

Community Health Aide/Practitioners Association of Alaska  
1/16/2015

**Article I**

Community Health Aide Association

Mission Statement: Building on the inherent strength of cultural values, the Community Health Aide Association will work to help residents of Alaska to achieve wellness by promoting recognition of health aide's and practitioner's needs and challenges as they strive to provide the best health care for their patients.

Section 1: The name of this association is the Community Health Aides / Practitioners Association of Alaska (CHAA). The address of record will be in care of the Community Health Aide Program, 4000 Diplomacy Drive, Anchorage, Alaska 99508

Section 2: The main mission goals of the Association shall be to promote and enhance the following Program related issues:

1. Equality of training, salary, and safe working conditions of CHA/Ps statewide
2. Quality of working conditions for CHA/Ps
3. Promote the quality of health care provided by CHA/Ps
4. Promote recognition of the contributions of Alaska Health Care provided by CHA/Ps.

Section 3: The registered agent of the Association shall be the current President.

**Article II**

Membership and meetings

Section 1: Membership in the Association is conditional on current or past employment as a Community Health Aide

Section 2: The Association shall meet at minimum bi-annually to discuss current goals and plan future projects. Apart from summer months, regular meetings will take place by teleconference when possible on a monthly basis excluding May through September. A quorum for Association meetings shall be established with whatever number of members are present in person or telephonically.

Section 3: Notice of general membership meetings shall be given by USPS mail, or by e-mail ideally well in advance before the meeting. In the case of special meetings, notice shall be by mail, phone, email or radio as early as possible.

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Section 4: The acting Board of Directors shall meet whenever needed to discuss Association goals, both current and future. In addition, there should be a minimum of one (1) face to face meeting annually of all of the members possible from each region. The face to face meeting may be held in conjunction with the CHAP Forum or at a rotating site and alternate date.

## **Article III**

Section I: The Fiscal year of this Association shall begin on January 1 and end December 31 on an annual basis.

## **Article IV**

### Board of Directors

Section 1: A Board of Directors can be elected by CHAA members at a meeting and ideally will be comprised of members from each regional association of Community Health Aide/ Practitioners or organization. In the event that organized regional participation is limited, the CHAA Officers will operate autonomously as directors providing ample opportunity for input from all attending members during CHAA meetings.

The following are the regional associations recognized by the Community Health Aide Association and listed are the ideal number of Board seats designated for each:

|                                         |              |
|-----------------------------------------|--------------|
| ANCHORAGE SERVICE REGION .....          | <u>  2  </u> |
| Aleutian/Pribilof Islands Association   |              |
| Chickaloon Village                      |              |
| Chitina Traditional Village Council     |              |
| Chugachmiut                             |              |
| Copper River Native Association         |              |
| Eastern Aleutian Tribes                 |              |
| Karluk Tribal Council                   |              |
| Kodiak Area Native Association          |              |
| Mt. Sanford Tribal Consortium           |              |
| Native Village of Tyonek                |              |
| Ninilchik Traditional Council           |              |
| South Central Foundation                |              |
| BARROW SERVICE REGION .....             | <u>  2  </u> |
| North Slope Borough Health Department   |              |
| BRISTOL BAY AREA SERVICE REGION .....   | <u>  2  </u> |
| Bristol Bay Area Health Corporation     |              |
| INTERIOR SERVICE REGION .....           | <u>  2  </u> |
| Council of Athabascan Tribal Government |              |
| Tanana Chiefs Conference Incorporated   |              |
| Tanana Tribal Council                   |              |

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|---------------------------------------------|--------------|
| KOTZEBUE SERVICE REGION .....               | <u>  2  </u> |
| Maniilaq Association                        |              |
| MT. EDGE CUMBE SERVICE REGION.....          | <u>  2  </u> |
| Hoonah Indian Association                   |              |
| Southeast Alaska Regional Health Consortium |              |
| Yakutat                                     |              |
| Native Village of Metlakatla                |              |
| NORTON SOUND SERVICE REGION .....           | <u>  2  </u> |
| Native Village of Diomede                   |              |
| Norton Sound Health Corporation             |              |
| YUKON-KUSKOKWIM DELTA SERVICE REGION .....  | <u>  2  </u> |
| Yukon Kuskokwim Health Corporation          |              |
| Akiachak Native Community                   |              |
| Native Village Of Kwinhagak                 |              |

Each region shall notify the Association the results of their own elections through submission of a signed copy of minutes of their regional association meeting, if one occurs.

Section 2: Upon adoption of these bylaws, if a regional association exists, there shall be a one, two or three year term for its existing director(s). Each region shall be responsible for the terms of their representatives. Subsequently, all terms for directors elected shall be for three years when possible. There shall be no limit to the number of terms a director may serve.

Section 3: When possible, there shall be two representatives from each region. The first shall be the primary representative and the second shall be considered the alternate. The alternate representative will act as the official Board Member de facto for that region in the absence of the primary representative.

Section 4: Vacancies on the Board shall be filled by election at the regional association level. Should the regional association be unable to meet these conditions; a representative to the Association should be appointed by their organizational leader, or a lead CHAA member representative who is in attendance at a regular meeting will serve as substitute. A vacancy shall be declared if a regional Board member misses (2) consecutive meetings unexcused, or a vacancy shall be declared if the region has no representative declared. In the interim, or during times of non existent regional associations. Any lead CHAA member of the specific region in attendance at the monthly teleconference will act as a liaison to their specific region or can be temporarily substitute as a director.

Section 5: A majority vote from attending directors of the 8 regions shall have the power to provide direction for courses of action to cause the proper and efficient operation of the Association.

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Section 6: The Board of Directors (or acting members by default) shall meet at a minimum annually to discuss Association goals, current and future goals. In addition, ideally there should be a minimum of one (1) face to face meeting annually of the Board of Directors. The face to face meeting may be held in conjunction with the CHAP Forum or at a rotating site and alternate date.

**Article V**

Membership and Officers

Section 1: The officers of the Association shall be the President, Vice-President, Secretary/Treasurer and can include up to four Members-at-large when possible.

Section 2: The President shall be the Chief Executive Officer of the Association and shall have general supervision of its affairs. He/she shall preside at all meetings and shall perform duties prescribed by the Board of Directors from time to time if directed. The President shall, as a representative of the Association, act as a member at the regularly scheduled Alaska Community Health Aide Program Certification Board Meetings. The President and other elected officers shall serve 3 year terms with no limit on the amount of terms to their service.

Section 3: The First Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. He/she may also perform whatever duties the President and Board may assign to her from time to time, including acting as chairman of the monthly CHAA teleconferences when needed.

Section 4: A Second Vice-President can be elected when necessary, and in the absence of the First Vice-President, perform the duties and exercise the powers of the First Vice-President. He/she shall also perform whatever duties if assigned by the Board of Directors from time to time.

Section 5: One of the officers, preferably the Secretary/Treasurer, shall keep a true and complete record of the proceedings of Association meetings and facilitate the distribution of those minutes to the Association members, unless another designated member has assumed those duties. In addition, in the case that funds become available, it will be the duty of the designated Treasurer member to track income and expenditures and annually report that information to the Board of Directors and/or the officers in charge.

Section 6: Members-at-Large shall act as a resource and points of contact for Association members in their regions. They ideally are required to attend all meetings and disseminate new information in a timely manner to their regional membership.

Section 7: The Association's general membership will consist of past and current Community Health Aides and Practitioners, as well as Behavioral Health Aides

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and dental health Aides, including all members from around the State of Alaska. Non CHAA members such as advocates and CHAP Directors can also be notified of CHAA meeting information. Any active health aide is a member of the CHAA.

## **Article VI**

### Executive Committee

**Section 1:** The Executive Committee shall consist of 3-4 members. They are the President, First Vice-President and the Second Vice-President(if the seat is filled) and the Secretary/Treasurer.

**Section 2:** When the Board is not in session or in existence, the Executive Committee shall have all of the powers delegated to the Board. A full report of all actions taken by the Executive Committee should be presented to the Board at the next full Board of Directors meeting if there is one. The Executive Committee will meet as it deems necessary.

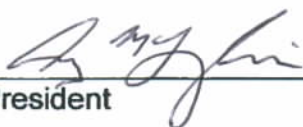
## **Article VII**

### Powers to Amend

**Section 1:** The power to amend or repeal these Bylaws is given to members of the Executive Committee. This can be done by a 2/3 vote of Executive Committee.

2/10/2015

Adopted on

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
First Vice-President