



Protect - Promote - Defend

Lesbians, Gays, and Bisexuals of Botswana

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## 1. MEMBERSHIP GUIDELINES

### 1.1 Introduction

1.1.1 Preamble to our constitution

1.1.1.2 Whereas, it has been necessary to form an organization for the purpose of monitoring the ethical, legal and human rights aspects of the Lesbian, Gay and Bisexual, Transgender and Intersex people in Botswana;

1.1.1.3 Recalling that Lesbian, Gay and Bisexual, transgender and Intersex people are continuously marginalized and subjected to stigma and discrimination and their human rights violated;

1.1.1.4 Reaffirming that Botswana is a member of an international body of states that have vowed to uphold and protect the universal rights of all individuals without discrimination on any basis whatsoever;

1.1.1.5 Recognizing our diverse areas of operation and target populations, and noting that our goals can be effectively realized through sound organizational and institutional development, better resource sharing, and common approach;

1.1.1.6 We do hereby constitute ourselves as the Lesbians Gays and Bisexuals of Botswana (LEGABIBO)

### 1.2 LEGABIBO Vision

Creating a tolerant social environment where diversity is appreciated and celebrated.

### 1.3 Mission

LEGABIBO is a national NGO that empowers the LGBTI community and society on sexual diversity (through awareness raising and building a critical mass to promote tolerance.

### 1.4 Strategic goals

LEGABIBO operates through four strategic goals that inform programming and focus

1.4.1 Raise awareness on sexual diversity amongst various stakeholders

1.4.2 Building a critical mass of partnership and networks

1.4.3 Empowerment of membership and beneficiaries

1.4.4 Ensure organizational efficiency and effectiveness



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## 1.5 Key Components of NGO

NGOs are organizations:

- 1.5.1 Formed voluntarily and members or beneficiaries participate in the organization voluntarily: i.e. Executive Committee/board members or beneficiaries giving of their time voluntarily.
- 1.5.2 Independent - Within the laws of society, they are controlled by those who have formed them, or by a Board or Management committee to which such people have delegated, or are required by law to delegate, responsibility for control or management.
- 1.5.3 Not-for-profit - They are not for personal private profit or gain Although
  - 1.5.3.1 An NGO may have employees who are paid for what they do, the Executive Committee/Board is not paid for the work they do.
  - 1.5.3.2 An NGO may engage in revenue generating activities, they do not, distribute profits or surpluses to shareholders or members. They use revenues generated solely in pursuit of their aims.
- 1.5.4 Not self-serving in aims and related values - The aims of an NGO are:
  - 1.5.4.1 To assist disadvantaged communities to improve their circumstances and prospects so that they are able to realize their potential and/or achieve their full rights in society, through direct or indirect forms of action; and/or
  - 1.5.4.2 To act on concerns and issues which are detrimental to the well-being, circumstances or prospects of people or society as a whole.

Guided by the Botswana Registrar of Society Regulations, LEGABIBO identifies as a voluntary association - A non-profit making organization created to promote, protect and defend the human rights of LGBTI in Botswana. LEGABIBO is a membership organization



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## 2. LEGABIBO MEMBERSHIP

There are two types of memberships that LEGABIBO accepts

- Organizational/Institutional membership
- Individual membership

### 2.1 Criteria for membership

#### 2.1.1 Organizational/Institutional membership

NGO's are eligible to register to be members of LEGABIBO provided they fit the following criteria:

- 2.1.1.1 They are registered as per the laws of Botswana and possess a Memorandum and Articles of Association.
- 2.1.1.2 They must have been in existence for at least 1 year (Motivation should be provided for exceptional cases).
- 2.1.1.3 They must be led by or work with the target group(s) of LEGABIBO's interest.
- 2.1.1.4 Programmatic work, stakeholder engagement and networking activities must prioritize groups that are LEGABIBO's interest.
- 2.1.1.5 Organizations applying for membership may be requested to submit testimonials from target group(s).
- 2.1.1.6 Clear reporting procedures and demonstrated accountability to its governance structure as per its Constitution, Article of Association etc. (reflected in minutes of Board meetings). Organizations will commit to submitting an annual report to LEGABIBO. A simple annual reporting form will be available in cases where a conventional annual report is not available.
- 2.1.1.7 They must have organizational policies covering financial, administration and reporting procedures for accountability purposes.
  - 2.1.1.7.1 Physical existence (including office space and equipment).
  - 2.1.1.7.2 Staff/human resources (personnel details required).
  - 2.1.1.7.3 Commitment to adhering to LEGABIBO's Code of Ethics.
  - 2.1.1.7.4 Payment of annual affiliation fees.



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## 2.1.2 Individual Membership

Individual members are open to;

2.1.2.1 Any individual dedicated to the objectives of LEGABIBO

2.1.2.2 Individuals who are 18 years old and above

All members shall pay annual subscription fees between the months of April and June each year.

## 2.3. Membership application

The following documentation has to be submitted:

2.3.1 An Application form,

2.3.2 Registration certificate or any other documentation regarding the NGO's legal status of association (Memorandum and Articles of Association, Trust Deed),

2.3.3 Signed copy of Code of Ethics.

2.3.4 A copy of Individual ID

Organizational Membership applications should also provide information on the above (Clause 2.1) and clearly state following:

2.3.5 The core business and programs of the applicant.

2.3.6 The impact of the work of the organization in its target group/constituency.

2.3.7 Motivation for wanting to be a member of the LEGABIBO.

2.3.8 Envisaged contribution to LEGABIBO and its member organizations.

2.3.9 Envisaged support from LEGABIBO.

## 2.4. Membership Acceptance

NGOs will be eligible to join LEGABIBO if they subscribe to the aims and objectives of LEGABIBO as set out in the Constitution, and fulfill the following criteria:

2.4.1 Voluntary.

2.4.2 Independent.

2.4.3 Not-for-profit.

2.4.4 Not self-serving in aims and related values.



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Only member organisations in good standing will be eligible to receive benefits affiliate NGOs may accrue, and to represent LEGABIBO at any level or in any forum, or to vote on any issue.

## 2.5. Affiliation Procedures

- 2.5.1 The NGO is required to complete a LEGABIBO membership application form and submit it to LEGABIBO
- 2.5.2 Acknowledgment will be made and the applicant will be informed of any future processes.
- 2.5.3 The application is assessed and recommended for submission.
- 2.5.4 If the application is successful, the NGO is issued with a letter of confirmation.

## 2.6. Subscription fees

The LEGABIBO membership year commences on 1st January each year and runs to the 31st December of the following year.

Members joining after January pay a pro-rata annual fee for that year.

An annual membership fee is paid within the first month of the financial year for organizations.

The subscription fees are guided by the Executive committee/Board and are as follows:

Individuals: BWP60

Organizations: BWP100

Members that do not pay fees between April and June of a particular year will be considered to have resigned their membership. A rejoining fee of P20 is applicable for members who did not intend to resign.

## 2.7. Resignation/termination of membership (See Constitution for further guidance)

- a) Any member who wishes to resign is required to give one month's written notice to LEGABIBO.
- b) Such member is not entitled to be refunded any membership fees paid.
- c) Such member will be liable for any monies that may be due to LEGABIBO at the time of resignation.
- d) All affiliates are bound by LEGABIBO Constitution, the Code of Ethics and by any rules and regulations pertaining to administrative, procedural and disciplinary matters embodied hereunder, as amended from time to time.



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- e) The decision of LEGABIBO Management and Board/Executive Committee and their interpretation of any such rules and regulations shall be final and binding on affiliate NGOs.

## 2.8. Benefits of Membership

- 2.8.1 A membership certificate.
- 2.8.2 Participation in the formulation of organizational policies, programmes and strategies of the Society.
- 2.8.3 Nomination of candidates to serve in the Executive Committee/Board as well as an opportunity to serve.
- 2.8.4 Access to capacity enhancement programmes and organisational development support.
- 2.8.5 Access to membership information packages.
- 2.8.6 Opportunity to network with other organisations and other structures e.g. International, Regional, Government at National, District and Local levels
- 2.8.7 Opportunity to participate in National, District and Local lobbying and advocacy campaigns & activities.
- 2.8.8 Access to information and research documents (policy, databases and other resources).
- 2.8.9 Being given first priority in volunteer opportunities.
- 2.8.10 District and Provincial directories are produced and shared with strategic organisations/institutions.
- 2.8.11 Member organisations' contact details are available on request to government offices, funders and other institutions looking for organisations to work with. Directories are reviewed on a regular basis.

Annexure List  
LEGABIBO Membership Form  
LEGABIBO Constitution  
Code of Ethics