as Observers. Observers have no voting rights.
- Article 10.** Candidates for the Association whether as Members or Observers shall support, promote and affirm in their activities the principles of democracy, financial transparency, human rights and equality.
- Article 11.** International organisations with offices in more than one country may only hold one membership and one vote, with the other national offices participating in the Association's activities as Observers.
- Article 12.** After receiving a formal application for membership or observership, the Association's Board states its opinion and presents its views together with the request to the General Meeting which takes decision.
- Article 13.** Members and Observers are obliged to pay an annual fee, the amount of which is proposed by the Board and established by the General Meeting every other year.
- Article 14.** The voting rights of a Member in connection to the General Meeting will be suspended when the Member has outstanding membership dues for one year. If a Member or an Observer has outstanding membership dues for two or more years, the General Meeting may suspend all the remaining rights of the Member or the Observer concerned.
- Article 15.** If the Member or the Observer has not paid any of its outstanding membership dues after one year from the suspension of its remaining rights, it will be considered as having withdrawn from the Association.
- Article 16.** Any Member or Observer of the Association may at any time tender its resignation by sending a registered notification to the Board. Such resignation will become effective only at the end of three months after it was tendered. The membership annual fee due for the year of resignation has to be paid.
- Article 17.** The General Meeting can, on the basis of a recommendation from the Board, decide to expel a Member or an Observer. This decision can be made if the Member or the Observer is found to persist in a policy that is contrary to the aims of the Association as mentioned in Article 2, Article 3 and Article 4, to have breached the Association's Constitution, by-laws or decisions, or has conducted itself in a manner so as to have caused undue harm to the Association.
- Article 18.** The proposal for expulsion of a Member or an Observer shall be announced at the General Meeting, to be approved by a two-thirds majority vote. The Board has to consider the matter and inform the Member or the Observer in writing of the reasons behind the proposal for expulsion in reasonable time before the date of the General Meeting required to decide on the matter.

APPLICATION FOR MEMBERSHIP/OBSERVERSHIP WITH CCB

Name of applying organisation:

Date for submission of application;

Date for observership: -

The organisations should have submitted documents containing the following information:

Document	Requested	Submitted	Comments
1. Description of if and how the organisations fulfil requirements of a democratic organization. a. Processes for selection of board and chairman. b. Does the organization have an open membership – that is, can anyone become a member? c. Describe the roles and responsibilities within the organisation. d. Describe financial management and bookkeeping system. e. Describe the auditing – that is, control process of the financial management and annual financial reports.			
2. A copy of the constitution (in English)			
3. Copies of the most recent annual report, including description of the number of members (in English).			
4. A copy of a registration paper for the organisation (in English).			
5. Describe their role as member within the CCB network			
- Number of members			

MONITORING ORGANISATIONS (designated by the CCB Board)