



Membership Application

Important Information:

Thank you for your organization's interest in joining the Pacific AIDS Network (PAN). PAN has two classes of members, **full/voting** members and **associate** members.

PAN's policy regarding membership may be found beginning on page 4 of this form. Please read this policy, as it outlines the procedure of Board endorsement of any membership application for either full or associate membership status.

Submitting this form does not mean that your organization has become a member. An application for either full or associate membership must be moved by an existing member agency at a PAN Annual General Meeting (AGM), and must be accepted by majority vote (ordinary resolution) of PAN's membership at that AGM.

Please read PAN's Constitution and By-Laws (<http://pacificaidnetwork.org/about/constitution-and-by-laws/>) before completing this membership application.

The submission of this form no less than 30 days before an Annual General Meeting ensures that the application for membership will be moved and discussed. **Please note this form will be presented to all of the voting membership as part of the notice package for the AGM.**

Name of Agency/Organization applying for membership: _____

Name of Project/Program (if applicable): _____

Name of Executive Director or Board Chair (if applicable): _____

Address: _____

Telephone: _____ E-mail: _____

Website: _____

Please list the name of the existing PAN member agency that has agreed to support this application, your key contact person at that agency and their phone number: _____

Further information about your organization or project/program:

Please answer the following questions as completely as possible. This will allow the Board of Directors to make a determination as to whether it will endorse your application for membership at the next Annual General Meeting, and which class of membership to recommend.

My organization is working to address the HIV/AIDS or HIV/HCV co-infection epidemics in BC:

- Yes
- No

Please describe your organization's mission:

My organization is a registered not-for-profit society in the province of BC:

- Yes
- No

If yes, please provide incorporation number: _____

My organization is based in the province of BC:

- Yes
- No

If no, please indicate where your organization is based (i.e. federally,

Internationally): _____

My organization provides or delivers significant HIV/AIDS or HIV/HCV co-infection programming:

- Yes
- No

If yes, please briefly describe what programs or services your organization provides in the areas of HIV/AIDS or HIV/HCV co-infection:

My organization supports PAN's vision, mission and operating values and principles (please see <http://pacificaidnetwork.org/about/>):

- Yes
- No

My organization has care, prevention, treatment, support, education, advocacy, reduction of vulnerability and/or harm reduction in relation to HIV/AIDS or HIV/HCV co-infection as one of its goals.

- Yes
- No

My organization provides significant and appropriate representation of people living with HIV/AIDS or who are HIV/HCV co-infected:

- Yes
- No

If yes, please briefly describe how people who are living with HIV/AIDS or who are co-infected are involved at your organization (i.e. Board/governance, staffing, volunteers, decision-making process, etc.):

Declaration:

By signing this form, I attest to the following:

- o That all information provided is true;
- o That I am authorized to complete this membership application (i.e. Board Chair, Director, Executive Director or key staff person) on behalf of my organization or project/program;
- o That I have read the by-laws and constitution of PAN;
- o That my organization subscribes to the aims, purposes, and by-laws of PAN.

Signature: _____ Title: _____

Date: _____

How to return this membership application to us:

Please complete the first three pages of this form.

You can then either **MAIL US the original** to the following address:
Pacific AIDS Network, P.O. Box 3102, Vancouver, BC V6B 3X6.

Or **SCAN (ideally as a PDF) AND EMAIL** to: membership@pacificaidnetwork.org

FULL VOTING MEMBERSHIP

POLICY:

The Pacific AIDS Network relies on identified registered members to conduct work in partnership throughout British Columbia.

PROCEDURE:

1. Any British Columbia organization or body corporate that is interested in becoming a full member agency of PAN must complete an Application for Membership and submit it to the Executive Director no less than 30 days prior to an Annual General Meeting. The applicant must subscribe to the aims, purposes and by-laws of PAN.
2. In accordance with the provisions of PAN's Bylaw 2.3 (1) the following is the set of Criteria for Membership which must be met by any and all organizations seeking to become full members of PAN and who seek the endorsement of the PAN Board of Directors:
 - Have significant HIV/AIDS and/or HIV/HCV co-infection programming in British Columbia as part of their operations;
 - Working to address the HIV/AIDS and/or HIV/HCV co-infection epidemics in British Columbia;
 - Support PAN's Vision, Mission and Operating Values and Principles;
 - Be a registered non-profit or community-based organization;
 - Have Care, Prevention, Treatment, Support, Education, Advocacy, Reduction of Vulnerability and/or Harm Reduction in relation to HIV/AIDS and/or HIV/HCV co-infection as one of their goals;
 - Demonstrate significant and appropriate representation of people living with HIV/AIDS or who is HIV/HCV co-infected.
3. A new member agency can be an AIDS or an HIV/HCV co-infection project within a parent organization when the project meets the aforementioned criteria. Only one project under a parent organization is eligible for membership within PAN. If two or more projects under the same parent organization wish to join, they can join together for a single membership. The parent organization is not a member of PAN. The project must have a reasonable expectation of continuing over an extended period (at least one fiscal year).
4. Where a pre-existing member agency of PAN, that had full membership status, privileges and duties, subsequently amalgamates with or comes under the umbrella of another pre-existing full member agency of PAN, their membership status will automatically convert from full to associate. See point 15 of Associate Membership policy and procedure.
5. The organization or body corporate application for membership must be sponsored by an existing PAN member agency.
6. The PAN Executive Director will ensure all information on the application is complete and accurate.
7. The board of directors will review all applications for membership and make a determination as to whether or not to endorse the application at the Annual General Meeting.
8. Members agencies are responsible for selecting two PAN delegates to attend the Annual General Meeting. At least one delegate from each member agency must be a person living with HIV/AIDS or a person who is HIV/HCV co-infected. Each member agency is responsible for determining their voting delegate at the Annual General Meeting (one agency, one vote). The PHA delegate(s) (including those who are HIV/HCV co-infected) will also attend the PHA Forum and will be the voting delegate for their agency for that meeting. Each member agency is

responsible for determining their voting delegate at the PHA Forum in instances where two PHA delegates are in attendance (one agency, one vote).

9. Every member agency and their delegates will agree to abide by PAN's Code of Conduct and Code of Ethics.

10. To remain in good standing, every member agency will complete a membership renewal process when asked to do so by the PAN Executive Director. Also, to remain in good standing, it is the responsibility of the member agency to inform PAN of any changes in contact information.

11. Annual membership fees will be set from time to time as determined at the Annual General Meeting of PAN.

12. With the exception of financial information, all membership information shall be made publicly available by PAN's Membership Register.

13. A member agency whose membership has lapsed shall be deemed a member agency in good standing for 90 calendar days immediately following the date on which their membership lapsed. Should that grace period encompass an Annual General Meeting or an Extraordinary General Meeting, the member agency must renew their membership on or before the day of the meeting to be considered a member agency in good standing.

14. Notwithstanding the policy and procedure outlined above, membership applications may still be brought forward to the Annual General Meeting for consideration by the membership, without the endorsement of the PAN Board of Directors.

ASSOCIATE MEMBERSHIP

POLICY:

The Pacific AIDS Network welcomes the involvement of allies and associate members to conduct work in partnership throughout British Columbia.

PROCEDURE:

1. Any organization including a body corporate, agency, group or project that is interested in becoming an associate member agency of PAN must complete an Application for Associate Membership and submit it to the Executive Director no less than 30 days prior to an Annual General Meeting. The applicant must subscribe to the aims, purposes and bylaws of PAN.

2. In accordance with the provisions of PAN's Bylaw 2.3 (2) the following is the set of Criteria for Associate Membership which must be met by any and all organizations seeking to become associate members of PAN and who are seeking the endorsement of the PAN BOD:

Support PAN's Mission, Vision and Operating Values and Principles;

Have HIV/AIDS and/or HIV/HCV co-infection programming in BC as part of their operations;

Have Care, Prevention, Treatment, Support, Education, Advocacy, Reduction of Vulnerability and/or Harm Reduction in relation to HIV/AIDS and/or HIV/HCV co-infection as one of their goals;

Wherever possible, demonstrate significant and appropriate representation of people living with HIV/AIDS or people who are HIV/HCV co-infected.

3. PAN welcomes and envisions instances where national or international organizations may wish to apply for associate membership with PAN. The PAN BOD will recognize the national or international organization as holding the associate membership (not provincial

subsidiaries and/or branches) and the national organization will determine their (non-voting) delegate(s) to PAN meetings.

4. The organization or body corporate application for associate membership must be sponsored by an existing PAN member agency.

5. The PAN Executive Director will ensure all information on the application is complete and accurate.

6. The board of directors will review all applications for associate membership and make a determination as to whether or not to endorse the application at the Annual General Meeting.

7. It is at the discretion of Associate Members, who attends meetings of PAN. PAN encourages representation that includes PHAs including persons who are HIV/HCV co-infected wherever possible.

8. Every associate member agency and their (non-voting) delegates will agree to abide by PAN's Code of Conduct and Code of Ethics.

9. To remain in good standing, every associate member agency will complete a membership renewal process when requested to by the PAN Executive Director. Also, to remain in good standing, it is the responsibility of the member agency to inform PAN of any changes in contact information.

10. Annual membership fees will be set from time to time as determined at the Annual General Meeting of PAN.

11. With the exception of financial information, all membership information shall be made publicly available by PAN's Membership Register.

12. A member agency whose membership has lapsed shall be deemed a member agency in good standing for 90 calendar days immediately following the date on which their membership lapsed. Should that grace period encompass an Annual General Meeting or an Extraordinary General Meeting, the member agency must renew their membership on or before the day of the meeting to be considered a member agency in good standing.

13. Notwithstanding the policy and procedure outlined above, associate membership applications may still be brought forward to the Annual General Meeting for consideration by the membership, without the endorsement of the PAN Board of Directors.

14. It is at the sole discretion of the PAN Board of Directors and Executive Administration, the extent to which financial assistance will be provided to Associate Members for PAN proceedings. This will be determined on a case-by-case basis.