

THE ASSOCIATION MEMBERSHIP POLICY

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1. General overview

Purpose of Membership Policies and Procedures

The purpose of this policy of the membership policies of SIYB Association of East Africa is to outline the categories of membership, the applicable membership fees, and eligibility criteria for membership, benefits of membership and the procedures and forms for applying for membership.

2. Categories of membership

The membership of SIYB Association of East Africa is open to all SIYB and Get Ahead BDS providers regardless of Race, Religion, Nationality, sex or disability who are interested in the declared purpose of the association.

Any person /organization interested to in becoming a member of SIYB Associations of East Africa must fall under the following categories;

i. Corporate members profit making/non profits

A registered organization or any licensed BDS institutions or incorporated /associations for profit making or non-profit making and NGOs.

ii. Individual members

An individual who is actively and committed in promoting BDS through SIYB and Get Ahead packages may become individual members of the SIYB Association of East Africa.

iii. Honorary member

By recognizing that; ILO has a mandate, in promoting sustainable enterprises developments as an integral part of the Decent Work Agenda as been selected to be a honorary member in SIYB Associations of East Africa.

3. Eligibility criteria

The Board of Directors of the SIYB Associations of East Africa will regularly review and approve the membership list that has been developed and administered by the association Executive council.

To qualify for a membership with the SIYB Association of East Africa, the applying person/Organization must complete the following steps prior to receiving service:

- a) Pay the yearly membership fee established and proved by the Board of Directors of the association
- b) Complete the required registration forms;
- c) Provide documentation supporting the organization's status as a NGO, or not-for-profit Organization,
- d) Attend an orientation session with SIYB Association of East Africa staff to review the services and training standards
- e) Accept and be available for the invitation to and voting rights at the Annual General Meeting of association.

4. Membership fees

A person/organization seeking membership with SIYB associations of East Africa, will be accepted as a member upon submission, of a receipt, acceptance and processing of the required registration application and fees. All Association memberships are for the specific and sole use of the registered entity / individual for whom payment is made and are non-transferable. Fees are annual, non-refundable and subject to change at membership renewal time as per Board of directors resolution. A member agrees to pay and remain current in the payment of fees upon expiry of its term in order to continue as a member and agrees to follow the guidelines and SIYB standards, Observations and usage association Policy regarding use of trademarks and logos. In order to join the SIYB Association of East Africa, the applicant will need to complete the application form and pay the annual fee. All new and old members will be notified by e-mail when the membership applications and renewal are due.

The annual membership fee for Entity, organizations and individual members will be established by the Board of Directors and reviewed annually. Members will be invoiced for this fee in the last quarter of each year. Dues are payable by December 31 for the following year financial year.

5. Responsibility of members

- a) Accept the invitation to and voting rights at the Annual General Meeting of the SIYB Association of East Africa
- b) Members wishing to renew their membership must update their listing at the time of renewal and notify the Association of any changes to the member's contact information.
- c) All members must have fully understanding of SIYB Trainers role and responsibility in overall management of programme and responsible for protecting the SIYB and Get Ahead training packages
- d) The honorary member is responsible for supporting in capacity building of SIYB master Trainers and developing additional MTs, knowledge sharing and Skills for employment developments, policy development and linkages to other potential partner
- e) All members will be registered and must actively participates to members only section in association website;registered members will be notified by email of any outstanding fee and will have 45days to make a full payment. If full payment has not been received within those 45 days your membership record will be set to inactive.

6. Membership benefits

- a) Opportunity to participate in innovative researched, proved, practical management and training programs and services as they are developed and implemented under ILO-SIYB.
- b) Opportunity to participate in professional development workshops, exposure to seminars, symposiums and VIP only meeting from the corporate sector (businesses and Government organizations)
- c) Professional mentorship and peer support from other BDS providers and management consultancy from local and international through e-learning and Global SIYB Get way platform

- d) Invitation to participate in special events, local and regional Trade fairs and exhibitions forums, expos, promotional campaigns, connections to and networking with the leading Global consultancy.
- e) Access to modern training materials, capacity building, knowledge sharing events, getting an all members privileges, tangible and intangible benefits, other products and services offered with membership in the association

7. Forms and procedure

The SIYB Association of East Africa joining procedure includes all details provided in forms, required for request of membership and services. The form package is available at the main office, or can be distributed through e-mail, or is available on the website for download. Procedures are explained in said package or can be explained upon contact with the association. Forms and procedures are updated regularly, reflecting changes to our services

The application for can be submitted direct to the SIYB Association of East Africa or sent through email siybtz@gmail.com cc secretary@siybeastafrica.org

If you have any question please visit to SIYB Association of East Africa office or contact us through siybtz@gmail.com cc secretary@siybeastafrica.org or contact through phone number +255 756098088/0757295294

Payment and means of payment will be shared to you after received your application form before 15March 2017.

SIYB ASSOCIATION OF EAST AFRICA.

A . INDIVIDUAL MEMBERSHIP APPLICATION FORM Particulars of the applicant:	
Name in full	Mr./Mrs./Miss.
Name with initial	
Date of Birth	
Nationality	
NIC Number /Passport number	
Personal and official address	
Contact details with Email	
Date & Venue of SIYB/GET AHEAD TOT attended	
Academic/professional qualification/s	
Name of the organization employed	
Work experience in business training and consultancy	
I wish to become an individual member of the SIYB Association of East Africa and I do hereby consent with the constitution of the Association. I am enclosing herewith a cheque for a total of TZS200,000/ being the membership application fee (50,000) and annual fee (150,000)	
Reviewed by Executive council Date: Signature	
Approval by the Board of SIYB Association of East Africa Date: Membership number: Signature Official stamp	

B.CORPORATE MEMBERSHIP APPLICATION FORM PARTICULARS OF THE APPLICANT ORGANIZATION	
Name of the Organization	
Head office address	
Tel/Fax/Email	
Type of Organization	Gove: Pvt: NGO: Chamber: Other:
Date of Established	
Name of the CEO	
Geographical area of operation	
Main business functions	
Particulars of the representative nominated to deal with the SIYB Association	

Name of the Officer		
Designation		
NIC/Passport Number		
Date & Venue of SIYB/GET AHEAD TOT attended		
Address (office)		
Address (residence)		
Contact details	Residence	Office
Email	Mobile	
We wish to become a corporate member of the SIYB Association of East Africa and we do hereby consent with the constitution of the Association. We enclose herewith a cheque for a total of TZS 250,000/= being application fee (50,000/=)and annual membership fee (200,000/=)		
Signature of the applicant: Date:		
Reviewed by Executive council Date: Signature:		
Approved by the Board of SIYB Association of East Africa Date: Membership number: Signature		

THE SIYB ASSOCIATION OF EAST AFRICA

C.HONORARY MEMBERSHIP FORM

Name of the Organization		
Address		
Tel/Fax/Email		
Type of Organization	Gove: Pvt: NGO: Chamber: Other:	
Date of Established		
Name of the Contact person		
Geographical area of operation		
Experience in promotion decent job through using Get Ahead and SIYB Package		
Address (office)		
Address (residence)		
Contact details	Residence	Office



SIYB Association of East Africa
P.o.box 105339,Mliman city -Opposite Vodacom office
Sinza Dar es salaam, Tanzania
Email: ceo@siybeastafrica.org/siybtz@gmail.com

Email	Mobile	
I agree to become a Honorary member of the SIYB Association of East Africa and I hereby consent with the membership policy of the SIYB Association of East Africa		
Reviewed by Executive council Date: Signature		
Approved by the board of the SIYB Association of East Africa Date Signature		