



BY-LAWS

As of November 2008

I. NAME OF ORGANIZATION

TAKE HEART ALASKA

II. PURPOSE

The purpose of TAKE HEART ALASKA is to increase heart health among all Alaskans through advocating for individual, worksite, community-based commitment to healthy lifestyles and improving access to preventive services. TAKE HEART ALASKA will work to reach this goal through implementation of the Alaska Cardiovascular Disease Prevention Plan.

III. GENERAL POWERS OF THE ORGANIZATION

TAKE HEART ALASKA is an independent coalition of organizations, agencies and individuals who are committed to implementing the Alaska Cardiovascular Disease Prevention Plan.

Use of the TAKE HEART ALASKA name for specific projects shall only be done with approval of the Steering Committee. Individual members being cited in any TAKE HEART ALASKA correspondence shall have prior approval of such correspondence.

Fundraising efforts using the name TAKE HEART ALASKA will be conducted only after approval of 2/3 of the Steering Committee.

IV. MEMBERSHIP

A. Categories and Criteria

Three categories of membership are available: Steering Committee Member, Chief Clinical Consultant, and Statewide Network member. Members may represent private organizations, non-profit organizations, agencies, units of government, or may join as individuals.

1. **TAKE HEART ALASKA Steering Committee** – shall consist of no more than 20 members. Members must agree to participate in bimonthly Steering Committee Meetings, and to assist in the implementation of specific objectives. Members must also agree to communicate information from the Steering Committee meetings to their respective agency or community. The

Steering Committee will select officers. Steering Committee members, along with the State Cardiovascular Health Program Manager will be the only voting members. Each year, the Steering Committee will be responsible for developing a workplan consistent with the Alaska CVD Prevention Plan, and for determining how the workplan will be carried out.

2. **TAKE HEART ALASKA Chief Clinical Consultant**-This membership category pertains to Cardiovascular Disease clinicians who are approved by the Steering Committee to provide expertise and direction in medical aspects of the CVH plan and consultation with work groups or task forces.
3. **TAKE HEART ALASKA Statewide Network** – membership is open and can include more than one representative from an organization or agency. Members must commit to support implementation of the Alaska CVD Prevention Plan, participate in information dissemination activities, and contribute to planning processes. Members can attend meetings of the Steering Committee, participate in committees, or in other aspects of implementing the yearly workplan. However, in matters requiring a vote, only Steering Committee members are eligible to vote.

The Steering Committee will identify agencies and individuals that will be invited to send a representative to the TAKE HEART ALASKA coalition. These will include, but not be restricted to:

Alaska Tobacco Control Alliance
Eat Smart Alaska
American Heart Association, Alaska Affiliate
American Diabetes Association, serving Alaska
Alaska Health Fair
Alaska Division of Public Health, Section of Public Health Nursing
Alaska Department of Education
Alaska Association for Health, Physical Education, Recreation, and Dance
Alaska Recreation and Parks Association
Alaska Native Medical Center
Alaska Native Health Corporations
Hospitals
Alaska State Medical Association
Municipality of Anchorage, DHHS
School Districts
Business/Industry Representatives – worksite wellness group?
Pharmaceutical companies
Others

B. Membership Process

Steering Committee: The Steering Committee will consist of volunteers nominated and then confirmed by the steering committee. Once the nominating committee has identified potential members, candidates will be contacted by a steering committee member and invited to participate. New members shall confirm their intention to serve by submitting a letter of interest. Every effort will

be made to ensure adequate regional, cultural and occupational representation on the steering committee. Steering committee members develop the yearly workplan and carry out the workplan. Each steering committee member is strongly encouraged to serve on a subcommittee.

1. **Statewide Network:** Open to anyone who wants to join. Individuals interested in joining will be sent a letter or welcome outlining the Alaska CVD Prevention Plan and the current projects underway.
2. **Period of Membership:** Steering Committee members shall serve for a period of 2 years. Terms are renewable at the end of the two years. If a Steering Committee member leaves the committee in mid-term, a nominating committee will designate someone to complete the term of that person. Statewide Network membership is of unlimited duration.

V. ORGANIZATION

A. **Steering Committee Officers:** Officers will consist of a Chair and a Chair-elect.

- i. **Election:** Steering committee members will put forth names of individuals to serve as Chair and Chair-elect. Chair and Chair-elect will be elected by the Steering Committee; the Chair, with the approval of the Steering Committee members, will appoint Committee Chairs.

Terms of Office: Chair and Chair-elect will each serve for one year. After the Chair-elect term is completed, that person will become Chair, with approval of the Steering Committee.

ii. **Responsibilities:**

- a. **Chair:** develop meeting agenda; chair or appoint substitute for each Steering Committee meeting; appoint ad hoc committees to accomplish special tasks; appoint Subcommittee Chairpersons; lead Steering Committee through development of yearly workplan and carrying out of the workplan.
- b. **Chair-elect:** assist Chair in responsibilities; chair meetings when Chairperson is absent.

B. **Subcommittee Officers:** Officers will consist of a Chairperson and a Vice-Chairperson for each subcommittee.

1. **Terms of Office:** Chair and Vice-Chair will each serve one year renewable terms.
2. **Responsibilities:**
 - a. **Chairperson:** report progress at Steering Committee meetings; develop meeting agenda with support from the state liaison; chair or appoint substitute for each sub committee meeting; accomplish specific tasks and objectives assigned to the committee in

cooperation with committee members; recruit committee members; schedule meetings;.

- b. **Vice-Chair:** assist Chair in responsibilities; chair meetings when Chairperson is absent.

C. Meetings

1. **Regular Meetings:** Steering Committee meetings will be convened at least six times per year, with two meetings being face to face. Regular meetings of the Statewide Network can be scheduled by the Steering Committee. Statewide Network members will be invited to attend Steering Committee meetings.
2. **Special Meetings:** can be scheduled if approved by a majority of the Steering Committee.
3. **Voting Procedures:** Formal decisions of the Steering Committee shall be made according to Robert's Rules of Order – a motion passes with a simple majority of those present.
4. **Quorum:** A quorum of Steering Committee members is not required for decision-making. However, a 2/3 majority is needed for financial decisions and for changes in the by-laws.

D. Committees

Committees may be established by the Steering Committee on an ad hoc basis. A Steering Committee or Statewide Network member must be designated as Chairperson of the committee.

E. Staff

The Division of Public Health will provide staff to support the Steering Committee by working with the Chairperson to organize meetings, take minutes, and maintain records of the organization. Staff will also assist by supporting ad hoc committees. The state's Cardiovascular Health Program Manager will be a voting member of the organization.

VI. BY-LAWS AMENDMENTS

Procedure: By-laws should be reviewed at least every 2 years. Amendments must be approved by two-thirds of current Steering Committee members. All Steering Committee members must be given an opportunity to vote on suggested amendments. There shall be a 30 day contact period after the amendment is introduced in which Steering Committee members shall be notified. Any Steering Committee member not present at the regularly scheduled meeting shall be contacted via telephone, mail or electronic means by a person appointed by the Chairperson and approved by the Steering Committee.

VII. MISCELLANEOUS

Fiscal Year: none

Planning Year: Calendar year January thru December

VIII. VIII. DISSOLUTION CLAUSE

WHEREAS TAKE HEART ALASKA has no assets, there is no immediate need for a dissolution clause, but should be reviewed during bi-annual bylaw review.