



AFRICA INITIATIVE DEVELOPMENT FOUNDATION

Membership Management Policy & Governance Framework

Membership Policy Manual

Version 1.0 | 2026

Effective Date: April 2026

Review Date: April 2028

Founded: 2025

Founder: Mr. Joel Temba

Headquarters: Temeke, Dar es Salaam – Tanzania

Operational Scope: Nationwide Operations Across Tanzania with Strategic Engagement of Regional and International Stakeholders

Motto: *Community Voice, Change Starts Here*

POLICY STATEMENT

This Membership Policy governs registration, Members engagement, code of conduct, and management of members within the Africa Initiative Development Foundation (AIDF). The policy ensures that all contributions made by Members are recognized, coordinated, and aligned with the organization's vision, mission, core values, and legal obligations.

It is enacted pursuant to the Non-Governmental Organizations Act (Cap 56 R.E. 2022), which empowers AIDF to regulate its membership and volunteer participation for organizational integrity and efficiency.

It ensures structured governance and compliance.

SECTION 1.0: PURPOSE

This policy establishes a structured and professional framework for managing membership within AIDF, ensuring transparency, accountability, and institutional growth.

SECTION 2.0: OBJECTIVES

The objectives of this policy are to promote active participation, strengthen institutional sustainability, and enhance community engagement through structured membership systems.

SECTION 3: MEMBERSHIP ELIGIBILITY

Membership is open to individuals aged 18 years and above. Individuals under 18 years must provide parental or guardian consent.

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SECTION 4.0: TYPES OF MEMBERSHIP

1. 1. Ordinary Members- Participation in AIDF projects, access to training, and internal meetings.
2. Student Members (College & University)- Participation in youth/student programs and access to mentorship and training, projects and other related activities through AIDF Clubs
3. Honorary Members-
4. Institutional Members- Recognized as official partners and eligible for joint project participation

SECTION 5.0: MEMBERSHIP FEES STRUCTURE

S/N	Types Of Membership	Registration	Annual Fee	Id Card	Total
1	Ordinary Members	5,000 TZS	25,000 TZS	10,000TZS	40,000 TZS
2	College & University Members		18,000 TZS		33,000 TZS
3	Institutional Members		100,000 TZS	50,000TZS	150,000TZS
4	Honorary Members				

NOTE: Fees may be paid in full or in two installments within six (6) months.

SECTION 6.0: MEMBERSHIP ACTIVATION/ADMINISTRATION

A member becomes fully active after payment of registration fee, membership fee (full or half), and ID card fee.

Thus,

1. Membership becomes valid upon approval and payment of the annual fee.
2. Any member who fails to pay the annual fee for more than one year shall be automatically suspended until full payment is made.
3. Each member will be issued with an official AIDF identification card, which will enable them to participate in all institutional programs and grant them the right to benefit from any opportunities that may arise.
4. The Board, upon recommendation of management, may terminate membership due to misconduct, breach of ethics, or violation of organizational policies.



All membership data shall be kept confidential in compliance with the Data Protection Act, 2022.

SECTION 7.0: MEMBERSHIP IDENTIFICATION

The Membership ID card serves as the official identification confirming membership status within AIDF.

All members shall receive an official AIDF ID Card upon approval.
ID Fee: TZS 10,000=One-time for all categories).

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NO MEMBER SHALL REPRESENT AIDF IN ANY OFFICIAL CAPACITY WITHOUT A VALID INSTITUTIONAL IDENTIFICATION CARD

SECTION 8.0: RIGHTS OF MEMBERS

Members have the right to participate in programs, receive institutional updates, access opportunities, and contribute to community initiatives

Members may

1. Participate in programs,
2. Training,
3. Meetings,
4. Access relevant training and official information shared by AIDF.
5. Be nominated for special volunteer or leadership roles based on performance and integrity.

However, these rights are subject to compliance with the organization's rules and may be suspended if a member breaches AIDF policies.



SECTION 9.0: RESPONSIBILITIES OF MEMBERS

Members must adhere to institutional values, respect leadership structures, and actively support AIDF programs.

SECTION 10: HONORARY MEMBERS

Honorary Members are individuals recognized for exceptional contribution, leadership, or support to AIDF.

SECTION 11: MEMBERSHIP RENEWAL

Membership shall be renewed annually upon payment of the required membership fee.

SECTION 12: MEMBERSHIP TERMINATION

A member who fails to pay the annual fee for one full year shall automatically forfeit membership status.

SECTION 13: VOLUNTEER RELATIONSHIP

AIDF Members may also serve as Volunteers, provided they meet volunteer eligibility requirements.

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SECTION 14: USE OF MEMBERSHIP CONTRIBUTIONS

Membership contributions are utilized primarily for administrative operations, communication, record management, and institutional development.

SECTION 15: PARTICIPATION IN PROGRAMS

Active members are eligible to participate in all institutional programs, trainings, campaigns, and events.

SECTION 16: MEMBERSHIP BENEFITS

Key benefits include:

1. Career development opportunities
2. Leadership exposure
3. Networking opportunities
4. Capacity-building trainings
5. Participation certificates
6. Access to institutional events



SECTION 17: RECOGNITION AND REWARDS

AIDF may recognize members through:

- i. Certificates of appreciation for outstanding contributions.
- ii. Priority selection for participation in national and international projects.
- iii. Access to professional development and specialized training opportunities.
- iv. Official acknowledgment on AIDF's publications and communication platforms.

Recognition does not create any form of employment or legal entitlement to monetary rewards.

SECTION 18: RECORD MANAGEMENT

All membership records shall be securely maintained within institutional databases.

SECTION 19: ETHICS AND CONDUCT

Members must maintain /act Professionalism, respect diversity, avoid corruption, Respect institutional processes, Comply with Tanzanian laws and uphold institutional values.

SECTION 20: COMMUNICATION

Members shall receive official communication through approved institutional platforms.

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SECTION 21: DISCIPLINARY ACTIONS

Violation of institutional rules may lead to suspension or termination of membership.

SECTION 22: REVIEW AND AMENDMENT

This policy may be reviewed periodically to improve operational efficiency.

SECTION 23: GOVERNANCE

Membership administration shall be supervised by designated institutional leadership.

SECTION 24: IMPLEMENTATION

This policy becomes effective on the official implementation date.

SECTION 25: FINAL PROVISION

This Membership Policy serves as an official institutional guide for membership management within AIDF.

engagement across all organizational programs.

SECTION 26: POLICY APPROVAL

Approved by:

Africa Initiative Development Foundation (AIDF)
Board of Directors

SECTION :27 AUTHORIZATION

Authorized by:

Mr. Joel Temba
Chief Executive Officer & Managing Director
Africa Initiative Development Foundation (AIDF)



28.3 Effective Date

Effective Date: **01 April 2026**

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