

**Letter of Understanding for Membership in
AIDS Connecticut (ACT)
2018-2019**

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 (Member Services 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.
- 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 trainings.

Membership Category #2: AFFILIATE MEMBER

Application for Affiliate Membership in AIDS Connecticut (ACT) is open to all nonprofit agencies or 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 ACT. Conditions of membership include:

- Are encouraged to participate in one or more of ACT's opportunities for involvement (Quarterly Executive Director Roundtable, Advocacy, Board of Directors, and Training Development).
- Are encouraged to participate in any planning activities for PWA's (i.e. legislative events, public hearings, AIDS Awareness Day).
- Agencies applying for Affiliate Membership for nonprofits shall make a contribution (\$150) on a timely, annual basis based on a fiscal year beginning October 1. Individuals applying for Affiliate Membership shall make a contribution of (\$25) 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 trainings.

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 that falls within the "Meets Quality" category 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 until the next Quality Assurance Review Process. Agencies that fail to achieve a minimum score that "Meets quality" according to the AIDS Connecticut Standards of Care 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 ACT Board of Directors and forwarded in a revised letter to the current Membership.

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

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

- Member Category:
- Full Member (> \$1 million) / \$300 dues
 - Full Member (\$500,000 - \$999,999) / \$250 dues
 - Full Member (< \$500,000) / \$200 dues
 - Affiliate Member – Nonprofit Agency / \$150
 - Affiliate Member – Individual / \$25

Executive Director/Individual: _____

Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Point of Contact for AIDS CT, if not Executive Director:

Name

E-mail

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/Individual Signature

Date

PLEASE MAIL TO THE ATTENTION OF:

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

Opportunities for Involvement

ACT offers member's many opportunities to get involved with activities that help improve the quality of work all AIDS Service organizations in the state of Connecticut provides. Please check all that you may be interested in.

- Continuous Quality Improvement Committee (CQI):**
 Oversees the annual Quality Assurance Review Process (QARP) and makes recommendations to the board and funders regarding changes or modifications to the Standards of Care. Encourages and oversees the compilation, development and dissemination of resources for the purpose of continuous quality improvement of member programs. The committee is only open to HIV/AIDS housing providers who participate in QARP. Non-voting guest may be invited to attend this meeting from time-to-time.
- Quarterly Executive Roundtable:**
 Provides Executive Directors an opportunity to participate in a forum with community partners, Q&A with funders, and other subject matter experts. Higher-level management will also be able to give input concerning membership related activities.
- Advocacy & National Updates:**
 Receive updates on legislative processes and assist in planning community awareness and legislative action activities such as providing testimony and AIDS Awareness Day at the CT state capitol.
- Board of Directors:**
 AIDS Connecticut's Board of Directors is committed to 51% of its board being comprised of representation from our member organizations. The ACT board oversees all strategic activities of the organizations. Additionally, board members work collaboratively to ensure that the organization's mission, strategy and goals are met.

Please list the names and contact information of individuals from your organization to be the contact person regarding the above activities.

Activity/Committee Delegation

Name	Email	Activity/Committee