



## **Charter for the Association of Doctoral Programs in Health Sciences (ADPHS)**

This organization will be composed [of] active or developing doctoral programs broadly related to the application of science to human health.

### **I. The Name of the Organization**

The name of the organization shall be the Association of Doctoral Programs in Health Sciences (ADPHS), henceforth referred to as "the Association".

### **II. Purpose**

The purpose of the Association is to ensure the quality of health sciences education, to promote health sciences as a distinct interdisciplinary academic field, and to advocate for the common good of doctoral programs in health sciences.

### **III. Vision**

Our vision is to be a leading interprofessional voice for better health, health care, and health professional education.

### **IV. Mission**

The mission of the Association is to ensure through peer-review the ability of health science doctoral programs to meet the triad goal of education, research, and service while advocating for the common good.

### **V. Objectives**

- A. To collect and disseminate information for the advancement of doctoral education in health sciences.
- B. To promote research in health sciences and advance it as a field of scientific inquiry.
- C. To develop innovative best practices for doctoral education in health sciences.
- D. To create a professional network of doctoral health professional educators and leaders.
- E. To increase the visibility and recognition of doctoral study in health sciences.



## **VI. Membership**

- A. There shall be two kinds of members. Active members are programs currently admitting students for doctoral study. Associate members are programs that are being developed but not yet admitting students.
- B. In order to participate in the nominations and/or voting process of the Association, a member must be in good standing.
- C. To maintain membership in good standing, an Association member must pay annual dues for the current year.

## **VII. Dues**

- A. There will be annual dues for active and associate members.
- B. The amount of the annual dues will be recommended by the executive board in the annual budget and will be voted on by voting members present at the annual business meeting.
- C. Dues must be paid by November 1<sup>st</sup>.

## **VIII. The Executive Board**

- A. The Executive Board shall administer the affairs of the organization. It shall consist of the following officers: Past-President, President, Vice President (President Elect), Secretary/ Treasurer and Chairpersons of the standing committees.
- B. In the initial year, a Past President will be appointed by the Executive Board and a President, Vice President, Secretary/Treasurer, and Chairpersons of the standing committees will be elected.
- C. Every 3-years that follow, the organization will elect the Chairpersons of the standing committees, a Secretary/Treasurer, and a Vice President. The Vice President will serve a 3-year term, become President for a 3-year term, then serve as Past President for a 3-year term.
- D. Officers must come from programs that are active members in good standing.

## **IX. Standing Committees**

- A. Standing committees of the Association will include a Governance Committee, a Program Review Committee, and a Communications Committee.



- B. The Governance Committee is responsible for developing, updating, and monitoring the Association's by-laws.
- C. The Program Review Committee is responsible for developing, updating, and monitoring the policies and procedures of the Association's Program of Merit review service.
- D. The Communications Committee is responsible for developing, updating, and monitoring the Association's communications policies, websites, social networking accounts, electronic discussion groups, surveys, and publications as well as recommending new ways for the association to recruit and communicate with its members and other interested parties.
- E. Standing Committees of the Association will be created/dissolved by nomination of the executive committee and vote of the members present at the annual business meeting of the executive committee.

## **X. Officers**

- A. **President**  
The President shall be the Chief Executive of the Association, shall represent the Organization at formal gatherings, shall preside over the Annual Meeting, and shall nominate to the Executive Committee the creation or dissolution of Standing Committees as deemed necessary.
- B. **Vice President (President Elect)**  
The Vice President shall preside over the meeting of Association in the absence of the President and shall be empowered to conduct all necessary business of the Association in the event that a vacancy exists in the office of the President or upon the disability of the President. Vice President proposes a budget for the year that s/he is President.
- C. **Secretary/Treasurer**  
The Secretary/Treasurer shall keep the records and minutes of the Association and serve as the Chief Financial Officer of the Association.
- D. **Past President**  
The Past President will serve as a non-voting member of the executive committee.
- E. **Standing Committee Chair**  
Standing Committee Chairs are responsible for:
  - 1. Establishing annual strategic planning goals/objectives with the guidance/oversight and approval of the executive committee. Final strategic planning objectives will be presented to the Executive Board in early fall.



2. Submitting written reports to the executive committee with status updates three times per year (in October, February, and June). All reports will be expected to document the status of the strategic planning objectives. Additional reports may be requested as needed (e.g., for special projects).
3. Setting the agenda for regular committee meetings and communicating that agenda to committee membership at least one week prior.
4. Attending at all executive committee, full association, and committee meetings (with absences permitted in extenuating circumstances).

## **XI. Elections**

- A. Call for nominations for the election of officers shall be made in June annually.
- B. The Executive Board will propose a slate of officers to be presented to the membership, and membership will vote prior to the annual meeting.
- C. Voting shall be limited to active member programs in good standing and shall take place electronically.
- D. Newly elected persons will take office at the close of the annual meeting each year.

## **XII. Meetings**

- A. The Executive Board will meet at least quarterly and must host a business meeting open to all members at least annually. The purpose of the business meeting will be for the election of officers, report of the budget, voting on annual dues, etc.
- B. The Standing Committees will meet at least quarterly and report to the executive committee at least bi-annually.
- C. All meetings of the Association will be conducted using Robert's Rules.

## **XIII. Amending the Charter**

An amendment to this Charter may be considered if at least one-third of active members in good standing indicate their support. Proposed amendments shall be considered at the annual business meeting of the executive committee. Passage requires that at least two-thirds of all active members in good standing vote in support of an amendment.