

# **Letter of Understanding for Membership in AIDS Connecticut (ACT) 2016-2017**

## **Membership Category #1: FULL MEMBER**

Application for Full Membership in AIDS Connecticut (ACT) is open to all nonprofit agencies that provide supportive programs for persons living with HIV/AIDS. Applicants agree to the conditions of membership outlined below, and have met and agree to continue to meet the criteria as established by the Board of Directors of ACT.

Conditions of membership include:

- Serving on the Board of Directors or one committee (AIDS LIFE Campaign or Continuous Quality Improvement).
- Participation in any ACT legislative advocacy that will ensure services for PWA's (i.e. legislative events, public hearings, AIDS Awareness Day).
- Collaboration with other member agencies of ACT.
- Agencies applying for Full Membership shall pay dues based on agency budget on a timely, annual basis based on a fiscal year beginning October 1.
- Providers of AIDS housing services shall participate in the monthly statistical gathering process.
- Each agency shall designate one person to vote on behalf the agency at the Annual Meeting and, at other times when a vote of the membership is required (infrequently). Please indicate the designated voter on the application form. This person will be the only one eligible to vote on behalf of the agency at the annual meeting.
- Discounts on ACT-sponsored conferences.

## **Membership Category #2: AFFILIATE MEMBER**

Application for Affiliate Membership in AIDS Connecticut (ACT) is open to all nonprofit agencies that intend to provide or are interested in supportive programs for persons living with HIV/AIDS. Applicants agree to the conditions of membership outlined below, and have met and agree to continue to meet the criteria as established by the Board of Directors of ACT. Conditions of membership include:

- Are encouraged to serve on at least one standing committee (AIDS LIFE Campaign or Continuous Quality Improvement).
- Are encouraged to participate in any ACT legislative advocacy that will ensure services for PWA's (i.e. legislative events, public hearings, AIDS Awareness Day).
- Agencies applying for Affiliate Membership shall make a contribution (\$150) on a timely, annual basis based on a fiscal year beginning October 1.
- Affiliate members shall not be entitled to vote on matters submitted to full members for action.
- Affiliate agency members are entitled to a maximum of 5 free hours of technical assistance from ACT staff.
- Discounts on ACT-sponsored conferences.

## **Certification: QUALIFIED AIDS HOUSING PROVIDER (available only to Full Members)**

- Full Members that provide housing/residential services to persons living with HIV/AIDS and participate in the Quality Assurance Review Process, achieving a minimum score of 80%, are eligible for the credential of/to be certified as a "Qualified AIDS Housing Provider". Access to all agency AIDS housing client files (with informed consent or identifying data removed), regardless of funding source, will be provided to ACT's contracted auditor. Access to Standard-related personnel documentation (with protected/medical information removed) must be available to funding agents, or if a funding representative is not present, to the contracted auditor.
- This status is conferred on a program for one year and must be renewed each year. Agencies that fail to achieve a minimum of 80% are ineligible to have this status until the next Quality Assurance Review Process.
- Qualified AIDS Housing Providers shall meet all criteria established for Full Members as in effect from time to time.

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The conditions listed above are crucial to the integrity of the Coalition. Violation of these conditions will be considered a serious matter and will be referred to the Board of Directors for action. It may be desirable from time to time to amend, change or delete provisions from this letter of understanding. Amendments will be made by the ACT Board of Directors and forwarded in a revised letter to the current Membership.

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AIDS Connecticut (ACT)  
2016-2017**

**To apply for membership, please complete this form and submit along with a check for dues.\***

- Member Category:             Full Member (> \$1 million) / \$300 dues
- Full Member (\$500,000 - \$999,999) / \$250 dues
- Full Member (< \$500,000) / \$200 dues
- Affiliate Member / \$150

Executive Director: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**For Full Members Only:**

Designated Voter: \_\_\_\_\_

**By signing this document, your agency agrees to the spirit and letter of the conditions outlined in the Letter of Understanding for Membership in AIDS Connecticut (ACT) and requests membership in the Coalition.**

\_\_\_\_\_  
**Executive Director Signature**

\_\_\_\_\_  
**Date**

**PLEASE MAIL TO THE ATTENTION OF:**

Program Manager of Member Services  
AIDS Connecticut  
110 Bartholomew Ave, Suite 3050  
Hartford, CT 06106

*\*Based on entire agency operating budget, not including capital or pass-through.*

## Committee Sign-up

**AIDS LIFE Campaign:** The AIDS LIFE (Legislative Initiative and Funding Effort) Campaign is Connecticut's statewide advocacy coalition that focuses on policy-related issues impacting people living with and at high risk for HIV/AIDS including HIV prevention and education, supportive services, health care and housing.

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**Continuous Quality Improvement (CQI):** Oversee the annual audit process and make recommendations to the Board regarding changes or modifications to the Standards of Care. Encourage and oversee the compilation, development and dissemination of resources for the purpose of continuous quality improvement of member programs.

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## Board of Directors Nominations

Please recommend candidates to serve on the ACT Board of Directors. Candidates may be contacted by the nomination committee when new board members are being sought.

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## Newsletter Sign-up

Please list any staff members you would like to receive ACT's monthly member newsletter. Include correct mailing addresses if different from the address entered previously.

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If you would like to be added to ACT's email distribution list to receive upcoming training announcements and other updates visit our website at [www.aids-ct.org](http://www.aids-ct.org) and click on "Join Our Email List Today!" under Quick Links.