

**Association of Alaska Community Health Aide Program Directors
Review and Approval Committee (RAC) Bylaws, adopted December 6, 2011**

Article I: Name and Authority

Section I. Name

The name of the committee shall be the Review and Approval Committee (RAC).

Section II. Authority

RAC is a subcommittee of the Alaska Association of Community Health Aide Program Directors (AACHAPD) and operates under the authority of the current Community Health Aide Program Certification Board (CHAPCB) Standards.

Section III. Organizational Year

The organizational year shall be January 1 to December 31.

Section IV. Location

The office of the committee, for the transaction of business, shall be ANTHC Statewide Services. RAC records shall be housed at that office.

Article II: Purpose and Mission

Section I. Purpose

Review and advise on CHA training centers and their requirements for certification by CHAPCB.

Section II. Mission

Ensure that training centers achieve and maintain minimum standards for training Community Health Aides/Practitioners.

Article III: Membership and Voting

Section I. Membership

1. Training center director or curriculum coordinator for each training center.
2. 6 members appointed by AACHAPD

Section II. Voting

All members have a vote. Voting will be restricted to committee members. Voting may occur in person, by telephone, and electronically.

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 RAC Chairperson shall determine whether a conflict exists.

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

Section I. Executive Committee

- Chairperson
- Vice Chairperson
- Secretary

Section II. Duties

Chairperson: The Chairperson shall chair meetings and may be a member of all committees. S/he will write and distribute the agenda. S/he will appoint ad hoc committees and designate a chairperson. S/he will represent RAC to interested groups or agencies and will make quarterly reports to AACHAPD.

Vice Chairperson: The Vice Chairperson shall fulfill the duties of the Chairperson in her/his absence and perform duties as assigned by the Chairperson. The Vice Chairperson shall succeed should the office of the Chairperson become vacant.

Secretary: The Secretary shall ensure minutes of meetings are recorded and draft is distributed to members within three weeks of meeting, assist with RAC documents, and perform other duties as assigned by the Chairperson.

Section III: Terms of Office and Membership

1. The terms of office shall be one calendar year.
2. Term of Membership
 - a. The term of membership shall be three years, except for the training center directors/coordinators, which are indefinite appointments. Membership shall be staggered so that no more than three members' terms expire in a given year.
 - b. New members shall be appointed by AACHAPD as seats become vacant. Members may be reappointed indefinitely.

Section IV. Eligibility and Qualification of Executive Committee

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

Section V: Elections and Vacancies

The RAC officers shall be elected by a majority vote of RAC membership at the last meeting of the calendar year. Newly elected officers shall assume offices on January 1 following the election.

Section VI: Compensation

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

Article V: Meetings

Section I. Meetings

RAC shall meet quarterly either in person or through video teleconference/telephone or electronically. The agenda will include activities listed on the RAC Annual Calendar. RAC may hold additional meetings by telephone, video teleconference, or electronically as needed.

Section II. Quorum

A quorum shall consist of five members present either in person or telephonically.

Section III. Notice

Notice to membership that a meeting is scheduled and setting forth the draft agenda shall be sent at least one month prior to a regular meeting.

Section IV. Executive Sessions

All meetings shall convene and adjourn in open session. RAC may discuss any matter in closed or executive session (RAC 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. Voting on a particular motion can only be done in open session.

Article VI: Subcommittees of RAC

Subcommittees of RAC may be formed and meet as needed to deal with special issues until resolved.

Section I. Site Review Teams

- a. For the five year on-site review of a CHA training center, the site review team will consist of at least four RAC members or special appointees.
- b. Team leadership shall be limited to individuals with past RAC review experience, if possible.
- c. No more than one member from the same region may serve on a site review, nor shall a member from the program being reviewed serve as a member of that review team.
- d. The expenses of the site review teams are paid by CHAPCB. RAC is supported with staff and technical assistance from ANTHC CHAP Statewide Services.

Article VII: Rules of Order

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

Article VIII: Amendments to RAC Documents

Section I. Amendments to RAC Bylaws and Standards

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

RAC Bylaws and RAC Standards must be approved by the affirmative vote of the majority of the AACHAPD.

RAC Standards are determined by and restricted to the CHAPCB Standards concerning training centers. They may not be amended significantly without prior changes in those CHAPCB Standards.

Section II. Amendments to RAC Tools

In addition to its Bylaws and Standards, RAC shall have documents regarding policy, procedure, and process. Requested amendments to these documents shall be approved by a majority vote of RAC members.

Those documents that pertain directly to training center requirements (and any amendments to those documents) shall require approval by AACHAPD.

