

**Rhode Island Community-Academic Partnership
for Behavioral Health
By Laws
Adopted 3/14/2019**

ARTICLE I – Name

The name of this group shall be the Rhode Island Community-Academic Partnership for Behavioral Health (RICAP).

ARTICLE II – Organization, Purpose, and Mission

RICAP is a collaboration between the Substance Use and Mental Health Leadership Council of Rhode Island (SUMHLC) and Brown University (Brown), with participation by additional organizations. The mission of RICAP is to develop and maintain community-academic partnerships as ongoing infrastructure for stakeholder engaged comparative effectiveness research and other research in behavioral health services. With shared leadership among consumers, providers and researchers we will create, build and maintain a governing structure, a constituent network, and a research agenda for subsequent research proposals and dissemination; match community and academic partners to develop proposals and implement research; and equip and empower community stakeholders and academic investigators to collaborate effectively. RICAP will function as an ongoing coalition through which participant relationships, skills and leadership can be continually nurtured and improved; and stakeholder engagement maintained throughout the cycle of problem prioritization, project development, implementation, evaluation, and dissemination.

ARTICLE III – Membership

Section 1. Co-Directors – The professional leadership of RICAP will consist of a representative of SUMHLC, and a Brown faculty member. The founding directors are designated by the funding award from the Patient Centered Outcomes Research Institute through which RICAP was established. Upon resignation of one of the directors, a Nominating Committee headed by the current Directors (or the remaining Director if the Director who is leaving is unavailable) and three additional Steering Committee members including 2 from the community shall bring nominations to the Steering Committee to fill the vacancy. Any member of the Steering Committee may bring a nomination to this committee. The Director shall be approved and elected by a 2/3 vote of the Steering Committee, subject to approval by funders.

Section 2. Steering Committee –The Steering Committee appointed by the Directors as of February 12, 2019 shall be the Founding Steering Committee. Half of its members, chosen by lottery, shall be appointed for one year terms, and half for two year terms. All subsequent terms shall be for two years. Members whose terms are expiring may be re-nominated by themselves or others and re-appointed by majority vote at the Annual Meeting (see below) immediately prior to the expiration of their terms, without limitation.

Subsequently, the director and members of the Steering Committee may nominate individuals for open seats. Nominees will be accepted by a 2/3 majority vote of the Steering Committee or, in the case of more nominees than positions open, by the nominee(s) receiving the most votes. Terms will be for 2 years and will be renewable.

The Steering Committee will have not more than 8 seats reserved for academic faculty, 10 seats for community representatives, and 2 seats for Brown students or post-doctoral fellows. The Directors will

serve on the Committee *ex officio*. A quorum shall consist of 60% of Steering Committee seats that are filled; it is not necessary for all available seats to be filled for a quorum to exist and the Committee to function. Binding votes of the Steering Committee will require a quorum.

The Steering Committee will elect co-chairs, 1 from among its community members and 1 from Brown faculty, by 2/3 vote at a meeting with a quorum of community representatives (60%) present. The co-chairs will, in conjunction with the Directors, set the agenda and facilitate Steering Committee meetings.

Voting – The Directors and all members of the Steering Committee present at Steering Committee meetings (including by phone) may vote. Each person present will have a single vote and there will be no provision for casting votes without being present.

Powers – The Steering Committee is an academic and community decision-making body that functions by the principles of academic freedom and respect for independent thinking. The Steering Committee will establish annual work plans and objectives for RICAP; monitor progress; develop and approve long-range plans as deemed appropriate by the Directors and the Committee; and may have a formal role in the direction or supervision of individual projects based on specific funding or project plans that call for it to do so. It shall have additional functions specified in Article IV.

ARTICLE IV – Duties of Members

The Directors shall:

- Direct and manage RICAP and provide leadership for the fulfillment of RICAP’s mission and purpose as described in Article 2 and according to the priorities and Strategy voted by the Steering Committee.
- Propose an annual work plan for approval at the annual meeting.
- Hire and supervise staff that will also assist in the fulfillment of RICAP’s mission, to be formally employed by SUMHLC or Brown as deemed appropriate.
- Be responsible for RICAP’s budget and written annual report, subject to advisory approval by the Steering Committee.
- Engage in development and fundraising for RICAP and contribute to efforts of Brown-community research partnerships to seek funding for their work.
- Coordinate publicity of community collaborative research at Brown.
- Recruit Brown faculty and students, and community representatives to participate in RICAP activities.
- Be an official spokesperson for RICAP.
- Create awareness of RICAP, both locally and nationally.

The Members of the Steering Committee Shall:

- Attend Steering Committee meetings. Missing 3 out of 5 consecutive meetings shall be cause for replacement.
- Vote priorities for RICAP’s activities.
- Serve as a point of contact between communities and Brown.
- Actively help implement RICAP’s programs.
- Participate in community-Brown research collaborations.

The Co-chairs of the Steering Committee, in addition to chairing meetings, shall also be official spokespersons for RICAP.

ARTICLE V – Meetings

The Steering Committee will meet at least 5 times each year. The fiscal year shall coincide with the fiscal year of Brown University.

The Steering Committee may create and abolish standing or ad hoc committees comprised of a sub-set of members of the Steering Committee, for any purpose consistent with the mission and work of RICAP. The Steering Committee may also elect officers from within its membership in addition to the office of Chair.

ARTICLE VI – Ability to Propose and Amend By Laws

Any voting member of the Steering Committee may propose amendments to these by-laws. To be considered, amendments must be presented at a regular meeting. To take effect, amendments must be approved by a 2/3 vote of the steering committee.

ARTICLE VII – Budgetary Practices

Transparency – The Directors will update the Steering Committee on the state of the budget 3 times a year, approximately at the start of the Fiscal Year, the start of the Calendar year, and then at the end of the academic year.

Conference Participation and Travel – The budget will contain a line item for funding conference participation and associated travel. Eligibility and decision-making for awards to be determined by the SC, consistent with the requirements of the funders.