

**POWELL RIVER AND DISTRICT UNITED WAY**  
**Agency Membership Policy**

**Preamble:** the mission of the Powell River and District United Way (“PRDUW”) is to promote the organized capacity of people to care for one another. The PRDUW believes in the value of working collaboratively and collectively with community agencies to the greatest extent possible. The PRDUW assists individual agencies in addressing priority issues that improve social conditions and provide community impact. It does so by raising and distributing financial resources to community and to PRDUW member agencies. To this end, all non-profit charitable agencies that apply for and meet the criteria for membership as approved by the PRDUW from time to time, are eligible for consideration as a Member Agency by the Board of Directors. Acceptance of Member Agency Applications is at the sole discretion of the PRDUW.

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**Part One: Criteria for Admission as a Member Agency:**

1. The Applicant must be recognized as a voluntary non-profit agency and incorporated as such under the Societies Act of BC and registered under the provisions of the Income Tax Act with respect to Charitable Organizations.
  2. The Applicant must be organized to meet a specific need(s) and have clearly defined purposes and goals within the fields of health and social services.
  3. The Applicant must focus on serving the citizens of Powell River and the Powell River Regional District.
  4. Applicants whose functions are primarily of a political, cultural, racial, religious nature or are deemed openly controversial by the PRDUW Board of Directors will be ineligible for admission.
  5. Applicants that require participation in a religious service as a requirement for receiving services will be ineligible for admission.
  6. The Applicant must have an elected volunteer Board of Directors, which has control over policy and operations.
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**Part Two: Application Procedures:**

1. An Applicant desiring to become a member shall make application in writing to the PRDUW. An application package shall be provided to the applicant seeking membership.
2. Applications for membership will be accepted throughout the year, however, applications will only be reviewed twice per year, to be determined by the Membership Committee.

3. Applications for membership shall be submitted to the Membership Committee for report and recommendation to the Board of Directors based on the criteria for membership as may be established from time to time by the Board of Directors.
  4. Application for membership shall include an audited or acceptable financial statement; a list of officers and directors and such additional information as the PRDUW may require.
  5. A copy of the Policy on Membership shall be provided to the Applicant.
  6. A written reply will be provided to the Applicant explaining the decision of the Board of Directors.
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### **Part Three: Continued Eligibility Criteria and Obligations of Member Agencies**

1. Upon acceptance of Membership by the Board of Directors, the Member Agency will voluntarily execute a three-year Member Agency Agreement with the PRDUW.
2. The Member Agency Agreement shall supersede any previous agreements executed between the PRDUW and the Member Agency.
3. New Member Agencies will be held in probation from applying for program funding for the first 12 months of membership unless exempted from this requirement by the Board of Directors.
4. In the event of exceptional or unethical practices by the Member Agency the PRDUW unilaterally reserves the right to review the agreement, and may, at its discretion, terminate this agreement in accordance with proper appeal process.
5. Member Agencies may renew their membership at the end of the membership term as determined by the Membership Agreement, but will make available complete and accurate programme, service, statistical, outcome and performance measures, and financial reports including annual reports with audited financial statements, program budgets, society and charitable status reports for full review by PRDUW.
6. While assessment of a Member Agency is carried out after each three years of membership for the purposes of renewal of membership, PRDUW reserves the right to request an assessment of the organization at any other time during the membership term, and in co-operation with the Member Agency concerned.
7. The Board of Directors of the PRDUW may expel or suspend any Member Agency at a duly convened meeting, when the conduct of such Member Agency

in the opinion of the Board of Directors is calculated to undermine the existence of the PRDUW or to defeat its purposes.

8. A Member Agency shall not be expelled or suspended without notification of the charges and an opportunity to be heard by the Board of Directors at a meeting to be called for the purpose; such notification shall be sufficient if addressed to the Member Agency usual place of business by registered mail at least 15 days prior to the meeting.
9. A Member Agency expelled or suspended by the Board of Directors may appeal the decision at the next AGM of the PRDUW. The decision at the AGM shall be final. Until the appeal has been allowed a Member Agency expelled or suspended by the Board shall not be a member of the Society.
10. The Member Agency will operate in accordance with the BC Human Rights Code.
11. The Member Agency will assist in the annual PRDUW Campaign, which includes implementing an employee campaign with MA staff, unless otherwise exempted by the Board of Directors and as set out in the Fund Raising Policy which includes but is not limited to the requirements that a Member Agency provide man power to the fundraising event, sell tickets and promote the event.
12. The Member Agency agrees to prominently display the PRDUW logo without modification at their place of business.
13. A Member Agency will engage in fund-raising activities only in accordance with the Policy on Agency Fundraising (Part 5).
14. MA will be required to attend PRDUW meetings when requested.
15. Failure by a Member Agency to meet these criteria may impact their eligibility for program funding.
16. Member Agencies agree that membership does not automatically confer eligibility for program or any other types of available funding as established and distributed by PRDUW. Funding will be made available for application by eligible Member Agency as due process per established funding policy, and related procedures as established by the Board of Directors on an annual basis.

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**Part Four: PRDUW Member Agency Relations:**

1. PRDUW will conduct a comprehensive annual campaign in the area of the Powell River and Powell River Regional District, to raise funds for distribution through donor designations, and for the Community Building Fund to provide funding to

both member and non-member agencies and the community as deemed appropriate by the Board of Directors.

2. PRDUW will identify Member Agencies in its annual marketing and promotional activities and will interpret to the public the broad range of services provided by all member agencies.
  3. PRDUW will provide opportunity to meet annually with Member Agency collectively as well as to meet individually with Member Agency at the request of a Member Agency and in a timely fashion.
  4. Where possible PRDUW will provide minimal and non-partisan advocacy on behalf of the MA for the purposes of ensuring a sectoral voice in public policy concerning current issues and trends affecting its members.
  5. A report disclosing the total amount of designated and allocated funds distributed to each MA will be provided annually at the end of each fiscal year.
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#### **Part Five: Member Agency Fundraising Policy**

1. The main sources of funds for the PRDUW are Business and Corporate Employee groups and as part of their membership with the PRDUW, member agencies agree to act in good faith in their own solicitations to these sectors, including full disclosure of PRDUW membership.
2. PRDUW and its Member Agencies have a mutual responsibility to co-ordinate and co-operate to the greatest extent possible in all fundraising activities, including the annual PRDUW campaign Member Agency operating fund campaigns and capital campaigns.
3. During the PRDUW Campaign, we will encourage donors to donate to the PRDUW, rather than to any specific PRDUW agency.
4. Fundraising activities undertaken by Member Agencies during the PRDUW Campaign period of September 1 – November 30 shall only be done with the knowledge and approval of the PRDUW at the discretion of its Board of Directors.
5. No restrictions shall exist on fundraising activities during the non-campaign period provided the activity does not adversely impact the success, growth, or implementation of the annual PRDUW Campaign at the discretion of the PRDUW Board of Directors.