

CHAPTER 1 | MEMBERSHIP CATEGORIES

1.1. Full membership

1.1.1. Eligibility – Full membership of the European Network of Academic Sports Services (ENAS) is open to recognised Higher Education Institutions or any organisation that is separately recognised as and legally identifiable within their national system as providers of University or College sport.

Recognised bodies are higher learning institutions that can award degrees, with 'listed' bodies being higher learning institutions that offer courses that can lead to a degree from a recognised body.

In the event that an entity does not appear on a recognised list then other demonstrable evidence must be submitted to the ENAS Secretary General for consideration via membership@enas-sport.net.

1.1.2. Voting rights - Full membership shall entitle the institution to full voting rights and access to all services provided by ENAS Executive Committee (ENAS EC) and ENAS member institutions.

1.1.3. Representation - One representative from each member institution will be eligible to attend and vote at the General Assembly. Member Institutions are requested to specify two representatives, who will be the points of contact from the date of acceptance into membership. It is the responsibility of the member to notify the ENAS Secretary General via membership@enas-sport.net of any changes in institutional representatives.

1.2. Associate membership

1.2.1. Eligibility - Associate membership is available to organisations who do not fulfil the requirements for Full Membership, but who have a legitimate interest in the work of ENAS and to support ENAS in a formal manner. These organisations may include but are not limited to National University Sports Governing Bodies and/or regional sports organisations and agencies.

Associate membership will be granted upon the organisation being deemed suitable for membership by the ENAS EC (this will not be unreasonably withheld),

1.2.2. Voting rights – Associate membership shall not entitle the organisation to voting rights. These members will be entitled to the usual Member privileges as determined by ENAS.

1.2.3. Representation – Associate member institutions are requested to specify two representatives, who will be the points of contact from the date of acceptance into associate membership. It is the responsibility of the member to notify the ENAS Secretary General via membership@enas-sport.net of any changes in representatives.

1.3. Friend membership

1.3.1. Eligibility – Friend membership category is open to individuals who have previously been an Institutional member representative, but who through changed circumstances, are no longer eligible to attend ENAS events (e.g. through leaving employment in the HE sector).

1.3.2. Voting rights – Friend membership shall not entitle the organisation to voting rights. These members will be entitled to the usual member privileges as determined by ENAS.

CHAPTER 2 | APPLICATION, DURATION AND OBLIGATION TO PAY THE FEE

2.1. Application

2.1.1 Overview - Membership is granted upon completing the application process:

1. meeting the (Institutional) requirements outlined under Chapter 1 and where necessary providing the requested evidence to the Secretary-General for the selected membership category;
2. completing the application form;
3. making payment of the appropriate fee.

2.1.2. Digital application - The membership application is filled out digitally via the ENAS website.

The membership application identifies the full name of the institution, two main contact persons and the official address and if different, the official invoice address of the Institution.

The contact details mentioned above are included in the official ENAS database and will be made available to other members for non-commercial use only and subject to ENAS' Data Use Policy.

2.1.3. Membership confirmation - Upon successful completion of the application process, the applicant will receive a dated membership confirmation.

The membership is not what you expected? Please, don't hesitate to get in touch. We are happy to help and review your membership status!

2.2. Duration - The ENAS membership is an annual membership valid for a calendar year (January to December).

2.3. Automatic renewal - All memberships are automatically renewed on an annual basis on 1st January, and membership subscriptions (if applicable) become due then.

2.4. Membership data

2.4.1. Responsibility to update - Each member is responsible to provide accurate member contact details and to update these data on a regular basis via the ENAS website.

2.4.2. Annual digital update request - A digital request to update the data will be sent to each member on an annual basis for this purpose.

2.5. Membership fee

2.5.1. Subscription fee - Each member shall pay such annual subscription as determined by the General Assembly on an annual basis.

Membership subscriptions are relied upon to fund the work of the ENAS EC and member activity, and to deliver the ENAS Strategy.

As of 2017, the annual membership fee for full and associate members is set at €400 per year. National University Sport Federations pay €200 and friend membership is set at €200 per year.

2.5.2. Due date - Upon start or renewal of the annual membership, the membership fee is due for the current year and will be claimed in the course of the current year. *Example: The membership fee for 2017 is collected in March 2017.*

2.5.3. Every ENAS member has the **obligation to pay the ENAS membership fee** within 60 days of the date on the invoice which the ENAS treasurer sends to the official 1st contact e-mail address of the Institution.

2.5.4. If no payment has been received within 60 days of the Invoice date, a **first reminder** will be sent by e-mail to both 1st and 2nd contact in the ENAS database for the Institution.

2.5.5. A **second reminder** to pay the membership fee is sent in writing 14 days after the first reminder e-mail to the official invoice address of the institution.

2.5.6. If a member of ENAS fails to pay the membership fee, exclusion is possible under the conditions of chapter 4 of this regulation.

CHAPTER 3 | ENDING THE MEMBERSHIP

3.1. Formal written notification - Membership of ENAS may be cancelled/ ended by sending written notification via e-mail to membership@enas-sport.net before the membership becomes due again.

3.2. Confirmation of receipt - Confirmation of receipt of the cancellation of membership, will be sent back to the member or member's representative, and copied to the ENAS Treasurer. This "confirmation" e-mail will confirm the member's withdrawal from membership, and that no further request (invoice) for subscriptions will be due.

3.3. Dispute - In the event of any dispute in relation to cancellation of membership, ENAS will rely strictly on the process for cancellation/ ending of membership being followed.

CHAPTER 4 | EXCLUSION

4.1. Exclusion by EC decision - A member of ENAS can only be excluded from the network when he/she fails to comply with the terms and conditions laid down in this regulation and only after majority decision of the ENAS Executive Committee.

CHAPTER 5 | GRIEVANCE & COMPLAINTS

Any grievances or complaints concerning the content, payment, continuation or ending of the ENAS membership can be submitted via contacts below.

For membership queries: membership@enas-sport.net

For complaints: complaints@enas-sport.net

For anonymous complaints, [click here](#).