

## **Steps to becoming a member of ESA**

### **What should the Association do?**

1. Make sure that the National Association is established in accordance with ESA rules (see ESA bylaws 2.2) –  
The ESA will help in this process (see Establishing a New national Suzuki association)
2. Send the ESA a copy of the National Association's governing documents, the constitution or articles of association + bylaws if you have any. We would like a copy in the original language + an English translation.  
This copy will form part of our files – we will usually have seen several of the earlier drafts in English and assisted with the drafting.
3. Send the ESA a formal letter of application (usually at the same time as step 2). This should include the names of your committee members, and it is helpful to give some background about the history of the association.

### **What does the ESA do?**

1. We check that the constitution and bylaws (if any) are in accordance with our rules for membership as set out in the ESA bylaws.
2. If we find that everything is correct (sometimes slight changes to clauses in the constitution or bylaws are required), we will present the application to the ESA board.
3. The ESA board looks at the papers and the recommendation from its officers at the next Board meeting, and then votes on Membership.
4. There are two kinds of membership: Full and Associate.  
Full membership is open to national associations who have a teacher training programme (there is no need for the teacher trainer to live in the country).

### **Final steps**

A Name-Agreement sub-licence will be drawn up and signed by representatives of ESA and the new National Association. This gives the association the right to the use of the Suzuki name and Trademark in the territory covered by their national association.