



## The Cowichan Valley Performing Arts Foundation Membership

The Cowichan Valley Performing Arts Foundation (CVPAF) is a not-for-profit organization dedicated to helping provide financial assistance through bursaries and scholarships for children ages 18 and under wanting to participate in performing arts activities such as dance, acting and music lessons. The CVPAF encourages new and existing students in performing arts categories to apply for funding to assist in furthering their education by way of classes, workshops and conferences.

The CVPAF also provides a collaborative membership network for youth based performing arts services throughout the Cowichan Valley. CVPAF Membership is available in two levels:

| Executive Membership   | General Membership  |
|--|---|
| Cost: \$50 annually  | Cost: \$25 annually   |
| Benefits: <ul style="list-style-type: none"> <li>• A voting seat on the Board</li> <li>• Committee participation (not mandatory)</li> <li>• Logo exposure on CVPAF website (with hyperlink)</li> </ul> | Benefits: <ul style="list-style-type: none"> <li>• Board meeting participation (no voting rights and attendance is not mandatory)</li> <li>• Committee participation (not mandatory)</li> <li>• Name exposure on CVPAF website with contact information)</li> </ul> |

### Membership Details and Eligibility:

A CVPAF membership is available to all residents of the Cowichan Valley. Each CVPAF member will receive regular CVPAF communication via digital correspondence including newsletters, meeting minutes and all other public communication regarding the Foundation. Every member is invited and encouraged to attend all general board meetings held once per month and is especially encouraged to attend the annual AGM. Executive members will be eligible to vote on any Foundation motions and all members are also welcome to join one of the Foundation’s committees.

The CVPAF Membership network will be featured as a directory on the CVPAF website to help parents locate and access local performing arts businesses in the Cowichan Valley to register their children for performing arts activities such as (but not limited to) music, dance, acting, singing lessons, etc. This directory of network service providers will feature contact information and for Executive CVPAF Members, logo exposure and hyperlink(s) to the service provider’s webpage.

| <b>CVPAF MEMBERSHIP APPLICATION</b>   |  |               |  |
|---|--|---------------|--|
| <b>1. General Information</b>   |  |               |  |
| Last Name:  |  | First Name:   |  |
| Address:  |  |               |  |
| City:   | Prov:  | Postal Code:  |  |
| Phone: (H)  | (C)  | Fax:          |  |
| Email:  |  |               |  |
| Website Address: (if applicable)  |  |               |  |
| <b>2. CVPAF Membership Level</b>  |  |               |  |
| OPTION 1:   | Executive  | \$50 Annually | <input type="checkbox"/> Check here for option 1 |
| OPTION 2:   | General  | \$25 Annually | <input type="checkbox"/> Check here for option 2 |
| <b>3. CVPAF Committee Involvement</b>   |  |               |  |
| Check the applicable box:   |  |               |  |
| <input type="checkbox"/>  | Yes, I would be interested in helping with one of the committees                 |               |  |
| <input type="checkbox"/>  | Not at this time   |               |  |
| <input type="checkbox"/>  | I am unable to join a committee but can help out in other ways (please specify): |               |  |
|   |  |               |  |
| <b>4. Membership Agreement</b>  |  |               |  |
| I, _____, hereby acknowledge that I have full read the Code of Ethics Agreement (attached) and recognize that is intended to uphold the integrity of this Foundation and its members. |  |               |  |
| Member Signature: _____   |  | Date: _____   |  |

## **CVPAF MEMBERSHIP CODE OF ETHICS**

### **Foundation Overview:**

The goal of the CVPAF is to provide funding to the Performing Arts in the Cowichan Valley. This funding includes assistance for low-income families and bursaries for currently enrolled students looking to advance their education in the Arts by way of additional classes, conferences and workshops. The funding provided will be available to all residents of the Cowichan Valley aged 18 & under.

The Code of Conduct is in place to ensure that the integrity, public profile, and high standard of CVPAF values are upheld.

### **Board of Directors:**

The Directors and Officers will be nominated and elected by the members of the Foundation and will serve a two-year term.

### **Membership Eligibility:**

CVPAF membership will be available to all residents of the Cowichan Valley. All members will receive newsletters, meeting minutes and all other public communication regarding the Foundation. Members are encouraged to attend all general meetings, especially the AGM and will be eligible to vote on any Foundation motions. All members are also welcome to join one of the Foundation's committees.

### **Conflict of Interest:**

A Conflict of Interest occurs when a voting member is unable to remain impartial and objective given their circumstances. This is especially important for the Review Board as they will be reviewing funding applications and making final decisions regarding the Foundation's funding allocation (see below). Foundation members that are perceived to have a conflict of interest will be asked to abstain from voting.

### **Review Board Eligibility:**

The Foundation's Review Board will be made up of members appointed by the Board of Directors. All members of this Board must abide by the eligibility criteria set forth by the Foundation members and must not be in breach of the Conflict of Interest clause. Any Foundation member that could potentially profit from CVPAF funding will not be eligible to sit on the Review Board.

### **Communications/Publicity:**

All written material generated for the Foundation must be approved by the Board of Directors prior to publicizing.

**General:**

The Cowichan Valley Performing Arts Foundation is built on a framework of honesty and integrity within the Performing Arts community and the Cowichan Valley as a whole. When acting on behalf of the Foundation, members are expected to uphold these values and conduct themselves in a professional manner. Failure to do so could result in membership revocation. This includes but is not limited to: Harassment, slanderous comments about the foundation or any of its members, violence or illegal/unethical activities.

***\*Please note that this document does not intend to summarize the Foundations legal constitution and by-laws. If there are any discrepancies between the Code of Ethics and the Constitution & By-laws, the latter will supersede any rulings.***

I, \_\_\_\_\_, have read and understood the Cowichan Valley Performing Arts Foundation Code of Ethics. By signing below I acknowledge that failure to comply with any of the policies listed in this document could result in membership revocation and board acquittal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name – please print)

Date: \_\_\_\_\_