



**Western Wildlife
Conservancies Association**

**WESTERN WILDLIFE CONSERVANCIES
ASSOCIATION**

**MEMBERSHIP GUIDELINES AND CODE OF
CONDUCT**

INTRODUCTION

This Code of conduct have been developed through a Conservancy members consultative process and has been approved by the Governing Committee as a guide for implementing WWCA Constitution and defining how Conservancy members and the Association shall transact its business.

Pursuant to Section 19.7 of WWCA Constitution this Code of conduct constitutes internal regulations internal regulations to give effect to the constitution and provide guidelines for additional information implementation of provisions of the Constitution

Adopted on(day) of (Month).....(Year)

PART I INTERPRETATIONS

1.0 DEFINITIONS AND INTERPRETATIONS

In this Membership Guidelines and Code of Conduct, unless inconsistent with the context, or otherwise specified, the following words, phrases and abbreviations shall have the meanings set out below:

"Association" means the Western Wildlife Conservancies Association

"Board" means the Assembly of Members of the Conservancy and shall be composed of two representatives from conservancies.

"Conservancy" includes community, group and private, conservancies.

"Committees" refers to an elected group of people who represent the association.

"Constitution" refers to the Constitution of WWCA.

"Conservancy Manger" refers to the person who manages the conservancy by overseeing all its activities such as wildlife conservation, livestock management and tourism, including effective implementation of day-to-day operations of the conservancy.

"Constitution" means the WWCA Constitution as amended or modified from time to time.

"General Meeting" shall mean an Annual General Meeting, Ordinary Meeting or Special General Meeting

"Member" means a registered member of the Association including community, group and private wildlife conservancy,

"Governing Committee" means the governing committee of the Association

"Registrar" means the Registrar of Societies.

"Secretariat" means the Secretariat appointed under clause 10 and 11 of the WWCA constitution

"Wildlife" means any wild and indigenous animal, plant or microorganism or parts thereof within its constituent habitat or ecosystem on land or in water, as well as species that have been introduced into or established in Kenya

PART II

MEMBERSHIP GUIDELINES

2.0 MEMBERSHIP

The by-laws are applicable to all wildlife conservancy members approved by the WWCA Governing Committee as members of WWCA and it shall apply to conservancy as an entity and does not extend to the internal operation of the conservancy.

The Code of conduct shall apply to all registered member conservancies within Kakamega County

2.1 MEMBERSHIP CATEGORIES

2.1.1 Full Membership

A formal or legal entity (CBO, Company, Cooperative, Trust or Association) established to manage land, wildlife and other natural resources on community and private land as a conservancy, shall be admitted as a full member of the Association upon completion of the application form “Appendix A’ herein, subsequent payment of the requisite processing fees and subscriptions, and membership approval by the Governing Committee and endorsement by member’s annual general meeting.

2.1.2 Affiliate Membership.

2.1.2.1 Any legal entity registered in Kenya or elsewhere as an Association, NGO, Company, Trust or Self-help group may be admitted to the Association as an affiliate member upon application and payment of registration fees prescribed in Appendix “B” herein.

2.1.2.2 The entity must be actively involved in supporting conservancies and conservation initiatives in community or privately-owned land and programs including research, promoting conservancies investments, social and livelihood aspects, best practices, land management and governance and any other activity in support of conservation of wildlife.

2.1.2.3 Rights and Obligations of members under the affiliate membership category shall be regulated by the WWCA Constitution and any other approved and ratified decisions by the Board.

2.2 MEMBERSHIP ELIGIBILITY

2.2.1 Levels of Membership

Membership shall be on two levels:

- i.** Full members who shall be conservancies and landowners who carry out wildlife conservation activities on their land including sanctuaries and game farms;
- ii.** Affiliate members who shall include wildlife conservation NGO's, private sector, investors, donor agencies and institutions that interface with wildlife conservation;

2.2.2 Eligibility Criteria

To be eligible for membership of the Association, the decision of the Governing Committee ratified by the members during the annual general meeting shall be required based on the considerations below;

- a)** Membership of the association is open and restricted to any community or that has made a decision to establish a conservancy on land classified under private or community land
- b)** Any such decision to establish a conservancy has been agreed by a large majority of the community and endorsed by the respective government authority
- c)** The conservancy members have duly elected their governing body comprised of a geographically representative and gender equitable team
- d)** The conservancy area has been well defined and the committee responsible for the land has granted approval for the establishment of a conservancy
- e)** The conservancy area has biodiversity value and its land area largely natural or can revert to natural state with minimal intervention. Presence of geological features, ecological processes and wildlife shall be part of the conservation effort planned,

- f) A legally constituted body has been established and registered with the respective government agency
- g) The conservancy has existed for a period not less than one year and can demonstrate progress towards establishment **PROVIDED** that affiliate members' rights and obligations may be limited from time to time as provided for under this Constitution and any regulations made hereunder.

2.3 MEMBERSHIP APPLICATION GUIDE

2.3.1 Applications for membership may be made manually by delivering a fully filled registration form to WWCA offices, or online application by filling a soft copy of application form together with the accompanying documents which are sent to WWCA official email address.

2.3.2 An applicant shall attach to the membership application guide the following documents;

- i. Certificate of incorporation/Registration.
- ii. Details of Conservancy manager and contacts.
- iii. Conservancy map
- iv. Any details and documents that the Association deems necessary.

2.3.3 The Applicant shall pay the registration fees prescribed by the Governing Committee within 21 days of approval.

2.3.4 Applications made online shall be deemed made and received by the WWCA secretariat within 24 hours of dispatch of mail.

2.4 ADMISSION INTO MEMBERSHIP

2.4.1. PROCEDURE AND CRITERIA FOR ADMISSION TO FULL MEMBERSHIP

2.4.1.1. An entity or person applying for full membership shall submit to the Association in writing completed form "Appendix A" together with evidence of payment of prescribed non-refundable registration fee and return the same by courier or email to the Association secretariat.

2.4.1.2. The completed application form shall be accompanied by copies of the following documents;

- i. Certified copies of documents demonstrating land ownership or rights of use of the land e.g. title deed, lease documents, agreement;
- ii. Endorsement letter by either county warden of KWS, or authorized official of respective conservancy, county department responsible for wildlife;
- iii. Brief written description of the conservancy institution, governance and management arrangement, land area and wildlife conservation status;
- iv. A map of the conservancy, which provides its geographical coordinates and demonstrates its location within the larger area it occurs;
- v. Names and contacts of key persons with decision making authority including conservancy manager and board representative.
- vi. Any such information or document that the conservancy secretariat may deem necessary.
- vii. A signed declaration within the membership form that the information in the completed application is true.

2.4.1.3. The secretariat shall acknowledge completeness of the application for full membership within 14 days of receipt and process the application within 90 days by the Governing Committee. In case of delay, reasons for such delay shall be communicated to the applicant;

2.4.1.4. Upon approval by the board, the member shall be admitted as provisional member.

2.4.1.5. In case a membership application is rejected, the applicant shall be notified within 14 days from date of meeting reasons thereof and measures to take up to address reasons for rejection of membership.

2.4.1.6. The applicant shall be admitted to full membership by a resolution of the next Annual General meeting of the Association.

- 2.4.1.7. Upon admission as a provisional or a full member, a non-refundable annual subscription fee shall be paid, and the member issued with a membership number and certificate.
- 2.4.1.8. The AGM reserves the right to review the membership entrance fee and annual renewal subscription fee;
- 2.4.1.9. The AGM shall determine course of action for non-compliance to membership admission requirements

2.4.2. PROCEDURE AND CRITERIA FOR ADMISSION TO AFFILIATE MEMBERSHIP

- 2.4.2.1.** An entity applying to affiliate membership of the Association shall apply in writing in the prescribed form "Appendix B" and return the same by courier or email to the Association secretariat, accompanied by evidence of payment of prescribed non-refundable registration fee.
- 2.4.2.2.** An affiliate member may join the Association by a written memorandum of understanding for a specified period of time and such member shall enjoy such benefits as outlined in clause 2.6.2. are due to affiliate members. The Association shall consider the following in processing an application for membership; Completion of the application, Certificate of registration of the applicant. Evidence of support or partnership with member conservancies of the Association. Any other requirement that by the Association.
- 2.4.2.3.** Upon admission as an affiliate member, a non-refundable annual fee shall be paid, and the member issued with a membership number and certificate, or signed memorandum of understanding.

Conditions for Membership

A conservancy shall be deemed a full member when it satisfies the conditions of membership and;

- i. Agrees to be bound by the WWCA constitution;
- ii. Subscribe to WWCA long term vision;
- iii. Subscribe to the Code of Conduct and Ethics governing membership of the Constitution of WWCA.
- iv. Pays the annual membership fees as stipulated in the WWCA Constitution.

2.5. Membership Fees

2.5.1. The registration fee shall be paid into the account of the Association upon submission of membership forms. The registration fee shall be determined by the board and may be reviewed from time to time and adopted by an annual general meeting of members.

2.5.2. An annual subscription fee shall be paid into the account of the Association upon admission as member. The annual subscription fee shall be determined by the board and may be reviewed from time to time and adopted by an annual general meeting of members.

- i. The Association financial year runs from 1st January to 30th December, and annual subscription fee shall be payable by February 28th of each succeeding year.
- ii. Both registration and annual membership subscription fee are non-refundable.

- iii. An applicant or member may seek in writing temporally exemption from payment of prescribed fees including reasons thereof, which shall be subject to approval of the board.
- iv. Annual subscription fee is payable through a maximum of two instalments.

2.6. MEMBERSHIP BENEFITS

2.6.1. Full members of the Association shall be entitled to the following benefits;

Attend and participate in events, conferences, workshops, and all ordinary and extraordinary general meetings of the Association.

A right to vote on decisions and election processes of the Association including the right to be elected as member representative at the Governing Council through the conservancies or member of office bearers. In exercise of this right, each member is entitled to one vote. Access relevant information within the custody of the Association through periodic bulletins or on a need-to-know basis through official communication channels.

Amplify and expand exposure of member's information, successes, opportunities, products including tourism and conservation practices, that is shared with the Association to the wider public and if possible, in worldwide network.

Being profiled in WWCA publications including State of Conservancies Report, Map of Conservancies, case studies, website and social media platforms.

Access to capacity building opportunities, technical information, fundraising opportunities and conservancy tools that facilitates effective conservancy management and governance.

Participate in advocacy activities and platforms at national, regional and conservancy levels that advance enabling environment for conservancies growth;

Access to benefits and incentives jointly negotiated with the Association to promote conservation as a beneficial land use.

Linkage with relevant government regulatory agencies and partnership with government and non-government agencies and private sector.

To be represented by the Association collectively or individually at the international and national level on matters that affect conservancy programs and growth.

The association by invitation may act as a neutral party in dispute or conflict resolution on matters affecting a member conservancy.

2.6.2 Affiliate members of the Association shall be entitled to the following benefits:

Affiliate members shall be entitled to such benefits as shall be contained in the Memorandum of understanding signed at the admission of the affiliate member.

Affiliate members shall have access to relevant information and knowledge in the custody with the Association and its membership, as detailed in the specific memorandum of understanding.

Affiliate members shall benefit from profile placement on the WWCA website and publications.

Affiliate members shall have the benefit of ready partnerships with the membership of WWCA.

Affiliate members may be involved in joint fundraising and resource mobilization of the Association or its membership.

2.7. MEMBERSHIP RIGHTS

Subject to the provisions of this Constitution, members shall have the following rights:

- i. Receive upon request or at least once a year a Statement of Accounts.
- ii. Attend and participate at the General Meeting.
- iii. Vote at the General Meeting. Each member shall have one vote **PROVIDED** that affiliate members shall not have a voting right.

- iv. Elect or be elected as an office bearer unless otherwise prohibited by any other law or this Constitution **PROVIDED** that affiliate members shall not have this right.
- v. Have access to the Association's services.
- vi. Participate fully in the activities of the Association.

2.8 MEMBERSHIP OBLIGATIONS

Members of the Association are obliged to:

- i. Attend meetings and take part in decision making;
- ii. Bring out problems affecting the Association and look for solutions;
- iii. Support the Association's projects;
- iv. Comply with this Constitution and General Meeting Resolutions.
- v. Renew membership into WWCA including timely payment of annual subscription fee
- vi. To regularly share relevant membership information as and when requested by the Association

2.9. PENALTIES

2.9.1. Any member who wilfully acts in violation of this Code of Conduct or regulations made hereunder shall be liable to suspension notwithstanding any other action that may be taken against it in accordance with any other law.

2.9.2. The Ethics and Conduct Sub-Committee shall have powers to hear and determine matters relating to any alleged violation of the provisions of this Constitution by a member.

2.9.3. Any member aggrieved by the decision of the Ethics and Conduct Sub- Committee may appeal to the Governing Committee whose decision shall be final.

2.10. CESSATION OF MEMBERSHIP

2.10.1. A full member may be temporarily suspended upon the recommendation of the ethics and conduct committee and approval by the Governing Committee, with reasons and conditions to remedy the cause of the suspension given.

2.10.2. A Conservancy shall cease to be a Member of the Association on;

- i. Voluntary resignation.
- ii. Insolvency and or compounding with creditors.
- iii. Winding up of the Conservancy.
- iv. Significant change in the land use of the conservancy into non-compatible land uses to conservation, which render the existing conservation land area and practices unviable to operate or managed as a conservancy.
- v. Expulsion on acting in breach of the conditions of membership in this guide and code of conduct or acting in breach of the Constitution of the Association.
- vi. Failure to renew annual membership subscription fee for two consecutive years. Such a member shall be required to make membership application afresh.
- vii. By resolution and vote of members at a General or Special General meeting. Where a member is expelled under the grounds V, VI, and VII, such a member shall be given opportunity to be heard by the ethics and conduct committee, which shall consider reasons thereof.

2.10.2.1. VOLUNTARY WITHDRAWAL

- i. A member may at any time withdraw from the Association by giving 90 days' written notice to the Secretary.
- ii. Members who withdraw from membership shall not be entitled to a refund of their contributions or joining fee.

2.10.2.2. SUSPENSION AND EXPULSION

A member may be suspended or expelled if it:

- i. Wilfully fails to comply or refuses to comply with the provisions of the Constitution and these Membership Guidelines and Code of Conduct, and persists in such refusal or failure;
- ii. Wilfully defaults in the payment of subscription fees for a continuous period of 2 years provided that such a member may apply for reinstatement once he clears any outstanding fees and shall be required to pay the joining fee;
- iii. Acts in any way detrimental or prejudicial to the Association's interests or for other just cause;
- iv. For any other reason approved by the Annual General Meeting.

2.10.2.2.1. SUSPENSION AND EXPULSION PROCEDURE

- a)** Upon formal and written announcement and proof that a member has committed a violation punishable by expulsion, the Ethics and Conduct Sub-Committee shall provide written notice to the member stating the reasons for the proposed expulsion, and grant the member 30 days for the member to prepare a defense if any;
- b)** Upon expiry of the 30 days and taking into consideration the member's defense, the Ethics and Conduct Sub-Committee shall initiate an administrative inquiry and take a decision on its findings within 15 days.
- c)** A member so suspended by the Ethics and Conduct Sub-Committee shall have the right to appeal to the Governing Committee.
- d)** Members who are expelled from membership shall not be entitled to a refund of their contributions or joining fee.

PART III:

CODE OF CONDUCT AND ETHICS

3. ROLES AND RESPONSIBILITIES OF FULL MEMBERS

3.1 This Code of Conduct is made pursuant to the provisions of Clause 15 of the Constitution of WWCA and binds all full and affiliate members admitted to the membership of WWCA.

3.2 Adherence to this code of conduct shall be a condition precedent to the admission of membership of the Association, and a copy thereof shall be issued to all new members on admission.

3.3 All newly admitted members shall sign a declaration to subscribe and adhere to the Constitution of the Association and the Code of conduct made pursuant to Clause 15 of the constitution.

3.4 The members code of conduct is anchored on the following principles:

i Accountability- The Association and members are independent entities and each shall bear responsibility of its liabilities and obligations and will be transparent in their actions.

ii Confidentiality- The Association shall maintain confidentiality of member's information and data to the extent that the information is of confidential nature.

iii Respect of Human Rights- Members shall respect and uphold bill of rights provided in chapter four of the Constitution of Kenya 2010 in their management and governance structures and processes

iv Integrity- The members of the association will commit to upholding the highest standards of integrity in all actions and decisions. A member shall inform the Association of any conflict of interest with the Association that may jeopardize membership activities, rights or obligations

v Observing Social and Environmental Safeguards Principles- A member shall endeavour to observe social and environmental safeguard principles, gender equity and human rights in conservancy governance and management

vi Promotion of diversity, equity and inclusion- A member shall promote diversity, equity and inclusion, ensuring women and youth are adequately involved in decision making, management and benefit sharing in conservancies.

- 3.5** All members shall endeavour to observe and enforce obligations under the Wildlife legislation gender equity and human rights in conservancy governance and management,
- 3.6** All members shall inform the Secretariat of any changes in land ownership of the member conservancy within a period of 60 days of the occurrence of the changes.
- 3.7** All members shall keep a record and inform the secretariat of the progress of projects undertaken jointly with the Association.
- 3.8** A member shall endeavour to observe unified protocols and standards on the governance and management of conservancies adopted in common by the Association in annual general meetings.
- 3.9** A member shall inform the Association Secretariat of any conflict with another member of the association with sufficient detail to enable the secretariat to intervene where appropriate.
- 3.10** A member of the Association shall not use the membership profile, activities and programs to promote a political, or negative ethnicity or religious cause.
- 3.11** A member shall not allow unethical behaviour in its management and governance process.

PART III:
APPENDIX

Appendix A: Membership Registration Form

Note: To be completed in Duplicate

Who can apply

1. Private and Community Conservancies registered in WESTERN CONSERVATION AREA
2. Registered either as an association, CBO, company, trust or any other legally recognized form (evidence needed)
3. Wildlife Conservation is a key management objective
4. Has a defined area and a majority resolution to establish the conservancy
5. Conservation has management personnel and activities

Membership Requirements

1. A legally entity registered in Kakamega either as an association, group, company, trust, cooperative, CBO/self-help or any other legally recognized form (evidence needed)
2. Has a clearly defined land area held privately or communally (attach Map)
3. Majority resolution to establish the conservancy (attach minutes or confirmation letter)
4. Wildlife Conservation is a key management objective in the management of the land.

12. No. of tourist facilities..... Total no of tourist beds

13. Do you have a management plan? If yes, what is the period.....

14. Name(s) of tourist facilities

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.....
.....
.....

15. Contacts

Contact Person Name:Position Postal
Address:Code:Town Telephone
Number (s).....

E-mail Address:Website

Office Location (name of place)

Nearest Urban Centre/town.....Distance (km)

16. Main wildlife species (separately provide a species population estimate if possible)

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17. Main Attractions.....

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.....

18. Membership Fee (Ksh.....) Cheque No.....

<p>Note: One off Registration fee Kshs 3000, Annual Membership fee Kshs 5000 (total 8000), Membership fee valid for one year and subject to WWCA board review.</p>
<p>Cheques to: Western Wildlife Conservancies Association</p>

Declaration

I..... (Name of Conservancy) apply for membership of WWCA.

We agree to be bound by WWCA Constitution and confirm the above information to be accurate. WWCA retains rights of admission.

Conservancy Rubber Stamp:

For and on Behalf of..... (Conservancy Name)

Signed by NAME..... Sign..... Date

FOR OFFICIAL USE ONLY

1. Received by:Date.....

2. Application circulated to WWCA members through email on Date:

3. Approved/Rejected by the Management Committee

Signature:..... (Chairperson) Date.....

4. Certificate issued on.....Certificate No.....

Collected by.....Sign

APPENDIX B: AFFILIATE MEMBERSHIP APPLICATION FORM

NAME OF ORGANIZATION _____ PHYSICAL ADDRESS _____

P.O. BOX _____ CODE _____

TELEPHONE _____

MOBILE _____

EMAIL _____

REGISTRATION FEE: KSH _____

(The fee payable on registration shall be subject to revision by the Board)

SIGNED BY: NAME _____

POSITION _____

SIGNATURE _____ DATE _____

OFFICIAL STAMP/ SEAL: _____

1. The applicant shall state, in not more than 300 words on a separate sheet, the interest in conservation and the area of operation and any collaborative efforts with the association or any of its members.

2. Affiliate members admitted by the board and approved by the member's assembly shall sign a memorandum of understanding governing the engagement within 90 days of approval.