

Midwives Association of Alaska By-Laws

adopted September 2014

revised September 2015

Article I. Name of Organization

- A. The name of this organization shall be known as the Midwives Association of Alaska, or MAA.

Article II. Purpose

- A. To give support to concerns and interests of all Certified Direct-Entry Midwives (CDMs) and students of Midwifery.
- B. To provide a registry of CDMs, approved preceptors, and apprentice midwives.
- C. To provide and promote continuing education to midwives and apprentice midwives.
- D. To promote the practice of midwifery and the use of midwives to the public through all of Alaska.
- E. To give the CDM/Apprentice Midwife a voice in the direction that midwifery will go in Alaska.
- F. To provide peer review as stated in 12 ACC 14.900 of Alaska Statutes and Regulations of CDMs. (See Appendix A—Contract for Peer Review)

Article III. Membership

- A. Members shall have met the State of Alaska's requirements concerning: education and training, clinical experience, and exams of the Certified Direct-Entry Midwife and/or the licensed Apprentice.
- B. Members remain in good standing when they pay the annual dues that are due by December 31st of each calendar year, as set forth by the Midwives Association of Alaska Board, and any special fund voted on by the membership.
- C. Members shall receive correspondence via the designated yahoo group. Each member shall sign up for the Yahoo group in order to receive all Association correspondence.
- D. Members will be able to attend MAA meetings.
 - 1. Closed business meetings may only be attended by CDMs.
- E. Certified Direct Entry Midwife members will be entitled to one vote each at the Midwives Association of Alaska business meetings and elections.

Decisions may also be voted on at MAA meetings. Urgent decisions can be made by the MAA Board.

- F. CDMs are eligible for nomination to the MAA Board of Directors/Officers after being licensed for one year with the state of Alaska.

Article IV. Board Members and Officers

- A. The governing body of the Midwives Association of Alaska shall be called the Board of Directors.
- B. The Board shall consist of a President, Vice President, Secretary, Treasurer, and Communications Officer.
- C. Board Members and Officers shall be elected by majority vote for terms of two years. Vacancies on the Board shall be filled by a qualified member elected by a majority vote of the remaining Board members, and that person shall serve the remaining time of the person vacating that position.

Article V. Duties of Board Members/Officers

- A. The Board shall:
 - 1. Inform all members and receive adequate input from members before making any recommendations of regulation changes affecting CDMs or Apprentice Midwives.
 - 2. Inform members of changes via the Yahoo group, meetings or other forms of communication.
 - 3. Be responsible for budget development and membership fees, which will be presented for approval by voting members of MAA.
 - 4. Each member shall keep a current list of all the MAA membership.
- B. The President shall:
 - 1. Coordinate the overall workings of MAA with fellow Board members and the membership.
 - 2. Chair the annual Board meeting
- C. The Vice President shall:
 - 1. Assume duties of the President if the President is unable to do so.
 - 2. Assist the President in her duties.
 - 3. Facilitate communication among fellow Board members and the membership.
- D. The Secretary shall:
 - 1. Keep accurate notes of MAA meetings and post to the Yahoo group
 - 2. Maintain an up-to-date list of the MAA membership with current contact information
 - 3. Keep list of current MAA Board members, officers, committee members, and when their terms expire.

4. Maintain communication routes (Skype, call-in phone, etc.)
 5. May need to handle MAA correspondence not related to web site.
- E. The Treasurer shall:
1. Be responsible for the MAA checking account.
 2. Implement budget planning and collection of annual fees and other monies generated.
 3. Compile and present an annual financial report, and additionally as requested.
 4. Keep state and federal financial reports, tax returns, and business licenses current.
- F. The Communications Officer shall:
1. Respond to and/or forward emails received through the MAA website
 2. Act as moderator on the MAA yahoo group site
 3. Report all activity monthly to the MAA membership.

Article VI. Elections and Voting

- A. The MAA's Board of Directors, Officers, Committee Members, and Co-ordinators elections shall be held at the annual business meeting as terms expire. Nomination ballots shall be posted to the Yahoo group site at least 30 days prior to the election.
- B. Absentee ballots may be mailed to the Secretary. These will be opened at the time of the election.
- C. Board members and Communication Officer shall serve a term of two years. No member shall serve more than two consecutive terms.
- D. Members of the Accountability Action Committee (AAC) may serve up to 3 consecutive 2-year terms.
- E. The positions of Conference Co-ordinator and Continuing Education (CE) Committee have no term limits.

Article VII. Meetings

A. The MAA members shall meet at least once yearly. This meeting shall review any changes in State regulations, business or changes affecting Certified Direct Entry Midwives and/or Apprentices, membership dues and activities of the Association. All information shall be posted on the Yahoo group site for those not able to attend the meeting.

B. MAA shall hold an annual conference, unless voted otherwise by the membership, offering at least 10 hours of continuing education. Membership is to be notified in a timely manner as to the date and location.

C. A Conference Co-ordinator shall be elected by the membership for a period of at least two years, but with no term limit. This position may also be appointed by the MAA Board members if it is not filled by election.

1. The Conference Co-ordinator may form a committee at her discretion to delegate needed duties.
2. All apprentices will be required to be part of this committee, whether they attend the conference or not.
3. The co-ordinator will decide on appropriate conference fee compensations based on work contributions of the apprentice or licensed midwife in her committee.
4. The Co-ordinator shall maintain a file of helpful information for passing on to the next co-ordinator, including but not limited to
 - a. Copies of conference brochures
 - b. Venues
 - c. Prices
 - d. Food info
 - e. CEU issues
 - f. Tricks of the trade
5. The conference Co-ordinator will be able to attend the conference without charge.

Article VIII. Continuing Education (CE) Committee

A committee of up to 3 members shall be elected for at least two years but with no term limit. They will award CEU's to participants of conferences and educational instruction based on the approval requirements outlined by the state midwifery board and the MEAC CME process. (See Appendix B—CE Committee Protocols)

Article IX. Accountability Action Committee (AAC)

A. An Accountability Action Committee (AAC) shall be in place for reviewing yearly statistics and charts, and may provide peer review according to the Alaska State statutes and regulations (12 AAC 14.900 (c) (3)).

1. This Committee shall consist of at least 3 but not more than 7 Alaska licensed Direct Entry Midwives who have been licensed for at least 2 years.
2. If the committee falls below 3 members, the MAA Board shall appoint a MAA member to fill the term
3. New members of this committee shall be elected every two years, with a goal of having staggered terms and representation from each region.
4. Midwives shall not serve more than 3 terms in a row.

5. A Chair is appointed by and from within the AAC. It is her responsibility to train the incoming Chair, including the option of co-chairing.
- B. Certified Direct Entry Midwives shall submit a statistical report of births attended the previous year (Jan1-Dec 31) to the Accountability Action Committee no later than May 1 of each year.
- C. The Accountability Action Committee may receive complaints, review cases and all emergency incidences (according to 12 AAC 14.900(c)(3) of Alaska Statutes and Regulations of CDMs), implement any necessary action according to the **Guidelines for Evaluation of Cases** (see Article IX E and Appendix C, attached page), and may make appropriate recommendations regardless of the origin of the complaint.
- D. The AAC shall keep files for each case they review.
- E. The AAC may use these **Guidelines** to determine appropriate action of a case:
1. **Category One—Administrative Issues** such as applications, certificates, ceus, birth summaries, or any clerical documents. These issues will be resolved between the midwife and the State Licensing Examiner or the AAC.
 2. **Category Two---- Practice Issues.**
 - a. The AAC will review the charts of possible minor issues presented to them from midwives or complainants. This review will happen in context of community standards and national best practices. They will review for:
 - (1)Evidence of compromised safety,
 - (2)Evidence of a plan to break a regulation, and
 - (3)Evidence of a pattern of similar behaviour.
 - b. Issues that are no longer considered minor, or do show evidence of (1), (2), (3) from above will put the chart into Category Three.
 - c. There shall be a consensus of findings within the AAC.
 - d. The AAC will send a letter of review and findings to the complainant and to the midwife, with suggestions if applicable, if no other action is needed.
 - e. There shall be a scheduled conference call between a quorum of committee members and the midwife under review if any remediation is considered
 3. **Category Three- Action Needed**
 - a. The AAC may recommend appropriate action for the midwife for Regulation breaks and practice competency.

(1) This possible recommendation may be additional CEUs, research papers, a fine, supervised chart review, or mentor oversight of the midwife's practice.

- b. The midwife shall arrange a mandatory Confidential Peer Review (CPR) on the Category Three case in question.
- c. The midwife will be notified by AAC and able to participate in a pre-arranged phone conference with them for any questions regarding the case.
- d. Cases that are beyond the AAC's scope shall be referred to the State Midwifery Board or investigator.
- e. The AAC shall send a letter of review and findings to the complainant and to the midwife.

F. Confidential Peer Review (CPR)

1. Members in good standing shall participate in confidential peer review for at least 4 hours every licensing period for the purposes of continuing competency, support, accountability, best practice goals, and group educational process.
2. There shall be at least 2 midwives participating in the review, at least one midwife who is not part of the business practice of the presenting midwife. Use of conference calls, skype, etc. may be used to facilitate long distance participation.
3. Copies of the chart to be discussed shall be available for participants, with all identifying client information hidden.
4. Each midwife shall present at least one case every licensing period.
5. It is understood that the information shared in the CPR meeting is strictly guarded and not available for discussion outside the meeting by any members of the Accountability Action Committee or State Midwifery Board members who may be present.
6. Each midwife is responsible for keeping a record of the date and hours of participation, names of participants, and number of cases reviewed.
7. CPR opportunities are available at each MAA monthly meeting as a pre-arranged agenda item requested by a midwife. At least 2 hours shall be set aside at the annual conference for CPR. (This also would meet the requirements for the Certified Professional Midwife [CPM] peer review.)

Article X. Amendments: The By-Laws set forth may be amended by a majority vote of the Board after posting the proposed changes to the Yahoo group site 30 days before the vote, and that the MAA Board has considered the majority opinion of the membership who communicates about the proposed changes.

Article XI. Dissolution: The Midwives Association of Alaska may, upon majority vote of all the voting membership, dissolve the organization. Final disbursement of funds will be decided by majority vote of the Board of Directors.

Appendix:

A. Contract for Peer Review

The Alaska State Board of Certified Direct Entry Midwives contracts with the Midwives Association of Alaska (MAA) to provide peer review for CDMs as set out in 12 AAC 14.900. The process for this peer review is in the MAA Bylaws Article II (F) and Article IX. (MAA Bylaws are available online at www.MidwivesofAlaska.org)

B. Continuing Education (CE) Committee Protocols

The CE Committee is composed of up to 3 members (see Article VIII). The Committee shall approve hours for continuing education (ce) for MAA membership. This approval is based on MEAC's CME process.

1. For a **MAA sponsored** conference, lecture, or event, the CE Committee must have the following information :
 - a. CV or resume of speaker
 - b. outline of what they are teaching and hours on each subject
 - c. objectives of the course or teaching
 - d. how the speaker will evaluate the learning (if testing, a copy of the test)
 - e. reference material used to write objectives
 - f. copy of the conference brochure
 - g. speaker evaluations

2. If the educational event is not sponsored by MAA but is on the **list of approved providers** in the Alaska Statutes and Regulations for CDMs (12 AAC 14.430), no other additional Committee approval is necessary.

3. To seek approval for ce hours of educational opportunities beyond the above-mentioned list and **not sponsored by MAA**, the midwife must submit the following information to the CE Committee:

- a. copy of the conference brochure with dates and location
- b. copy of any and all handouts, including references

c. copy of any certificate that the sponsoring agency awarded the participant

After review, the CE Committee may issue a certificate to the midwife that states approval of the course and number of approved hours for continuing education.

C. Guidelines for Evaluation of Cases flow chart—attached page.

Midwives Association of Alaska
Accountability Action Committee
Guidelines for Evaluation of Cases

Category 1: Administrative Issues

Applications, certifications, CEUs, MAA dues, or other paperwork issues are to be reconciled in communication with a representative of the CDM Board or the Midwives Association.

Category 2: Practice Issues

Charts of possible issues presented by midwives or complainants will be reviewed in the context of community standards and national best practices for:

- Evidence of compromised safety?
- Evidence of a plan to break a regulation?
- Evidence of a pattern of similar behavior?



No to all

AAC may make recommendations, including education, research, and/or supervised practice.



Yes to any

Move to Category 3.



Category 3: Action Needed

AAC may require a mandatory Confidential Peer Review of the case and may make recommendations for possible resolution. AAC will consider asking State Investigator to handle cases in this category. The midwife involved in the case shall receive regular communication regarding the progress of the case.