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UNITED SOUTH AND EASTERN TRIBES, INC.

Resolution No. 05/95-01LA

**ESTABLISHMENT OF BYLAWS FOR GOVERNING THE OPERATION
AND MANAGEMENT OF THE NASHVILLE AREA SUBSTANCE
ABUSE CERTIFICATION BOARD (NASACB)**

- WHEREAS,** the United South and Eastern Tribes, Incorporated, (USET) is an inter-tribal organization comprised of twenty-one (21) federally recognized tribes; and
- WHEREAS,** USET is firmly committed to the goal of advancing the health care status of Indian people to the highest level possible; and
- WHEREAS,** the USET Board has established The USET Health Directors Committee for the purpose of reviewing issues of concern and policy regarding health care programs for and/or affecting USET member tribes, and to provide the Board with proposed recommendations and resolutions for the Board's consideration; and
- WHEREAS,** following the direction of the USET Board of Directors, Resolution number 2/95-15IMP, the Nashville Area Substance Abuse Certification Board (NASACB) is the product of this effort; and
- WHEREAS,** in conjunction with the Indian Health Service, Nashville Area endorses the NASACB as the certifying body for the USET member tribes; and
- WHEREAS,** the International Certification Reciprocity Consortium (ICRC) has established universal standards for member certification boards in the areas of Alcohol/Drug Counselor (ADC), Certified Clinical Supervisor (CCS) and Certified Prevention Specialist (CPS), to include reciprocity; and
- WHEREAS,** the USET Health Directors endorse the NASACB activities and hereby request the continued support and endorsement of the USET Board; and
- WHEREAS,** the participation in the certification process established by this Board is entirely optional to each tribal program; and

“Because there is strength in Unity”

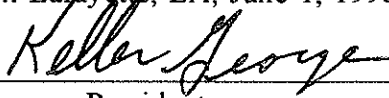
USET RESOLUTION NO. 05/95-01LA

WHEREAS, an organization such as the NASACB, with involvement in an international organization such as ICRC, must have clearly defined operational guidelines,

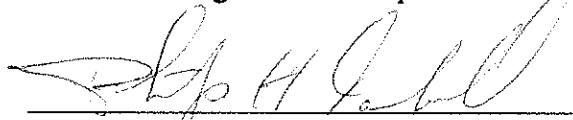
NOW, THEREFORE BE IT RESOLVED that the USET Board endorses the NASACB Bylaws of operation.

CERTIFICATION

This resolution was duly passed at the Board of Directors meeting at which a quorum was present, in Lafayette, LA, June 1, 1995.



Keller George, President
United South and Eastern Tribes, Inc.



Philip Tarbell, Secretary
United South and Eastern Tribes, Inc.

NASHVILLE AREA SUBSTANCE ABUSE CERTIFICATION BOARD BYLAWS

ARTICLE I. Organization

The title of this organization is the Nashville Area Substance Abuse Certification Board.

ARTICLE II. Purpose

The purpose of this organization is to promote and insure a standard of excellence of performance among those individuals who meet established standards for workers in alcohol and substance abuse treatment, prevention, education and rehabilitation programs. The Nashville Area Substance Abuse Certification Board will provide its services to staff who work in tribal (as defined by Public Law 93-638, Amendment 103-413 Section 900.102) or Indian Health Service facilities in the Nashville Area or those individuals who are tribally sponsored to be eligible for the certification boards services. In order to be Tribally sponsored, the applicant must have a letter of endorsement by the Tribal Leader and the Health Director or appropriate Department Head.

In order to accomplish the goal of promoting and insure a standard of excellence for workers in the substance abuse field, the Board accepts the following responsibilities:

- 1) Timely review of applications for certification and issuance of certificates in designated areas of demonstrated competency to those individuals who meet established standards for workers in alcohol and substance abuse treatment, prevention, education and rehabilitation programs.
- 2) Establishment and annual review of certification board standards that are in compliance with the ICRC, IHS and USET standards, under whose authority certification is issued.
- 3) To establish and maintain formal regular communication with the Tribal Health Directors and their staff and other organizations and committees concerned with certification as appropriate. Reports on a quarterly basis to the Health Directors.
- 4) Ensures a high level of professional performance of all certified practitioners and in this capacity has the authority to deny or revoke certification after proper administrative hearings have been held for violation of ethical or performance standards.
- 5) In conjunction with the Nashville Area Alcohol Program and the USET tribes develops training programs for certification of substance abuse counselors and other health professionals. In this capacity ensures issuance of board accepted continuing education credits.
- 6) Works with the Nashville Area Alcohol Program and the USET tribes to develop standards for accreditation or certification of tribal and IHS substance abuse programs.
- 7) Assure the administrative integrity of the certification board by charging of fees to cover operational costs, when deemed appropriate.
- 8) Advocate for USET area Indian communities to empower them to use tribal cultural heritage, family and community programs and scientific research in the defeat of disease of addictions.

ARTICLE III. Membership of the Certification Board

Section I. Qualifications

Membership of the Certification Board is a privilege which shall be extended only to those professionals who strictly meet and continue to meet the standards set forth in bylaws. Appointed members may serve consecutive terms. Length of appointment varies between two to three years to ensure rotation of opportunity to interested tribal and IHS employees without jeopardizing the stability of the board. Members will be appointed by the USET tribal health committee at its regular quarterly meeting as vacancies occur. Health Directors Committee will be notified of vacancies on Board and asked to fill vacancies.

Section 2. Categories of the Membership

There are three categories of membership on the certification board. These are Voting/Position dependent, Voting/Appointed and Non-voting.

- A. Voting /Position Dependent :
This category has an unlimited length of appointment which is solely determined by incumbency in these IHS positions.
 - 1) Nashville Area Director or Deputy Area Director
 - 2) Nashville Area Alcohol Program Coordinator

- B. Voting/Appointed
This category has variable terms of appointments in order to ensure orderly rotation of opportunity for board membership:
 - 1) Voting- Three year appointment
 - a) Tribal Health Director
 - b) Certified tribal alcohol program director
 - c) Certified urban alcohol program director
 - d) Three certified tribal alcohol program counselors

 - 2) Voting-Two year appointment
 - a) Registered nurse with expertise and experience in the addictions field
 - b) Licensed mental health professional with expertise and experience in the addictions field.
 - c) Board certified physician with expertise and experience in the addictions field.

- C. Non-voting/Position Dependent:
This category has an unlimited length of appointment which is solely determined by incumbency in these IHS positions:
 - 1) The Certification Board Secretary
 - 2) The Nashville Area Alcohol Intervention Specialist..

Section 3. Ethics

- A) Members of the certification board shall abstain from:
 - 1) alcoholic beverages,
 - 2) the use of illegal drugs and
 - 3) the misuse of legal drugs or substances which induce altered mental states.
- B) Members of the certification board agree to strictly abide by the Code of Ethics of their respective professional organization and CFR-42.

- C) Members of the certification committee agree to abide by the Code of Ethics delineated in the certification manual and sign this statement on initiation to the Board.

Section 4. Removal

- A) Violation of the above Code of Ethics will result in removal from the certification board. Only clear and convincing evidence will be utilized for removal.
- B) The affected member will be notified in writing that removal action is to be considered at the next meeting.
- C) Removal shall be done only upon a two-thirds vote by secret ballot.
- D) Any removal which effects licensure will be handled by the delineated board process in the certification manual.
- E) Any change in licensure status will be promptly reported to the National Practitioner Data Bank and employer.
- F) Non-attendance at two consecutive meetings of the certification board, excluding telephonic communication, will be considered grounds for removal.

Section 5. Vacancies

Any vacancy occurring on the Board by reason of resignation, removal or otherwise shall be announced by letter to all tribal health directors. The vacancy will be filled by the USET Health Directors committee at their next regularly scheduled meeting after careful review of all applicants.

Section 6. Compensation

Members shall not receive any salaries for their services to the board. Travel costs for Board meetings and training will be borne by Nashville Area Alcohol Program dependent on fund availability.

ARTICLE IV. Officers of the Certification Board

The Certification Board shall elect on a bi-annual basis from its own members a Chairperson, Vice-Chairperson and Secretary/Treasurer. It may also elect other officers which it deems necessary to conduct the business of the board.

Section 1. Terms of Office

- A) Officers shall serve two year terms and may be elected for two successive terms.
- B) Elected officers shall take office at the next meeting of Certification Board after their election. Newly elected officers shall be installed prior to the adjournment of the meeting at which they are elected by the out-going Chairperson.
- C) Officers will be elected on a bi-annual basis at the fall meeting.
- D) Officers may resign in writing at time by a written letter to the Chairperson of the Board. Vacancies will be filled by election at the next Board meeting.

Section 2. Duties

- A) The Chairperson shall preside over all meetings and shall represent the board in official matters. His/her signature shall appear on all certificates granted by the Certification Board. The Chairperson shall implement the policies and directives of

the Board and do all things necessary and proper to the faithful execution of his/her responsibilities.

- B) The Vice-Chairperson in the absence of the Chairperson shall assume all duties of the Chairperson.
- C) The Secretary/Treasurer shall be responsible for maintaining records of all certification meetings and transactions of the Board. He/she will distribute notice of all Board meetings and the minutes. He/she shall deposit and disperse all moneys in a manner prescribed by the Board and provide reports as to the financial status of the Board.

ARTICLE V. Meetings

Section 1. Frequency of Meetings

The Certification Board shall meet at a minimum quarterly and more often as required. Business can be conducted by conference calls. Two meetings per calendar year must be conducted in person.

Special meetings may be called at any time by the Chairperson.

Section 2. Quorum

Five voting members including Chairperson or Vice-Chairperson shall constitute a quorum and transact such business as required.

Section 3. Notification of Meetings

Meetings shall be arranged at the conclusion of each Board meeting. Ideally, meetings shall be announced in writing to each member a minimum of fourteen days prior to the meeting date. The notice of the meeting will contain an agenda of the planning meeting and include the time, date and location.

Section 4. Minutes of the Meeting

Minutes of each meeting shall be kept and distributed to all members of the Board no more than thirty working days after the meeting.

Section 5. Manner of Acting

Unless a greater number is required by these bylaws, the vote of the majority shall be the act of the Board at any meeting.

ARTICLE VI. Committees

Section 1. Standing Committees

The following are established as standing committees and will submit reports to the Certification Board as required for conduct of business;

- A) Executive Committee

- 1) This committee shall consist of the Certification Board Chairperson, Vice-Chairperson, Secretary-Treasurer and one other member of the Board who is selected on a two year basis.
- 2) The Executive Committee shall meet only when urgent business needs to be transacted to be determined by the Chairperson of the Certification Board. Meetings shall be called upon 24-hour notice. Formal minutes will be kept and distributed to the full Certification Board within seven working days and submitted to the full Certification Board for ratification at the next Certification Board meeting.

B) Ethics Committee

- 1) This committee shall consist of four members of the Certification Board that are elected on an annual basis. The Chairperson of the Ethics Committee shall be appointed by the Chairperson of the Certification Board. Members may serve three consecutive terms.
- 2) This committee shall be responsible for review of ethical standards of the Certification Board as outlined in the Board By-Laws and certification manual.
- 3) This committee will also conduct all investigations of alleged breach of ethical standards and present recommendations to the full Certification Board for action.

Section 2. Special Committees

The Certification Board may create such special committees as it requires. Special committees have no authority to act in any official capacity on behalf of the Certification Board and are constituted to gather information, render recommendations or perform other specific tasks as are set forth in the resolution under which they were constituted.

Section 3. Committee Membership and Vacancies

The Chairperson and members of standing and special committees shall be appointed by the Chairperson of the Certification Board and endorsed by the board. Vacancies will also be filled by the Chairperson and endorsed by the Board.

ARTICLE VII. Amendments

These Bylaws may be amended, altered or revised only in conformity with the following procedures:

- 1) A resolution calling for amendment, alteration or revision shall be presented at a regular Certification board meeting.
- 2) To be adopted, amendments shall require a two-thirds vote of the Certification Board present.
- 3) Amendments so made shall be effective when approved by the USET Board.

ARTICLE VIII. Adoption

These By-Laws shall be adopted at any regular or special meeting by 2/3 majority of the Certification Board. These By-Laws shall become effective when approved by the USET Health Directors Committee and the USET Board.

Glossary of Terms

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| ICRC - | International Certification Reciprocity Consortium |
| IHS - | Indian Health Service |
| USET - | United South and Eastern Tribes, Inc. |
| NASACB- | Nashville Area Substance Abuse Certification Board |
| NAADAC- | National Association of Alcoholism and Drug Abuse Counselors |