



# MEMBERSHIP GUIDELINES

The European Route of Historic  
Pharmacies and Medicinal Gardens



Cultural route  
of the Council of Europe  
Itinéraire culturel  
du Conseil de l'Europe



## MEMBERSHIP GUIDELINES

### Aromas Itinerarium Salutis – The European Route of Historic Pharmacies and Medicinal Gardens - Cultural Route of the Council of Europe

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## 1. INTRODUCTION

The Aromas Itinerarium Salutis Association (hereinafter "AIS") is the non-profit association based in Facultat de Geografia i Història, Universitat de València, Av. de Blasco Ibáñez, 28 – 46010 València (Spain), responsible for the management and promotion of *The European Route of Historic Pharmacies and Medicinal Gardens* (hereinafter "Route"), certified as a Cultural Route of the Council of Europe since 2024.

These *Membership Guidelines* outline the procedure, criteria, and requirements for institutions, organisations, and individuals wishing to become members of the AIS network. They describe the steps of the admission process, the necessary documentation, and the main rights and duties of members. The purpose of these Guidelines is to ensure a clear, transparent, and consistent framework for participation in the Association and to support applicants throughout the admission process.

## 2. ELIGIBILITY CRITERIA

In line with the [Resolution CM/Res\(2013\)67 of the Council of Europe on rules for the award of 'Cultural Route of the Council of Europe' certification](#), the art. 9 of the Statute of the Aromas Itinerarium Salutis Association, established that categories able to join the Aromas Itinerarium Salutis Association are:

- Regional Authority
- Local Authority
- Chamber of Commerce
- Cultural Institution/NGO
- Museum
- Heritage Site
- Natural Park/Site
- Tourism Stakeholder
- SME
- University/Research Center



- Natural persons (researchers, experts, professionals, or heritage specialists) who contribute significantly to the study, preservation or dissemination of the heritage of historic pharmacies and medicinal gardens.

Furthermore, AIS applies a set of specific criteria for the inclusion of historic pharmacies and medicinal gardens within the Route. These criteria are used by the AIS Scientific Committee as a reference framework for the evaluation of new membership applications:

- (1) Historic pharmacies – including pharmacy museums and collections – must demonstrate:
  - Tangible heritage related to the history of pharmacy (buildings, furnishings, tools, documents, collections, or other material evidence);
  - Historical continuity or tradition connected to pharmaceutical practice or heritage;
  - Tangible heritage dating back to at least the 20th century, recognised or in the process of recognition according to the legislation of the reference country or to international conventions on heritage protection.
- (2) Medicinal gardens – understood as gardens linked to the history, cultivation, or study of medicinal plants and *materia medica* – must demonstrate:
  - The presence of a dedicated section for medicinal plants, or a herbarium, or a museum/collection related to medicinal botany;
  - The development of scientific or research activities connected with medicinal plants and traditional pharmacological knowledge;
  - The organisation of educational and cultural initiatives aimed at disseminating knowledge about medicinal plants and their heritage value.

The term “*medicinal gardens*” also includes other types of gardens associated with *materia medica* (e.g. citrus gardens, monastic gardens, botanical gardens, biological stations, or rural estates) provided that their activities and documentation are consistent with the thematic scope of the Route.

### 3. TYPES OF MEMBERSHIP

According to Article 9 of the *Statutes of the Aromas Itinerarium Salutis Association (AIS)*, three categories of membership are established: Ordinary Members, Benefactors, and Friends. Each category is defined by specific rights and obligations within the Association.



### 3.1. Ordinary Members

Ordinary Members are the effective members of AIS.

They pay an annual membership fee and have the right to:

- Participate in the General Assembly of the Association;
- Vote on institutional and organisational matters;
- Be elected to governance positions, such as the Board of Directors or other governing bodies.

### 3.2. Benefactors

Benefactors are public or private entities that demonstrate an interest in supporting the activities developed and implemented by AIS.

They make a one-time financial contribution (*una tantum*) to the Association. Benefactors do not hold voting rights and are not eligible for election to governance positions.

Their participation is consultative and supportive in nature.

### 3.3. Friends

Friends of AIS may be public or private organisations or individual persons who wish to support the objectives and initiatives of the Association on a voluntary and non-financial basis.

They are not required to pay a membership fee and do not have voting rights or eligibility for governance positions.

Friends are entitled to receive information about AIS activities and be invited to participate in events and initiatives promoted by the Association.

The membership fees are established and ratified annually by the General Assembly of the Aromas Itinerarium Salutis Association (AIS).

The updated fee table, valid for each calendar year, is published and publicly accessible in the "Resources" section of the official AIS website: <https://aromassalutis.eu/en/resources/>

## 4. ADHESION PROCEDURE

### 4.1 Call for Membership

The admission procedure follows the annual Call for Membership, published on the official AIS website. The *Call for Membership* is the official annual procedure through which institutions, museums, research centres, universities, associations, SMEs and other stakeholders may apply to join *Aromas Itinerarium Salutis – The European Route of Historic Pharmacies and Medicinal Gardens*. It aims to expand and strengthen the international network, ensuring that all new



members share the values, objectives and quality standards of the *Cultural Routes of the Council of Europe* programme.

#### 4.2 Phases of the Call for Membership

The admission process includes the following phases:

- ❖ **Submission period (October - December)**  
Applicants submit the online form and mandatory documentation.
- ❖ **Rectification period (December)**  
Applicants may correct, complete or provide missing documentation as requested by the Secretariat.
- ❖ **Virtual meeting with applicants and the Scientific Committee (January)**  
Each applicant presents their institution, activities and potential contribution to the Route. This step is mandatory.
- ❖ **Evaluation period (January - February)**  
The Scientific Committee evaluates applications using the *evaluation form*.
- ❖ **Ratification (February - March)**  
The General Assembly approves the final list of new members.
- ❖ **Communication of the outcome (March - April)**  
The AIS Secretariat informs all applicants of the outcome of the evaluation process and ratification and publishes the official list of newly admitted members on the Association's communication channels.
- ❖ **Honor Ceremony (April - May)**  
Official presentation of new members and delivery of the *Membership Certificates* and *Member Destination Plaques*.

## 5. REQUIRED DOCUMENTATION

In order to formalise the application for membership to the AIS, the following documentation must be duly submitted by the applicant:



### 5.1. Membership Letter (mandatory)

The Membership Letter (Annex A) constitutes the formal and legally binding document through which the applicant institution expresses its intention to join the AIS Association. The signature of the legal representative confirms the authenticity of the application and the institution's acceptance of the principles and objectives of AIS.

It is available for download in the "Resources" section of the AIS website at the following link: <https://aromassalutis.eu/en/resources/>. It shall be downloaded, duly completed and signed by the legal representative of the entity, and subsequently uploaded in PDF format within the online application form.

When the Call for Membership is closed, it can be sent to [director@aromassalutis](mailto:director@aromassalutis) at any time.

### 5.2. Online Application Form (mandatory)

The online application form must be completed in its entirety. It collects all data required for:

- the evaluation of the application by the Scientific Committee, and
- the administrative management and communication handled by the AIS Secretariat.

The information provided will be used for the purpose of assessing eligibility during the membership procedure and for maintaining institutional contact following admission.

When the Call is open the AIS application form is available at the following link: <https://aromassalutis.eu/en/adhesions-ais/>

### 5.3. Photographic Material (recommended)

Applicants are encouraged to upload photographic documentation illustrating the institution and activities relevant to the aims of AIS.

Such material supports the Scientific Committee in the evaluation process.

**Incomplete applications** – i.e. those lacking the signed Membership Letter and/or the duly completed online form – shall not be considered valid for evaluation. However, applicants will be granted a rectification period to regularise their submission, by correcting or providing the missing supporting documentation as requested by the Secretariat.

## 6. EVALUATION PROCESS

The evaluation process is carried out by the international and interdisciplinary Scientific Committee of AIS, with the technical support of the Secretariat and subject to the final ratification of the General Assembly.



## 6.1 Preliminary verification

The AIS Secretariat verifies the completeness and compliance of the documentation before forwarding it to the Scientific Committee.

## 6.2 Evaluation by the Scientific Committee

Each Committee member completes an individual *evaluation form* and submits it to the Secretariat.

The evaluation takes into account the following criteria:

- Completeness and compliance of the documentation;
- Coherence with the Route's theme (historic pharmacies, medicinal gardens, *materia medica*);
- Consistency with the values of the Council of Europe (Human Rights, Democracy, Rule of Law);
- Added value and contribution to the Route and its network;
- European relevance, linking its heritage, history or activities with partnerships across different countries;
- Sustainability and long-term commitment.

The final report of the Scientific Committee is presented to the General Assembly, which formally ratifies the admission of new members.

## 7. MEMBERSHIP BENEFITS

AIS offers institutions and individuals a range of advantages:

- Participation in the international network of AIS institutions.
- Being officially included in a certified Cultural Route of the Council of Europe.
- International visibility through AIS and Council of Europe channels.
- Access a shared protocol for the study, preservation and dissemination of the heritage of historic pharmacies and *materia medica*.
- Involvement in European projects in research, culture, education, and sustainable tourism.
- Share resources and common tools for the enhancement of cultural and natural heritage.
- Eligibility to use the AIS logo and communication materials.

## 8. COMMITMENT OF MEMBERS



Becoming a member of AIS implies an active and ongoing engagement.

- Adhere to the criteria of all Cultural Routes of the Council of Europe, as outlined in [Resolution CM/Res\(2013\)67 on the rules for the award of the certification “Cultural Route of the Council of Europe”](#)
- Promote the values of democracy, cooperation and intercultural dialogue.
- Participate in meetings, assemblies and events of the Association.
- Contribute to scientific, educational, and tourism initiatives of the Route.
- Provide the financial contribution established by the General Assembly for each category and type of membership.
- Collaborate with other members in joint projects and working groups.
- Comply with the “Visibility and Communication Charter of AIS”.

Active participation ensures the continued development and visibility of both the Route and the network.

Non-compliance may result in suspension or termination of membership according to the Statutes.

## 9. REFERENCES AND FRAMEWORK

These Guidelines are based on:

- The Statutes of the Aromas Itinerarium Salutis Association;
- The Governance Document of AIS;
- The Visibility and Communication Charter;
- The [Resolution CM/Res\(2013\)67 on the rules for the award of the certification “Cultural Route of the Council of Europe”](#)

## 10. CONTACTS

For any further information or assistance related to the membership procedure, documentation, or evaluation process, please contact the Secretariat of the *Aromas Itinerarium Salutis Association* (AIS) by e-mail: [director@aromassalutis.eu](mailto:director@aromassalutis.eu)

