ARTICLE I
Name and Purpose

I.1 This body shall be called the National Community Advisory Board of the Women’s Interagency HIV Study (WIHS).

I.2 The purpose and mission of the National Community Advisory Board shall be to:

A. Provide on-going community, scientific psycho-social and political input to the national WIHS agenda;

B. Help design mechanisms to:
   I. Assure that 100% of WIHS participants are representatives of the community at large;
   II. To inform, educate and support these participants over time;

C. Help design mechanisms to assure access of HIV infected/affected women to WIHS research sites and retention of these participants over time;

D. Advocate for adequate research funding, to allow the full WIHS research agenda to be fulfilled;

E. Provide support for the site and/or local community advisory boards and encourage involvement at the local level;

F. Facilitate translation of WIHS-related information to the community;

G. Represent and be accessible to community members for WIHS-related concerns.

ARTICLE II
Membership

II.1 The voting membership shall consist of:

A. The delegate must be a member of the study from each of the WIHS sites as designated by the local community advisory board (CAB). Voting members or alternates may be HIV positive or HIV negative.

B. In the absence of the voting member, the alternate delegate designated by the site/local community advisory board (CAB) will assume the voting privileges.

C. Each site will have the option to designate a third (non-voting) National Community Advisory Board (NCAB) member who will act as a second-alternate.

D. The site and/or local community advisory boards (CABS) will determine term limits for
D. The site and/or local community advisory boards (CABS) will determine term limits for voting and alternate members’ representation to the National Community Advisory Board (NCAB).

E. The National Community Advisory Board (NCAB) representatives agree to participate on conference calls, working groups and other National Community Advisory Board meetings and activities to maintain their position.

II.2. The National Community Advisory Board (NCAB) membership shall be extended to the designated representative from the Executive Committee of Principal Investigators and program office of the WIHS without voting privileges.

ARTICLE III
Officers
III.1 The National Community Advisory Board (NCAB) will adopt an annual rotating schedule by site to determine the National Community Advisory Board chair, co-chair, and co-co-chair. The schedule will be as follows: Brooklyn, Bronx, Chicago, D.C., Los Angeles, San Francisco.

The National Community Advisory Board (NCAB) chair will perform the following duties:
A. Serves on the Executive Committee with full voting rights.
B. Chairs the National Community Advisory Board meetings and conference calls.
C. Breaks tie votes during National Community Advisory Board conference calls and meetings.
D. Is responsible for covering the majority of the Executive Committee conference calls and is responsible for ensuring National Community Advisory Board coverage of those calls in the event that she, herself, cannot be on the call.
E. It was agreed that the co-chair will have the capacity to vote on behalf of the National Community Advisory Board on an Executive Committee conference call in the absence of the National Community Advisory Board chair. The co-co-chair will have the capacity to vote in the absence of the chair and co-chair.

ARTICLE IV
Meetings
IV.1 Regular meetings will be held by conference call every other month.

IV.2 National Community Advisory Board representatives will attend bi-annual Executive Committee meetings. A minimum of one annual meeting will be scheduled in conjunction with Executive Committee meetings. National Community Advisory Board representatives will attend a conference of choice annually as long as funding is available.

A. National Community Advisory Board representatives must attend all scheduled monthly National Community Advisory Board conference calls. Each member is permitted two (2) unexcused absences per year (January 1st to January 1st).

B. If it is known that attendance on a National Community Advisory Board conference call is not possible, notification must be given directly to the National Community Advisory Board Liaison either via phone or email.

Failure to comply will result in the following:
I. Notification will be sent to the National Community Advisory Board representative’s site Project Director.
II. The National Community Advisory Board representative will not be approved to attend the Women’s Interagency HIV Study semi-annual meeting and the conference of choice.
ARTICLE V
Misconduct

V.1 The National Community Advisory Board members shall:
   A. Act professionally and appropriately at all meeting times.
   B. Refrain from the use of profanity during meeting times.
   C. Will not participate in acts of violence or the threat thereof toward a National Community
      Advisory Board member or Women’s Interagency HIV Study staff at any time.

V.2 Failure to comply with expected National Community Advisory Board conduct will result in the
following:
   A. National Community Advisory Board members who engage in these behaviors will lose their
      right to participate on the National Community Advisory Board.
   B. The decision of the National Community Advisory Board to discharge an individual from the
      National Community Advisory Board shall be viewed as final and cannot be reversed by the
      Women’s Interagency HIV Study staff or investigators.