



**APPROVED**  
CAL Director

*\*the document is signed electronically*  
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## **CIVIC ALLIANCE - LATVIA MEMBERSHIP POLICY**

The Membership Policy describes the values and activity of the Civic Alliance - Latvia, the procedure of new members joining, the rights and responsibilities of the members, the benefits for members.

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## **Aims of the Civic Alliance - Latvia Membership Policy**

The Civic Alliance - Latvia (hereinafter - the CAL) represents the common interests of the civic society, including associations and foundations, based on the fundamental democratic freedoms and human rights, therefore, any organization and natural person may join the CAL, if they support the values of the CAL and stand for active civic society.

The decision to become a member of CAL should be rational and deliberately made, therefore, before joining, the interested parties must carefully read the CAL membership policy and:

- ✓ [CAL statutes](#);
- ✓ [CAL strategy](#);
- ✓ [Code of ethics of associations and foundations](#).

### **The aims of the CAL membership policy are:**

- ✓ Establish a procedure to facilitate the participation of members in CAL activities;
- ✓ Encourage the joining of new members in order to build a diverse and progressive organized civil society;
- ✓ Promote collective action, solidarity and ethics among members;
- ✓ Strengthen the impact and effectiveness of the CAL as a leading non-governmental organization implementing a high-quality dialogue with the public administration and other decision-makers.

**We will be really happy about the decision to join the large family of the Civic Alliance  
- Latvia and active participation in achieving our common goals!**

## What is the Civic Alliance - Latvia?

**The Civic Alliance - Latvia is the largest umbrella organization for the protection of the interests of the non-governmental sector, the aim of which is to strengthen civil society in Latvia, support the common interests of NGOs and create a favorable environment for their activities.**

### **Mission:**

To represent the common interests of civil society, including associations and foundations, based on the fundamental freedoms of democracy and human rights.

### **Vision:**

The Civic Alliance - Latvia is the leading non-governmental organization that implements high-quality dialogue with public administration and other decision-makers, creates a favorable environment for a strong, active and knowledgeable civil society at the municipal, national and international level.

### **Strategic priorities:**

1. Promote a legal and social environment conducive to the interests of civil society, a sustainable private and public finance model, and an efficient, transparent redistribution of public funding based on clearly defined criteria.
2. Increase the influence of civil society in the policy-making process by ensuring an effective dialogue with decision-makers at local, national and international levels and at all stages of decision-making.
3. Strengthen the capacity and civic activism of civil society, while promoting good governance in the non-governmental sector.

### **Values:**

1. **Cooperation** - constructive dialogue with public administration and other decision-makers, cooperation and exchange of experience between representatives of civil society and various sectors.
2. **Competence** - evidence-based expertise in civil society issues at the municipal, national and international level.
3. **Leadership** - playing a leading role in defending the interests of a strong, active and knowledgeable civil society.

### **Areas of operation:**

1. Representation of interests of civil society and CSOs.
2. Ensuring public participation in political processes in the country, including civic education.
3. Promoting CSO access to financing.
4. Strengthening the capacity of CSOs.
5. Raising awareness and promoting CSO activities.

## Why become a member of CAL?

The CAL unites more than 130 members, in total, approximately 70 000 individuals or 70% of all persons involved in NGOs in Latvia and 27 500 individuals abroad or 11% of the Latvian diaspora. By joining the CAL, you become a part of civil society that invests its knowledge, skills, competencies, influence and other resources to achieve the common goals of the society. The CAL works to strengthen civil society and promote involvement of citizens in the decision-making process and other democratic processes, creating a fairer, stronger and more secure state.

### Why join the CAL?

- ✓ you will get access to the benefits of CAL members (see pages 9-10 for more details);
- ✓ collectively you will be able to set the agenda and priorities of the CAL;
- ✓ you will be able to form work and interest groups to represent the interests of CAL members in the respective sector or area of interest ([see the regulations here](#) – in Latvian);
- ✓ you will be able to participate in the work of the CAL and various decision-making processes;
- ✓ you will always be informed about current issues in civil society: concerning democracy, public participation, non-governmental sector, legislation, etc.;
- ✓ you will be the first to learn about the activities implemented by the CAL, including seminars, conferences and other events.

### By joining the CAL family, you:

- ✓ will become a part of a professional and active organization operating at the municipal, national and international level;
- ✓ will gain a wider range of contacts by getting to know other CAL members and cooperation partners who work:
  - ✓ to promote democratic values and human rights;
  - ✓ to strengthen people's ability to organize civic activity and take responsibility for solving common social problems;
  - ✓ to strengthen civil society to become more knowledgeable, responsible, efficient and innovative.
- ✓ You will work together to strengthen the capacity of civil society to influence decisions, and to promote the diversity of resources and the representation of interests for systematic change.

## Who are the CAL members?

The CAL welcomes all members of civil society who, through their active involvement, demonstrate their commitment to strengthening civil society, civic activism and democratic values, in accordance with the general principles of human rights and the Code of Ethics for Associations and Foundations, and use only peaceful means to achieve their goals. The members of the CAL are diverse and represent a wide range of areas, going beyond thematic, geographical and sectoral divisions, but are united in solidarity with the goal of the CAL.

### Membership criteria:

The CAL represents the common interests of the civic society, including associations and foundations, based on the fundamental democratic freedoms and human rights, therefore, any organization and natural person may join the CAL, if they support the values of the CAL and stand for active civic society.

All natural or legal persons wishing to become members of the CAL must meet the following conditions:

- ✓ A registered legal organization or individual who is actively involved in civil society activities and wishes to develop and improve a democratic society with common goals.
- ✓ Organizes, supports, represents opportunities for citizen participation and civil society in the country, the region or the world, including the protection of the democratic civil space.
- ✓ Observes the general principles of human rights.
- ✓ Embodies the goal, mission and values of the CAL and observes the Code of Ethics of Associations and Foundations created by the CAL in cooperation with the State Chancellery;
- ✓ They are active members of civil society, participating in CAL and / or other networks, coalitions, alliances.

### Membership categories

CAL has two categories of members:

- ✓ Legal entities
- ✓ Private individuals

All members have the right to vote, and each member has the same weight of vote, regardless of whether the member is a legal entity or an individual, nor according to the size of the organization or other parameters.

### Annual membership fee

Private person	36 euros
Legal entity (with the annual turnover of up to 15 000 euros)	36 euros
Legal entity (with the annual turnover exceeding 15 000 euros)	50 euros

The invoice is sent to the members once a year for the full amount for the current year, the membership fee is not calculated on the basis of a monthly fee. An invoice is sent to legal entities for 50 euros, after receiving the invoice, legal entities can request a reduction of the membership fee invoice for the current year, if the turnover of the legal entity in the previous reporting year was less than 15,000 euros.

The invoice must be paid within 30 days from the moment of receipt of the invoice and the amount of the membership fee may be reviewed at the General Meeting of Members in accordance with the Statutes of the CAL.

Membership fee is directed to the achievement of CAL goals and tasks in accordance with the CAL Strategy. The funds are used to guide legislative initiatives and inform the public about current civil society issues. The CAL presents the financial report to the members and decides on its approval at the general meeting of members, as well as the financial report is reviewed and approved annually by the auditor.

The Director of the CAL is responsible for the implementation of the Strategy of the CAL and decides on the coverage of expenses incurred in the course of the work of the employees who assist the Director in the implementation of the Strategy. Therefore, the annual budget of the CAL is prepared by the Director and submitted to the Council for consideration, as well as the Director prepares the report on financial activities and reports in accordance with the legal norms.

## **Membership of the CAL member**

### **Rights of the CAL member:**

- ✓ To work actively to promote the achievement of the goals of the CAL;
- ✓ To create work or interest groups;
- ✓ To participate in the management of the CAL in accordance with the procedures specified in the Statutes, including to participate in the meeting of the Council without the right to vote, to be elected to the Council;
- ✓ To receive information about the activity of the CAL, including to familiarize themselves with the CAL minutes, decisions and orders;
- ✓ To submit proposals on the operation of the CAL and its improvement, to freely express and defend one's opinion (see page 13 "Feedback and Complaints Mechanism");
- ✓ To approve the annual report and financial statements at the meeting of CAL members, which is also an opportunity to provide feedback on the activities of the CAL office;
- ✓ To elect the Council of the CAL, thus determining the composition of the decision-making body;
- ✓ Participate in the development of the CAL Strategy, determining the priority directions and tasks of the CAL.

### **Responsibilities of the CAL member:**

- ✓ To participate in the implementation of the goals and tasks of the CAL;
- ✓ To comply with the statutes of the CAL and to fulfill the decisions of the CAL meeting and the Council;
- ✓ To pay the membership fee in the amount determined by the general meeting of CAL members;
- ✓ To prevent actions that discredit the CAL in the public;
- ✓ Attend general meetings of CAL members or provide a representative at them;
- ✓ Prevent conflicts of interest and selfish interests that do not comply with CAL values (see example "[CAL Guidelines on Conflict of Interest](#)" – in Latvian).

## CAL member benefits

### Representation of interests - an opportunity to improve the civic environment

Anyone interested	Exclusively CAL members
You can participate in the general procedure if the CAL organizes an open meeting	Participate in CAL governing bodies and elect them; Form or participate in interest or working groups; Participate in working groups, coalitions formed by the CAL office and jointly develop a strategy for representation of interests; Participate in setting the agenda and priorities of the CAL.
The mission of the CAL is to represent the common interests of civil society, including associations and foundations, based on the fundamental freedoms of democracy and human rights. The CAL regularly represents the interests of the sector, as well as expresses its position on issues important to the sector in the media.	CAL members have the opportunity to determine the CAL 3-year Strategy; The CAL regularly invites primarily members to express opinions and proposals on specific issues. It also recommends member organizations as opinion leaders on a specific issue.
The CAL organizes monthly CSO meetings to discuss current issues in the sector and to gather CSO views and proposals on issues.	Members of the CAL are invited to monthly CSO meetings, other CSOs are invited in exceptional cases based on their expertise.

### Access to information and visibility

Anyone interested	Exclusively CAL members
Being at the center of developments in the non-governmental sector, the CAL provides up-to-date information on the sector's news and opportunities for attracting funding.	<i>Facebook</i> group of CAL members, where you can find out various current events in the sector, as well as it is an opportunity for a quick exchange of information and opinions.
"Nesēdi tumsā", a weekly newsletter on Friday. It summarizes the most important news of the week in the sector. Non-governmental organizations, municipal institutions, etc. can send information on current events concerning the non-governmental sector. The received information is included in the CAL news publication "Nesēdi tumsā" in the CSO news section, Latvian CSO news or other sections.	A separate section for CAL members in the news publication "Nesēdi tumsā", which summarizes members' activities, as well as the supplement "Biedru telpa", which especially highlights CAL members, talking about their activities and operation in the form of an interview.



Informative materials, documents and research in the section "CSO Portfolio" of the CAL website.	Once a month, the members receive a summary of the announced project competitions, requirements and application deadlines in the form of Financial News.
<a href="#">Democracy App</a> - Līdzdalība. Padoms. Aktīvisms. (LPA (Participation, Advice, Activism)), which provides access to useful resources for civic activism, public participation and political dialogue.	CAL members have access to exclusive project partnerships, information and news from international organizations of which CAL is a member.
Activities related to civil society are published on the CAL website in chronological order.	A separate section on the CAL website listing all members, including a logo and contact information, as well as a filtering feature to help select members by industry, so that potential sponsors, partners and the media can easily find the information they need and contact the CAL members whenever necessary.
Organize joint events with the CAL.	Members have the opportunity to apply for participation in the CAL panel discussions, seminars, thus creating an opportunity to promote the goals and ideas of their association / foundation.
Summary of weekly information in English on the NGO sector. The summary is published once a week, on Tuesday, and is distributed to international organizations of which the CAL is a member, the diplomatic corps in Latvia (those who confirm that they want to receive it) and foreign chambers of commerce and investors, thus reaching a wide international audience.	In this summary in English language, CAL includes its own and its members news. Also, when meeting with diplomatic corps, the CAL primarily recommends CAL members as potential cooperation partners.

### Competence development

Anyone interested	Exclusively CAL members
Free consultations are available to everyone if the costs are covered by a CAL project, otherwise it is a paid service. The service basket can be found <a href="#">here</a> (in Latvian).	CAL members can take the opportunity to receive free consultations that help achieve the goals of the organization: <ul style="list-style-type: none"> <li>✓ Consultations on the establishment of an association, foundation, registration in the Register of Enterprises, reorganization, liquidation, proper preparation of documents, etc.</li> <li>✓ Consultations on accounting issues, on accounting functions in the association, types of income in</li> </ul>

	<p>the operation of associations and their accounting, types of expenses in the operation of associations, their legal accounting and justification, preparation of the association's annual report, etc.</p> <ul style="list-style-type: none"> <li>✓ Consultations on legislative and action policy development processes in Latvia, opportunities for civil society participation in local governments, types and significance of participation, preparation and provision of opinions (objections, proposals), etc.</li> <li>✓ Consultations on the transparent, understandable, efficient structure and operating system of organizations, long-term development (including the development of a development plan, employee motivation), cooperation and its importance;</li> <li>✓ CSO statistics and research; CSO sector as a whole.</li> </ul>
<p>You can participate in events organized by the CAL - seminars, trainings, working groups, forums and other events in general, if the event is open.</p>	<p>CAL members are able to participate in seminars, trainings, working groups and forums, where they can improve their knowledge and competence. Also, CAL members have the opportunity to participate in closed member events.</p>



## Step by step to become a Civic Alliance – Latvia member:



### STEP 1

Get acquainted with the CAL membership policy.

### STEP 2

Get acquainted with the statutes, goals, values, code of ethics of associations and foundations.



### STEP 3

Fill out the online application form on the CAL website.



### STEP 4

Receive confirmation that the application has been received.



### STEP 5

The CAL Council reviews the application.



### STEP 6

Receive the response from the CAL. Steps 5 and 6 usually take up to three weeks.



### STEP 7

If the decision of the CAL Council is **positive**, you will receive a confirmation e-mail and additional information about your opportunities as a member.

If the decision of the CAL Council is **postponed due to uncertainties**, you will receive an e-mail inviting you to provide additional information or an invitation to the next council meeting to introduce yourself or the organization you represent.

If the decision of the CAL Council is **negative**, you will receive an e-mail explaining why such a decision was made. The decision can be challenged within 2 weeks of receipt, you submit an application to the Council, asking the Council to clarify the reason for the refusal or requesting the Council to re-examine the application by providing additional necessary information.

Indicative reasons for a negative decision of the CAL Council:

- ✓ Clear evidence of the applicant's activities to date, which is contrary to the values and the mission of the CAL and the principles of the Code of Ethics of Associations and Foundations;
- ✓ Proven corruption, misappropriation of funds and other illegal acts;
- ✓ Evidence of hate speech and other acts contrary to universal human rights values and ethical norms;
- ✓ The motivation to become a member of the CAL is to gain personal, economic benefit.

Visit <https://nvo.lv/en/we/intro/>  
and become a Civic Alliance – Latvia member!

## CAL Friends and Ambassadors Program

If for any reason you are unable to join as a member of the CAL, for example, you are an unregistered civic movement, social enterprise, socially responsible enterprise or individual who seeks to strengthen civil society, citizens' civic activities and democratic values in line with the norms of the code of ethics of foundations, we offer an opportunity to evaluate supporting the achievement of the goal of the CAL by acting as:

- ✓ a CAL Friend
- ✓ a CAL Ambassador

Why get involved in the CAL Friends or Ambassadors program?

- You will always be informed about current issues in civil society: concerning democracy, public participation, non-governmental sector, legislation, etc.;
- You will receive our weekly newsletter "Nesēdi tumsā" with the current information about the civil society in Latvia and abroad;
- You will be the first to learn about the activities implemented by the CAL, including seminars, conferences and other events.
- You will receive the "CAL FRIEND" or "CAL AMBASSADOR" badge and a written certificate as a confirmation of the cooperation and mutual trust, which will grant you access to several benefits reserved for CAL members;
- You will have the opportunity to look into and get involved in the daily work of the CAL, including acting as a volunteer;
- You will have the opportunity to support us with ideas on how to strengthen civil society and democracy;
- At least once a year, we will invite you to a joint meeting, where we will discuss the achievements with CAL friends and supporters, strengthen our cooperation and outline future plans.

### How to join the CAL Friends or Ambassadors program?

In order for us to continue to actively work to strengthen civil and democratic society,

1. join the CAL Friends, providing us financial support;
2. join the LPA Ambassadors by providing us with support in the form of your expertise, contacts or other intangible format.

The decision to approve a person as an Ambassador is made by the CAL Council.

The decision to approve a person as a Friend is made by the CAL Director or the CAL Council in accordance with the CAL Ethical Funding Guidelines (TBC).

## Self-regulation of CAL members

### Code of ethics of associations and foundations

In its daily work, the CAL complies with the Code of Ethics of Associations and Foundations, which determines the basic principles of professional ethics and norms of conduct of members of associations and foundations, board members, employees and involved experts.

Representatives of member organizations observe the Code in the performance of their duties, in mutual communication, as well as in relations with other organizations, state and local government institutions, and the general public. The purpose of the Code of Ethics is to promote the individual responsibility and integrity of the representatives of the organizations, thus contributing to the achievement of the goals set by the organizations and the development of a work culture based on common values, while increasing public confidence in the non-governmental sector. Common values of the organizations: responsibility, professionalism, solidarity, credibility, development, tolerance, good governance, transparency and openness to cooperation based on beneficial partnership, mutual respect and respect for different points of view.

The CAL is also committed to making civil society more responsible, efficient, inclusive and innovative. In order for the CAL to function as an alliance at a national level, while maintaining consistent positions and values of the CAL, the CAL members must meet the following conditions:

- ✓ CAL members will always behave ethically, responsibly and respectfully - in all circumstances, in accordance with the vision, principles and values of the CAL.
- ✓ LPA members are invited to use the CAL logo to indicate membership status and to share information about the strategic priorities and activities of the CAL, as well as other types of information relevant to achieving the common goal.
- ✓ CAL members do not represent the CAL - members are not official representatives of the CAL and do not speak on behalf of all or part of the members and / or on their behalf, unless otherwise determined in writing by the CAL Council or the Board (Director). (information [here](#) – in Latvian)

### Feedback and complaint mechanism

As a member organization, it is important for the CAL to provide feedback. Therefore, the CAL is committed to ensuring transparency through continuous improvement. The CAL invites members to contact the CAL office if they have any questions or concerns. Also, in the case of complaints, turn to the CAL office or the Council, which will review the submitted information and carefully evaluate it.

In the context of this policy, a complaint is an external complaint against an employee of the CAL office, including the Director, members of the Council, and other involved experts or partners, as well as members of the CAL, and their activities or, conversely, outstanding obligations.

The Council of the CAL may also review the membership of members in the organization or ask for clarification of the situation if there has been a gross violation of the Code of Ethics of Associations and Foundations or the CAL membership policy.

### **Principles and procedure**

- ✓ All comments will be taken seriously and dealt with as soon as possible, depending on the nature and complexity of the matter;
- ✓ All feedback, complaints and suggestions are registered in the CAL office records (by receiving an e-mail in the mailbox [alianse@nvo.lv](mailto:alianse@nvo.lv) or at the postal address) before any further actions are taken;
- ✓ The Director receives all feedback and determines the way forward based on the content. If the comment concerns the Director's actions, it is submitted to the CAL Council for consideration; if the comment concerns the employees of the CAL office or the actions of other involved parties, the matter shall be considered primarily by the Director. If the comment concerns the CAL Council and it is not possible to resolve it at the level of the CAL Council or the office, the feedback is forwarded to the CAL general meeting;
- ✓ The confidentiality of the feedback is ensured as far as practicable, including the confidentiality of the person in regard to which any feedback is submitted.
- ✓ Feedback is reviewed in accordance with the purpose, mission, vision and values of the CAL, as well as in accordance with the laws and regulations applicable to the present case.

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