

NORTHERN COLORADO AIDS PROJECT REGIONAL ADVISORY COUNCIL

BY-LAWS

ARTICLE I

The mission of the Northern Colorado AIDS Project (NCAP) Regional Advisory Council (RAC) is to provide the voice of those living with HIV/AIDS in partnership with other HIV service providers and key community stakeholders by consulting with NCAP regarding core and supportive services in Northern Colorado. The RAC will assess and guide NCAP on delivery of services and creatively strive to represent the diversity of the client population in Northern Colorado.

ARTICLE II ORGANIZATION

Section 1. The name of this organization is the Northern Colorado AIDS Project Regional Advisory Council (NCAPRAC).

Section 2. The advisory council will work in conjunction with the fiscal agent, NCAP, to ensure coordination of services are provided to people living with HV/AIDS within the designated service region.

ARTICLE III DEFINITIONS

Section 1. Service Region: The eight north east Colorado counties of Larimer, Weld, Phillips, Washington, Yuma, Sedgwick, Logan and Morgan.

Section 2. Quorum: When at least 50%, or more, of voting members are present at a meeting, quorum is achieved by a majority vote.

Section 3. NCAPRAC: An advisory council comprised of clients, volunteers and other service providers collaborating to ensure delivery of appropriate services for people living with HIV/AIDS.

Section 4. Active Member: client, volunteer, community member or agency representative who attends minimum number of regularly scheduled meetings.

ARTICLE IV **PURPOSE/RESPONSIBILITIES**

Section 1. The purpose and responsibilities of the NCAPRAC shall be:

- a. To ensure the coordination of resources and the provision of services in the interest, and to the benefit of People living with HIV/AIDS (PLWH) and their related health conditions, as well as their families and loved ones;
- b. To advise on the effectiveness of health and human services offered to people living with HIV/AIDS.
- c. To promote education of health care professionals and the general public about HIV/AIDS and to improve the public awareness of the NCAPRAC .
- d. To serve as a body to discuss relevant issues related to HIV/ AIDS infection in northern Colorado and how these issues affect service and care delivery.

ARTICLE V **GENERAL**

Section 1. All business meetings shall be conducted according to and as defined by the members.

ARTICLE VI **MEMBERSHIP**

Section 1. The NCAPRAC consists of organizations and individuals and volunteers currently providing HIV/AIDS services and HIV/AIDS affected individuals within the service region.

- a. Membership is determined by presence and willingness to commit to attending 75% of regularly scheduled meetings.
- b. Member not in good standing is a member who has three unexcused absences.
- c. Voting member is a member who is in good standing and is present.

Section 2. Each member and volunteer shall be entitled to one vote on each matter submitted to the quorum.

Section 3. Any member may resign by filing written resignation to any council member.

ARTICLE VII **OFFICERS**

Section 1. The officers of the NCAPRAC shall be elected by the council and shall include one Chairperson, one Vice-Chairperson, and the Secretary.

- a. If the council wishes, it may elect other officers;
- b. No two offices may be held by the same person simultaneously;
- c. Each officer shall hold office until removed by vote or resignation.

Section 2. Any officer of the NCAPRAC may resign at any time by giving written notice to the council. Any resignation shall take effect at the specified time or immediately upon receipt.

Section 3. Any officer of the NCAPRAC may be removed at any regularly scheduled meeting with two—thirds of the voting council members present by a majority vote.

Section 4. Vacancies: Any vacancy occurring among the officers shall be filled by appointment of the Council at the meeting following the vacancy. The Chairman may appoint an interim officer to serve as necessary.

Section 5. The duties of the officers include the following:

- a. The Chairman shall be a member of the Council, preside at each regularly scheduled meeting and coordinate and perform other such duties as required by the membership.
- b. The Secretary shall keep and distribute the minutes of all meetings of the NCAPRAC, see that all notices are given as required, and perform other such duties as assigned by the membership.

ARTICLE VIII **COMMITTEES**

Section 1. NCAPRAC may appoint or designate one or more committees.

- a. No committee shall have the authority of the Council in reference to amending , altering, or removing any committee.
- b. No committee shall have the authority of the Council in reference to amending altering or revoking any resolution of the NCAPRAC.

Section 2. Each committee member shall serve until notifying the board of resignation.

Section 3. One member of each committee shall be duly elected as chair by the members of said committee.

Section 4. Ad Hoc committees shall be formed at the time and for the duration they are needed.

ARTICLE IX **MEETINGS**

Section 1. Regular meetings of the NCAPRAC shall be held at such time and place that the council may set.

Section 2. An election meeting shall be held in April of each year.

Section 3. Special meetings of the members may be called by the Chairperson and Vice-Chairperson at the request of any council member in good standing. Appropriate notification, including a minimum of 24 hours notice, shall be given to all of the members before any such meeting.

Section 4. Members will attend the monthly meetings to participate.

- a. After three unexcused absences by any member in a 12 month period, membership may be considered to be “not in good standing.
- b. With renewed attendance member can regain right as member in good standing.
- c. Absences should be reported to a council member or designated NCAP staff prior to the meeting.

ARTICLE X **AMENDMENTS TO BY-LAWS**

These by-laws may be altered, amended or repealed and new by-laws adopted by an affirmative vote by a majority of the NCAPRAC with thirty days written notice.

Created and Revised – October 2010

Approved by NCAPRAC – November 2010