

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

Article I: Name and Authority

Section I. Name

The name of the committee shall be the Academic Review Committee (ARC) a subcommittee of the Association of Alaska Community Health Aide Program Directors (AACHAPD).

Section II. Authority

ARC is a standing subcommittee of the AACHAPD.

Section III. Organizational Year

The organization year shall be January 1 to December 31.

Section IV. Location

The office of the committee, for the transaction of business, shall be the Alaska Native Tribal Health Consortium (ANTHC) Community Health Aide Program (CHAP). ARC records shall be housed in that office.

Article II: Purpose and Mission

Section I. Purpose

As a standing committee of the AACHAPD, the purpose of ARC shall be the following:

1. To develop, implement and evaluate all training curriculums for the Community Health Aide (CHA) and Community Health Practitioner (CHP).
2. To oversee and periodically review the CHAM and all other reference materials generic to the program.
3. To review and make recommendations on all permanent catalog courses for Community Health Aide/Practitioner instruction through the University of Alaska or other accredited postsecondary educational institution.
4. Maintain relationship with UAF for curriculum expertise, certificate in community health and Associate of Applied Science degree in Community Health.
5. To develop a uniform process for the achievement and maintenance of the credentialing of the Community Health Practitioner.
6. To make recommendations regarding establishment of standards for Community Health Aide/Practitioner education in Alaska to the AACHAPD and the CHAP Certification Board (CHAPCB).
7. To advise the AACHAPD and the CHAPCB in matters of Community Health Aide/Practitioner Basic Training and continuing education.
8. To make recommendations to the AACHAPD regarding the establishment of guidelines for field training and supervision of CHA/Ps.

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

Section II. Mission

Provide for high quality health care in rural Alaskan communities through the training and support of Community Health Aides/Practitioners.

Article III: Membership and Voting

Section I. Membership

The membership shall be one representative from each Tribal Health Organization, village or tribal group (P.L. 93-638 contractor or compactor) that employs and supervises CHA/Ps. Organizations with Training Centers may also be represented by their Training Center director or curriculum coordinator.

The committee shall consist of voting members representing the organizations that are actively involved in Community Health Aide/Practitioner training as follows:

1. One representative from each Tribal Health Organization, village or tribal group (P.L. 93-638 contractor or compactor) which employs and supervises CHA/Ps. This member will be an individual actively involved in the field training of CHA/Ps.
2. Each Basic Training Center certified by the CHAPCB will be represented by their Training Center director or curriculum coordinator or designee.
3. Honorary membership may be granted to agencies or individuals who, in the view of ARC have a need to be represented. Honorary members shall not be eligible to vote or hold office. To include:
 - a. UAF CHAP Academic Liaison and/or other accredited postsecondary educational institution liaison.
 - b. ANTHC Director CHAP

Section II. Voting

Each ARC member who is in good standing or their designee is entitled to a vote on all matters coming before the committee. Good standing shall be defined as regular, active participation in matters pertaining to the program and attendance at ARC meetings.

Section III. Conflict of Interest

Members who have a conflict of interest may request that they be allowed to abstain from voting on a particular issue. Where the conflict of interest is unclear, the ARC Chairperson shall determine whether a conflict exists.

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

Article IV: Executive Committee, Duties, and Terms of Office

Section I. Executive Committee

- Chairperson
- Chair-Elect
- Secretary
- Past Chair/Advisor

Section II. Duties

The Chairperson shall chair meetings and be a member of all committees, both standing and ad hoc. S/he will appoint ad hoc committees and designate a chairperson. S/he will represent ARC and give an account of their activities as requested by membership, to the AACHAPD and the CHAPCB.

The Chair-Elect shall fulfill the duties of the Chairperson in their absence and perform duties as assigned by the Chairperson. S/he shall succeed to the office of the Chairperson at the expiration of the Chairperson's term or earlier should the office become vacant.

The Secretary shall ensure minutes of meetings are recorded and draft is distributed to members within three weeks of meeting, execute general correspondence and perform duties as assigned by the Chairperson.

Past Chair/Advisor shall fulfill duties of Chair and Chair-Elect if both are absent and serve as advisor to Executive Committee.

Section III. Terms of Office

The term of all offices shall be two calendar years. The terms of the Chairperson and Chair-Elect can be extended with the approval of the committee.

Section IV. Eligibility and Qualifications of Executive Committee

Members can reasonably commit to the term of the office and meeting attendance.

If relevant, member will attend orientation to the CHA program through ANTHC prior to their first meeting as a part of the executive committee.

Section V. Elections and Vacancies

Chair-Elect shall succeed to Chairperson. If both the Chairperson and the Chair-Elect are vacant, the Secretary shall succeed the Chairperson.

Elections for positions not filled by succession shall be held annually at the "face to face" meeting which most closely precedes January of each year. Newly elected members to the Executive Committee shall assume offices on January 1, following the election.

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

Vacancies in the Executive Committee will be filled by consensus of remaining Executive Committee until elections can be held at the next meeting with a quorum in attendance.

Section VI. Compensation

ARC members including honorary members shall not receive salary, wages, bonuses or other compensation for their services. They may, with prior approval of the membership, receive reimbursement for expenses incurred (other than salary) as a result of their duties as a member of ARC with the approval of the AACHAPD.

Article V: Meetings

Section I. Meetings

ARC shall meet at least quarterly in person or through video teleconference/telephone or other electronic means and may hold additional meetings, as needed.

When in the opinion of the Chairperson there is insufficient business to warrant an in person meeting, it can be cancelled. Meetings cannot be cancelled consecutively. Meetings shall comply with federal guidelines regarding public or open meetings.

Section II. Quorum

Six members shall constitute a quorum. At the direction of the Chairperson, members may be contacted to ensure that quorum is expected at a meeting. Once a quorum has been established, business can be conducted until the meeting is adjourned.

Section III. Special Meetings

Special meetings can be called by the Chairperson or eight members. Documents requesting a special meeting and stating the agenda, with the signature of the voting ARC members requesting the meeting, shall be sent to the Secretary who shall then cause a meeting to be scheduled within 14 days and send meeting notices to the general membership within seven days.

Section IV. Notice

Notice to membership that a meeting is scheduled and setting forth the draft agenda shall be sent at least two weeks prior to a regular meeting and five working days prior to a special meeting.

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

Section V. Executive Sessions

All meetings shall convene and adjourn in open session. ARC may discuss any matter in closed or executive session (ARC members and invited guests only) by a simple majority vote. That an executive session will be, or was, held shall be recorded in the minutes. Matters discussed in executive session are not to be discussed outside of that session nor recorded in the minutes. No action or vote shall be taken in executive session and/or voting on a particular motion can only be done in open session.

Article VI: Sub-Committees

Section I. Standing Sub-Committees

ARC has no standing sub-committees.

Section II. Ad Hoc Committees

Ad Hoc committees may be created by the ARC Chairperson. All committees shall cease to exist one year after creation unless a shorter period is stated or the committee's existence is extended by a majority vote.

Article VII: Rules of Order

In the absence of any provisions to the contrary, all meetings of the ARC shall be governed by "Roberts Rules of Order" as described in its current issue.

Article VIII: Amendments

Requested amendments to ARC Bylaws may be proposed and approved by a majority vote of ARC members and forwarded to AACHAPD for consideration.

ARC Bylaws must be approved by the affirmative vote of the majority of the AACHAPD.

Article IX: Indemnification and Liability

ARC members shall be covered by Article IX Indemnification and Liability of the AACHAPD Bylaws.

Association of Alaska Community Health Aide Program Directors
Academic Review Committee (ARC) Bylaws, adopted May 2017

I hereby certify that the foregoing Bylaws, as amended, were approved and adopted at a duly called and convened meeting of the AACHAPD held on the 8th day of May 2017 in Anchorage, Alaska.

Attest: _____
Chairperson ARC Date

Chairperson AACHAPD Date

Original signatures on file