



PWANI ECOSYSTEM CONSERVANCIES FOUNDATION

MEMBERSHIP GUIDELINES AND CODE OF CONDUCT

1.0 THE FOUNDATION

A membership organization in the coastal landscape working with community conservancies to sustainably conserve and manage wildlife and their habitats outside state-protected areas through policy advocacy, networking, communication, and capacity building.

1.1 Interpretation

“Foundation” means The Pwani Ecosystem Conservancies Foundation (PECFO);

“Co-managed conservancy” means a conservancy set up on public land through a legal arrangement between a government agency that owns or manages the land and a community or private entity for purposes that include wildlife conservation;

“Conservancy” means land managed by an individual landowner, corporate body, group of owners, or a community for purposes of integrated compatible land uses where wildlife conservation is a primary objective;

“Conservancy Manager” means any person employed or designated by a conservancy for purposes of managing a conservancy;

“Community conservancy” means community-owned land managed by a legally registered community institution for purposes of integrated compatible land uses where wildlife conservation is a primary objective;

“Group conservancy” means a single conservancy created by the pooling of contiguous lands by private land owners for purposes of integrated compatible land uses where wildlife conservation is a primary objective;

“Court” means the Environment and Land Court established under the Environment and Court Act, Cap 12A, Laws of Kenya;

“Articles of Association” refers to the Articles of Association of PECFO;

“Land” adopts the interpretation under Article 260 of the Constitution of Kenya 2010;

“Person” means a natural or corporate entity recognized in law;

“Private conservancy” means a conservancy established on private land by a private individual or body corporate for purposes of integrated compatible land uses where wildlife conservation is a primary objective;

“Sanctuary” means an area of land or land or water set aside and maintained by community, individual or private entity for the conservation and protection of one or more species of wildlife;

“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.

2.0 CITATION

- 2.1** These guidelines shall form the basis of membership and shall operate as a memorandum of understanding, binding the Foundation, the individual member, and the members inter se.
- 2.2** The Code of Conduct, Part II, shall be read together with the guidelines and shall bind every member who subscribes to it and is admitted as a member of the Foundation.
- 2.3** The code of conduct sets a minimum standard of operational rules for members' conduct in their daily operations and in dealings with the public and stakeholders.

PART 1: MEMBERSHIP REGISTRATION GUIDELINES

3.0 MEMBERSHIP

A formal or legal entity (CBO, Company, Cooperative, Trust, Association, or Foundation) 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 Foundation upon completion of the application form "Appendix A" herein, subsequent payment of the requisite processing fees and subscriptions.

4.0 PROCEDURE AND CRITERIA FOR ADMISSION AS A MEMBER

- 4.1** An entity or person applying for PECFO membership shall submit to the Foundation in writing completed form "Appendix A" together with evidence of payment of the prescribed non-refundable registration fee and return the same by Posta or hand delivery or email to the Foundation's secretariat.
- 4.2** The secretariat shall acknowledge the completeness of the application for membership within 14 days of receipt and process the application within 90 days by the Conservancy Council. In case of delay, reasons for such delay shall be communicated to the applicant.
- 4.3** Upon approval by the Conservancy Council, the member shall be admitted as a provisional member.
- 4.4** In case a membership application is rejected, the applicant shall be notified within 14 days from the date of the meeting reasons thereof and measures to take up to address the reasons for the rejection of membership.
- 4.5** The applicant shall be admitted to membership by a resolution of the next Annual General Meeting of the Foundation.
- 4.6** Upon admission as a provisional or a member, a non-refundable annual subscription fee shall be paid, and the member issued with a membership number and certificate.

5.0 MEMBERSHIP BENEFITS

PECFO members shall be entitled to the following benefits;

- i. Attend and participate in events, conferences, workshops, and all ordinary and extraordinary general meetings of the Foundation.
- ii. A right to vote on decisions and election processes of the Foundation including the right to be elected as member representative at the National Conservancy Council through the landscape level Foundations or member of office bearers. In exercise of this right, each member is entitled to one vote.
- iii. Access relevant information within the custody of the Foundation through periodic bulletins or on a need-to-know basis through official communication channels.
- iv. Amplify and expand the exposure of members' information, successes, opportunities, and products including tourism and conservation practices, that is shared with the Foundation to the wider public and if possible, in the worldwide network.
- v. Being profiled in PECFO publications including State of Conservancies Report, National Map of Conservancies, case studies, website, and social media platforms.
- vi. Access to capacity-building opportunities, technical information, fundraising opportunities, and conservancy tools that facilitate effective conservancy management and governance.
- vii. Participate in advocacy activities and platforms at national, regional, and conservancy levels that advance enabling environment for conservancies growth.
- viii. Access to benefits and incentives jointly negotiated with the Foundation to promote conservation as a beneficial land use.
- ix. Linkage with relevant government regulatory agencies and partnership with government and non-government agencies and the private sector.
- x. To be represented by the Foundation collectively or individually at the international and national level on matters that affect conservancy programs and growth.
- xi. The Foundation by invitation may act as a neutral party in dispute or conflict resolution on matters affecting a member conservancy.

7.0 CESSATION OF MEMBERSHIP

7.1 A member may be temporarily suspended upon the recommendation of the Board of Directors and approval by the Conservancy Council, with reasons and conditions to remedy the cause of the suspension given.

Membership into the Foundation shall cease on:

- a. Voluntary resignation, where a member gives a three-month prior notice.
- b. Insolvency and or compounding with creditors.
- c. Winding up of the member.
- d. Significant change in the land use of the member into non-compatible land uses to conservation, which render the existing conservation land area and practices unviable to operate or manage as a conservancy.
- e. Acts in any way detrimental or prejudicial to the Company's interests or for other just cause.
- f. Expulsion on acting in breach of the conditions of membership in this guide and code of conduct or acting in breach of the Articles of the Company.
- g. Failure to renew the annual membership subscription fee for two consecutive years. Such a member shall be required to make a membership application afresh.
- h. By resolution and vote of members at a General or Special General Meeting

Membership Fees

- 7.2** The registration fee shall be paid into the account of the Foundation upon submission of membership forms. The registration fee shall be determined by the Conservancy Council and may be reviewed from time to time and adopted by an Annual General Meeting of members.
- 7.3** An annual subscription fee shall be paid into the account of the Foundation upon admission as a member. The annual subscription fee shall be determined by the Conservancy Council and may be reviewed from time to time and adopted by an Annual General Meeting of members.

The Foundation financial year runs from 1st January to 31st December, and the annual subscription fee shall be payable by February 28th of each succeeding year.

Both registration and annual membership subscription fees are non-refundable.

An applicant or member may seek in writing temporally exemption from payment of prescribed fees under 7.2 above including reasons thereof, which shall be subject to the approval of the Conservancy Council.

An annual subscription fee is payable through a maximum of two instalments.

8.0 MEMBERSHIP APPLICATION GUIDE

- 8.1.** Applications for membership may be made manually by delivering a fully filled registration form to PECFO offices, or online application by filling a soft copy of the application form together with the accompanying documents which are sent to PECFO official email address info@pwaniconservancies.co.ke

PART II: CODE OF CONDUCT AND ETHICS

9.0 ROLES AND RESPONSIBILITIES OF FULL MEMBERS

9.1 All PECFO members must adhere to the guidelines, code of conduct, and ethical standards stipulated in this code of conduct, which a copy shall be issued to all new members upon admission.

9.2 All members shall actively participate in PECFO activities, meetings, and initiatives.

9.3 All members shall commit to PECFO values as follows:

- Integrity by maintaining honesty and ethical standards beyond reproach.
- Equity through commitment to fairness and justice in all our actions, treating everyone with respect, and providing equal opportunities for all stakeholders.
- Stewardship driven towards care for resources and environments entrusted to them.
- Partnership by leveraging the power of collaboration and actively seeking to build strong, mutually beneficial relationships with a wide range of stakeholders.
- Sustainability through implementing practices that promote long-term environmental, social, and economic sustainability, ensuring that its efforts benefit future generations.

9.4 The Foundation and its member conservancies are independent entities. Each party is responsible for its liabilities and obligations.

9.5 The Foundation is committed to Protecting confidential information and data related to PECFO and its members as long as the information remains confidential.

9.6 Members are entitled to respect and uphold the Bill of Rights as outlined in Chapter Four of the Constitution of Kenya (2010) within their management and governance structures.

9.7 Members must avoid conflicts of interest, disclose any potential conflicts of interest, and avoid situations that may compromise the Foundation or its members.

9.8 Members should observe social and environmental safeguard principles, promote gender equity, and uphold human justice in conservancy governance and management.

9.9 Members should actively support and advocate for the Foundation's conservation goals and values.

9.10 Members must ensure that they operate in an environmentally sustainable way as part of our mission to achieve maximum conservation.

9.11 Members are obliged to submit timely reports and updates on conservancy activities and progress.

PWANI ECOSYSTEM CONSERVANCIES FOUNDATION
P.O. BOX 1628-80100, MOMBASA
Email: info@pwaniconservancies.co.ke
Website: www.pwaniconservancies.com

APPENDIX A: Membership Registration Form

Note: To be completed in Duplicate

Who can apply?

1. Private and Community Conservancies registered in Kenya.
2. Registered either as a Foundation, Association, CBO, company, trust or any other legally recognized form.
3. Wildlife Conservation is a key management objective.
4. Has a defined area of the conservancy.
5. Conservation has management personnel and activities.

A. MEMBERSHIP APPLICATION

1. Conservancy Name _____
2. Conservancy size _____ (ha) 1Ha=2.5acres)
3. Conservancy Type: *(Tick where applicable)*

Conservancy type	Tick where applicable
Private	
Community	
Group	
Co-managed	

4. County _____ Constituency _____
5. Date Established _____ Date Registered _____
6. Registration Type: *(tick where applicable)*

Conservancy type	Tick where applicable
Community-Based Organization	
Association	
Foundation	
Co-managed	
Company	
Trust	
Others (Specify)	

7. Total number of rangers _____
8. Does your conservancy have a map _____ (if yes please attach map)
9. Status of conservancy (tick where applicable)

Status of Conservancy	Tick where applicable
Operational	
Emerging	
Proposed	
Dormant	

10. Conservancy Membership
Landowners _____
Members _____
11. 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) _____
12. Main wildlife species (separately provide a species population estimate if possible)

13. Main attractions _____

14. Do you have a management plan? If yes, what is the period _____
15. Membership Fee (Ksh _____) Cheque No _____

Note: One-off Registration fee of Kshs 10,000, Annual Membership fee of Kshs 5,000, Membership fee valid for one year and subject to PECFO board review.

DECLARATION

I _____(*Name of Conservancy*)
apply for membership of PECFO. We agree to be bound by the PECFO Articles of Association and confirm the above information to be accurate. PECFO 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 PECFO members through email on Date: _____

3. Approved/Rejected by the PECFO Council

Signature: _____(*Chairperson*) Date: _____

4. Certificate issued on _____ Certificate No: _____

Collected by _____