

Letter of Understanding for Membership in Connecticut AIDS Resource Coalition 2010-2011

Membership Category #1: FULL MEMBER

Application for Full Membership in the Connecticut AIDS Resource Coalition (CARC) 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 CARC. Conditions of membership include:

- Serving on the Board of Directors or one committee (AIDS LIFE Campaign, Membership Services, and Continuous Quality Improvement).
- Participation in any CARC legislative advocacy that will ensure services for PWA's (i.e. legislative events, public hearings, AIDS Awareness Day).
- Collaboration with other member agencies of CARC.
- Agencies applying for Full Member shall pay dues based on agency budget (see attached membership form) on a timely, annual basis based on a fiscal year beginning October 1.
- Providers of AIDS housing services shall participate in the monthly CARC 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 October 7, 2010 annual meeting.
- Discounts on registrations to CARC-sponsored trainings and conferences.

Membership Category #2: AFFILIATE MEMBER

Application for Affiliate Membership in the Connecticut AIDS Resource Coalition (CARC) is open to all nonprofit agencies and individuals 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 CARC. Conditions of membership include:

- Are encouraged to serve on at least one CARC standing committee (AIDS LIFE Campaign, Membership Services, and Continuous Quality Improvement).
- Are encouraged to participate in any CARC legislative advocacy that will ensure services for PWA's (i.e. legislative events, public hearings, AIDS Awareness Day).
- Agencies/Individuals applying for Affiliate Member shall make a contribution {affiliate agency, \$50; individuals as they are able} 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 CARC staff.
- Savings off regular price of CARC-sponsored trainings and 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 CARC'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.

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 CARC Board of Directors and forwarded in a revised letter to the current Membership.

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Connecticut AIDS Resource Coalition
2010-2011

Please indicate: Full Member Affiliate Member

Name of Executive Director or Individual

Agency Name

Address

Phone

Email

For Full Member, Designated Voter (if other than Executive Director): _____

Please use this space to list all staff members in your agency you would like to receive newsletters and other general correspondence from CARC:

REQUIRED FOR AIDS HOUSING PROVIDERS THAT PARTICIPATE IN CARC'S ANNUAL AUDIT:

In order to comply with the Board resolution passed on July 6, 2005 stating, "QA audit reports will be sent to both the Executive Director and the President of the Board for each agency," please provide us with a current work or home address for your agency's board president. **This cannot be your agency's address.**

Board President Name

Address

City, State, Zip

For Agencies Seeking Full or Affiliate Membership:

By signing this document, your organization agrees to the spirit and letter of the conditions for membership and requests membership in the Coalition. Both Executive Director and President of the Board must sign this agreement.

Executive Director Signature

Board President Signature

For Individuals Seeking Affiliate Membership:

By signing this document, you agree to the spirit and letter of the conditions for affiliate membership and request affiliate membership in the Coalition. Please sign below.

Individual Seeking Affiliate Membership

*Please mail to the attention of: André Cabán, Membership Services Coordinator
CARC, 110 Bartholomew Avenue, Suite 4000, Hartford, CT 06106*