

ALASKA HEALTH EDUCATION CONSORTIUM BYLAWS

ARTICLE I – NAME

The name of this organization shall be the ALASKA HEALTH EDUCATION CONSORTIUM (AHEC), an incorporated, non-profit organization, hereinafter referred to as “the Consortium”.

ARTICLE 11 - MISSION

AHEC will advance health education and health promotion in Alaska by providing professional networking and continuing education among its members and by embracing a leadership role in public health arenas.

ARTICLE III – GOALS

1. To provide a forum to discuss strategies for health education and health promotion
2. To be a recognized resource in health education and health promotion
3. To advocate for health education and health promotion in Alaska
4. To facilitate quality continuing education opportunities for AHEC members
5. To participate in the development of health policy at the local, state and national level

ARTICLE IV – MEMBERSHIP

Section A: Membership shall be available to agencies and individuals interested in the goals of the Consortium.

Section B: Types of Membership

1. Agencies (organizations, institutions, or societies) that have an interest in health education or health information activities
2. Individuals interested in health education in its broadest definition
3. Students pursuing a degree in a recognized health-related discipline

4. Honorary membership is a lifetime membership awarded to individuals who have provided distinguished service in health education. Honorary members are considered as members in good standing along with dues paid members.
5. Reciprocal agency memberships are available to Alaskan professional health organizations.

Section C:

Procedure for Membership

1. An individual/agency pays the annual dues to the Consortium.
2. Membership dues shall become due in September for the full membership year. Individuals joining the Consortium after September shall pay a full annual membership fee.
3. Dues assessments may be recommended by the Executive Board and approved by a majority ballot vote at a general meeting. Ballots shall be sent to all dues paid members at least 30 days before the general meeting at which the vote is to take place. Mail in votes must be received one business day prior to the said meeting and members who attend the said meeting may submit their ballots after the call-to-order of the said meeting.
4. Honorary membership may be awarded by a majority vote of a general meeting of the consortium.
5. Reciprocal agency memberships may be awarded by a majority vote of a general meeting of the consortium.

Section D:

Voting Privileges

1. Each dues paid member is allowed to vote on issues at all meetings.
2. Each dues paid member may vote only once on each issue, either for himself/herself or for his/her agency.
3. Reciprocal agency and honorary members may vote in the Consortium.

ARTICLE V – EXECUTIVE BOARD

Section A: Composition

The officers of the Consortium (Executive Board) shall be the president, president elect, past president, secretary, treasurer, membership, marketing, continuing education, and advocacy chairpersons.

Section B: Absences

1. The president-elect shall perform the duties of the office of the president whenever the president is unable to do so.
2. In the absence of the president and president-elect, a designated board member shall chair the meeting.
3. Two unexcused absences by any member of the board from any Board of Directors meeting may constitute sufficient reason for removal. Removal from the Board of Directors must be a formal action of the Board and receive a majority vote of the remaining directors.

Section C Vacancies

If the office of an elected member of the Executive Board becomes vacant between regular annual meetings, the Board shall fill the office until a quorum of voting membership can meet to elect a member for the duration of the term.

Section D Elections

1. Secret ballots for the election of president–elect, secretary, treasurer, webmaster, and chairs of the four standing committees shall be mailed to all dues paid members at least 30 days in advance of the annual meeting. Mail-in votes must be received one business day prior to the annual meeting. Members who attend the annual meeting may submit their ballots after the call–to–order of the annual meeting.
2. The past president-elect shall assume the office of president immediately following the certification of the election. All other officers and chairs of the three standing committees shall serve a one-year term, and shall not serve for more than four consecutive terms in the same office, beginning on the first day after the adjournment of the annual meeting at which they were elected.

3. Candidates for election office will be selected from the dues paid roster and honorary members by a nominating committee appointed by the president.

Section E: Voting

Each member of the Executive Board shall have one vote in Executive Board meetings. Decisions will be made by a simple majority vote of the Executive Board members. Five members of the Executive Board must be present to constitute a quorum.

Section F: Duties of Executive Board Members

1. The Board shall make recommendations for members to consider and shall implement decisions of the membership. All business so transacted shall be reported to the full Consortium at its next regularly scheduled meeting.
2. The Executive Board retains the authority to conduct business on behalf of the consortium in emergencies and assumes full responsibility for outcomes.
3. The Board shall prepare and recommend an annual budget and present it to the general membership for approval at the annual meeting.
4. The president of the Consortium shall preside as chairperson of all general meetings of the Executive Board and Consortium. He/she shall maintain permanent record of all correspondence during his/her tenure. The president shall act as the official voice of the organization. Mail pick-up, sorting and forwarding may be delegated to a Consortium member by the president. At his/her discretion, the president shall initiate or authorize activation of the telephone/ fax tree or Email list.
5. The past president shall coordinate orientation of new Board members and shall ensure that each has a written job description within 30 days of assuming new duties. The past president shall maintain a current telephone/fax tree.
6. The president-elect shall be responsible for program planning for general membership meetings and will send written agendas to membership at least 30 days prior to the meeting.
7. The secretary shall keep accurate records of all Consortium meetings and correspondence. The secretary shall mail

minutes of meetings to members within 45 days after the general membership meeting.

8. The treasurer shall collect all Consortium funds and maintain appropriate and accessible records. He/she shall monitor and pay all business related expenses. The treasurer is responsible for providing accurate biannual financial reports to members during regular Consortium meetings. He/she shall maintain the non-profit status of the organization.
9. Descriptions of the duties of each member of the Executive Board will be kept on permanent file and reviewed by the Board every two years.

Section G: Reports

The president and treasurer shall submit a written annual report to the general membership at the annual meeting. (Refer to president/treasurer job descriptions for report contents.)

Section H: Signatures

1. All official documents of the Consortium shall be signed by the appropriate officers.
2. The treasurer is authorized to sign all checks up to \$100.00.
3. All checks, drafts and other orders for payment of money in excess of \$100.00 shall be signed by two members of the Executive Board.

Section I: Executive Board Meetings

The Executive Board meetings are open to the general membership.

Section J: Removal of a Board Member

Any Board member may be removed from office at any time by a majority vote of all the members of the Board, provided, however that notice of such proposed action shall be mailed to all members at least ten days prior to the meeting at which said action is to be considered.

ARTICLE VI – MEETINGS

Section A: Business to be Transacted

In addition to the business being transacted as provided by agenda and bylaws, business shall be solicited from the floor.

Section B: Frequency

The general membership shall meet at least once a year, the time and place of such meeting to be decided by the membership. The annual meeting shall be the meeting that occurs in the third quarter of the calendar year. In the event of an unforeseen circumstance, the annual meeting will take place as early as possible in the fourth quarter of the calendar year.

Section C: Quorum

A quorum is the number of members who must be present (in person or by ballot) to legally transact business. A minimum of nine members shall constitute a quorum of the general membership. At least one member of the Executive Board must be present.

Section D: Voting

1. Decisions on issues requiring a vote at regularly scheduled AHEC general membership meetings shall be simple majority of either a) show of hands and/or b) ballot, to be determined at the discretion of the president. Ballot may be the method of choice during meetings in which attendance is intermittent and a quorum is not available for a simultaneous show of hands.
2. At general membership meetings, the president shall vote only in case of a tie.

ARTICLE VII – COMMITTEES

Section A: Types of Committees

1. Special Committees
 - a. Special committees may be appointed by the Executive Board whenever appropriate and shall dissolve upon completion of its specific tasks.
 - b. The chairperson of special committees shall be appointed by the president.

- c. Each chairperson shall be responsible for staffing his/her committee.

2. Standing committees

- a. There shall be four standing committees
 - 1) Continuing education
 - 2) Advocacy
 - 3) Marketing
 - 4) Membership
- b. Chairpersons of standing committees shall be elected by the membership and are considered officers of the Executive Board.
- c. Standing committees shall perform duties consonant with the mission and goals of the organization with responsibilities to be determined by resolution of the Consortium.
- d. All AHEC members are encouraged to actively participate on one standing committee.

Section B: Committee Reports

The chairperson of each committee shall submit a written report to the secretary covering the work of the respective committee. These reports shall be presented at the appropriate regular meeting and shall be included in subsequent minutes. (Refer to job descriptions for report contents.)

ARTICLE VIII – AMENDMENTS

Section A: Distribution

The bylaws of the Consortium may be amended by a majority vote of the members at a general membership meeting provided that written notice and copies of such proposed changes have been provided to all members at least thirty days prior to the said meeting.

Section B: Review

The by-laws of the Consortium shall be reviewed every two years for additions, revisions, and corrections.

ARTICLE IX – NON-DISCRIMINATION

Section A:

No person shall be excluded from participation in the Consortium on the grounds of race, health status, creed, religion, age, gender, color, national origin or sexual orientation.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section A:

Unless otherwise provided by laws or these bylaws, the Consortium's procedures shall be governed by the most recent edition of *Robert's Rules of Order, Revised*.

ARTICLE XI – CODE OF ETHICS

Section A:

The Consortium adopts as its Code of Ethics, the Society for Public Health Education Code of Ethics (as written by the Society for Public Health Education, Inc., 2001 Addison Street, Suite 220, Berkeley, California 94704).

Revisions:

May 1997

September 2002 -- Eileen Jones AHEC Secretary