



World Federation of Public Health Associations

**A Coalition of National and Regional Public Health
Associations and Regional Schools of Public Health**

Joining Efforts to Strengthen the Public Health
Profession and to Improve Community Health Worldwide

Procedure Manual

(March 30, 2007)

WORLD FEDERATION OF PUBLIC HEALTH ASSOCIATIONS MEMBER PROCEDURES MANUAL

Preamble

Nothing in this document is cast in stone. This document is not meant to supercede the Constitution and Bylaws, but merely to serve as an interpretation. As the Federation grows, changes and evolves, the material in this manual will also change to reflect a dynamic and flexible Federation.

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I. Overview

The World Federation of Public Health Associations is an international, nongovernmental organization bringing health workers throughout the world together for professional exchange, collaboration, and action. Its members are multidisciplinary national and regional public health societies whose own memberships include nurses, sanitarians, administrators, physicians, health educators, pharmacists, anthropologists, researchers, and many other persons interested in public health. WFPHA membership also includes regional associations of schools of public health, formalizing a link with academic public health that had been growing since 1997. *Founded in 1967, WFPHA is the only worldwide professional society representing and serving the broad field of public health, as distinct from single disciplines or occupations.* WFPHA enjoys official relations status with the World Health Organization and maintains close ties with UNICEF and other international organizations.

Mission of the Federation:

WFPHA's mission is to promote personal and community health throughout the world by supporting the establishment and development of societies of public health; facilitating the exchange of information, experience, and research; and advocating for policies, programs, and practices that improve public health.

Goals of the Federation

- To foster the public health profession through the establishment and development of public health associations in all countries where they do not now exist, and to strengthen existing associations.
- To promote health worldwide by facilitating collaborative efforts and partnerships among member groups.
- To improve public health practice by exchanging information through publications, meetings, country study tours, and conferences.

- To advance public health policy by providing a medium through which nongovernmental public health organizations can work effectively with national and international health agencies.

II. Activities of the Federation

- Annual Meeting – The Annual General Meeting is held in Geneva each May at the time of the World Health Assembly. This scheduling facilitates the participation of representatives of WHO and key government officials.
- International Congress - WFPHA convenes a scientific conference every three years. Health and development experts from around the world gather at the Congress to share ideas, experiences, and research.
- Collaborative Projects - The Federation encourages partnerships among member associations to share resources and expertise and to implement innovative health strategies.
- Information Exchange - The newsletter, WFPHA Report, provides information on the activities of the Federation, its member associations, and international organizations
- Action on International Health Issues - WFPHA and its members influence international health policy through the development and implementation of policy resolutions and other advocacy initiatives.

A. ANNUAL MEETING OF THE WFPHA

There shall be an annual meeting of the membership of the Federation. This annual meeting shall be held in a location designated by the General Assembly. No less than sixty days notice shall be given by the Secretary General of the date on which the annual meeting of the World Federation shall be held. Properly designated and accredited representatives of the member national public health associations shall participate in the proceedings of the World Federation of Public Health Associations. Each member body shall be responsible for the expenses incurred by its designated representative in attending the meetings of the Federation.

Currently, the annual meeting is held in May, prior to the World Health Organization's Health Assembly in Geneva, Switzerland.

B. TRIENNIAL WORLD CONGRESS

Every three years, the WFPHA convenes an international congress hosted by a member of the Federation. If you are interested in hosting a Congress, complete the attached questionnaire and submit it to the office of the Secretariat (*See appendix i*).

Past World Congress from 1975-2006

- Bonn, Germany – 1975
- Halifax, Canada – May 23-28, 1978
- Calcutta, India – 1981: Primary Health Care: World Strategy
- Tel Aviv, Israel – February 19-24, 1984
- Mexico City, Mexico – March 22-27, 1987: International Health in an Area of Economic Constraint: The Challenge
- Atlanta, Georgia; United States – November 10-14, 1991: Health for All: Strengthening the Role of Public Health
- Bali, Indonesia – December 5-9, 1994: Health Economics and Development: Working Together for Change
- Arusha, Tanzania – October 12-16, 1997: Health in Transition: Opportunities and Challenge
- Beijing, China – September 2-6, 2000: Challenges for Public Health at the Dawn of the 21st Century
- Brighton, United Kingdom – April 19-22, 2004: Sustaining Public Health in a Challenging World: Vision to Action
- Rio de Janeiro, Brazil - August 21-22, 2006: Public Health in a Globalized World: Breaking Down social, economical and political barriers

Upcoming Congress

- Istanbul, Turkey – April 27 – May 1, 2009

III. EXECUTIVE BOARD

COMPOSITION OF THE BOARD

The Executive Board consists of the following officers: President, Vice-President/President-Elect, Immediate Past-President, Treasurer, and Secretary General. Each of whom shall be selected from the accredited representatives of the full member national associations. There shall be no less than six or more than twelve elected national associations who shall have representation on the Executive Board.

Executive Board

The Executive Board is responsible for implementing decisions made by the General Assembly. The Executive Board is also responsible for policy decisions in the interim period between meetings of the General Assembly, but these decisions shall be reporting to the General Assembly. The Executive Board may desire to take an electronic vote of the constituent member bodies on particular issues.

PRINCIPAL OFFICERS ROLES AND RESPONSIBILITIES

The principal officers of the Federation shall be the President, the Vice-President/President-Elect, a Treasurer and a Secretary General, each of whom shall be selected from the accredited representatives of the full member national associations.

The President

The President shall have general and active supervision over the activities and affairs of the Federation subject, however, to the control of the Executive Board. The President shall, if present, preside at all meeting of members and at meeting of the Executive Board. The President shall see that all orders and resolution of the Board are carried out. The President may sign, execute, and deliver in the name and on behalf of the Federation, all deeds, mortgages, and bonds; contracts; and other instruments authorized by the Executive Board.

Vice-President/President-Elect

The Vice-President/President-Elect shall have such powers and perform such duties as the Executive Board or the President may from time to time prescribe. At the request of the President or in case of the President's absence or inability to act, the Vice-President/President-Elect shall perform the duties of the President and, when so acting, shall have all the powers of, and be subject to all restriction upon, the President.

Treasurer

The Treasurer shall give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the Board shall from time to time specify or approve. *The Treasurer shall:*

1. Have charge and custody of and be responsible for all funds, securities, notes, and valuable effects of the Federation; receive and give receipt for monies due and payable to or receivable by the Federation from any source whatsoever; deposit all such money to the credit of the Federation or otherwise dispose thereof as the Executive Board shall direct; and the Treasurer shall cause such funds to be dispersed by cheques or drafts signed as provided in these By-Laws and be responsible for the accuracy of the amount of, and preserve proper voucher for, all monies dispersed;
2. Render to the President, whenever required an account of the financial condition of the Federation and of all transactions as Treasurer;
3. In general, perform the entire duties incident to the office of Treasurer and such other duties that may from time to time be assigned by the Executive Board.

Secretary General

The Secretary General shall:

1. Keep the minutes of the meetings of the General Assembly and the Executive Board;
2. See that all notices are duly given in accordance with the provisions of these By-Laws;
3. Be custodian of all contracts, deeds, and documents of the Federation and of all its other corporate records except accounting records;
4. See that the books, reports, statements, certificates and all other documents and records are properly kept and filed;
5. In general, perform all duties incident to the office of Secretary General and such other duties that may from time to time be assigned by the President or the Executive Board.

TERM OF OFFICE

The principal officers of the Federation shall be elected by the General Assembly of the Federation. The term of office of the President shall be for two years. The term of the Vice-President/President-Elect shall be for two years, but the individual shall assume the Presidency upon completion of their term as Vice-President/President-Elect. The Treasurer and Secretary General shall hold office until their successors have been appointed and have taken office. The term of office of the elected member association on the Executive Board shall be three (3) years.

VACANCIES

A vacancy in any office resulting from death, removal, resignation, or any other cause shall be filled for the unexpired portion of the term in the manner prescribed in the

By-Laws for regular election to such office (By-Laws-Article V-Section 2:
Election...)

1. Removal of an Officer

Any officer of the Federation may be removed either with or without cause at any time by resolution adopted by a majority of the General Assembly present and voting in regular meeting, or under unusual circumstances, by a majority vote of the Executive Board. The decision of the Executive Board to remove an officer shall be confirmed by a majority vote of the next following meeting of the General Assembly.

2. Resignation of an Officer

Any officer of the Federation may at any time resign by giving written notice of his/her resignation to the Executive Board, the President, or the Secretary General, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

OFFICERS (*as of August 2006*)

President

Dr. SM Asib Nasim, *Public Health Association of Bangladesh*

Vice-President/President Elect

Dr. Paulo Marchiori Buss, *The Brazilian Association on Collective Health (ABRASCO)*

Immediate Past-President

Dr. Cuauhtemoc Ruiz Matus, *Mexico Society of Public Health*

Interim Secretary General

Dr. Barbara J. Hatcher, *American Public Health Association*

Honorary Treasurer

Ms. Joan Bell Davenport

WHO Liaison to WFPHA

Dr. Alena Petrakova, World Health Organization (WHO)

Executive Board (*as of August 2006*)

1. Dr. Andrey K. Demin, *Russian Public Health Assn*, (EURO) 2001-2007
2. Dr. Bijan Sadrizadeh, *Iranian Public Health Assn*, (EMRO) 2001-2007
3. Dr. Cai Jiming, *China Preventive Medical Assn*, (WPRO) 2001-2007
4. Mr. Federico Paredes, *Costa Rican Public Health Assn*, (AMRO) 2002-2008
5. Dr. Ulrich Laaser, *German Assn of Public Health*, (EURO), 2002-2008
6. Dr. Seung-wook Lee, *Korean Public Health Assn*, (WPRO), 2002-2008
7. Dr. Georges Benjamin, *American Public Health Assn*, (AMRO), 2003-2009
8. Dr. Mengistu Asnake, *Ethiopian Public Health Assn*, (AFRO), 2003-2009
9. Dr. Gay Keating, *New Zealand Public Health Assn*, (WPRO), 2003-2009
10. Dr. Jim Chauvin, *Canada Public Health Assn*, (AMRO), 2004-2007
11. Dr. Hikmet Pekcan, *Public Health Assn of Turkey*, (EURO), 2006-2009
12. Vacant

(SEARO) – No representative at this time

IV. GOVERNANCE

ELECTION OF NEW MEMBERS

New members of the Federation shall be elected by two-thirds vote of those present and voting at the annual meeting of the Federation, only after recommendation by the membership committee certifying that the applicant meet the necessary membership criteria. The new member must pay the current dues assessment.

VOTING

Each full member of the Federation shall at each annual meeting of the Federation be entitled to vote in the person of the accredited representative or of the proxy, appointed by an instrument in writing subscribed by such member association and delivered to the Secretary of the meeting, provided, however, that no proxy shall vote after one year of appointment.

QUORUM

Executive Board Meeting: At all meetings of the Executive Board, a majority of the Board members shall constitute a quorum for the transaction of business.

Annual Meeting: At all annual meetings of the Federation, a quorum shall consist of one-quarter of the eligible voting members.

V. MEMBERSHIP

The Federation has three (3) categories of membership:

1. **Full Membership** - National, multidisciplinary public health associations that meet the qualifications stated in the Federation's Constitution (Articles I, II, and III). Each country represented by one or more full member body shall have one vote on all matters to come before the Federation. Full members must pay their annual dues in full or provide an explanation for inability to pay dues in a given year.
2. **Regional Member** - Federations of national public health associations or of Schools of Public Health of a geographic region. Regional members shall promote the objectives of WFPHA within their region.
3. **Sustaining Member** - Organizations and individuals that endorse the principles of the Federation and that desire to contribute financially to its support. Sustaining members receive Federation publications and attend meetings as observers

TERMS OF MEMBERSHIP

All member national public health associations shall continue to hold membership in the Federation so long as they maintain the established requirements set forth in the Constitution and so long as assessments are paid before the opening date of the annual meeting of the General Assembly of the ensuing year. National associations unable to meet the dues requirement are requested to show cause for the non-payment of their dues in order to retain the status of a member association. Associations that have not communicated such information shall cease to be members of the Federation after a period of time to be determined by the Executive Board.

MEMBER DUES

Full Members - The annual dues fee is based on the following formula:

US\$100.00 base dues plus US\$0.20 for industrialized countries and US\$0.10 for other countries multiplied by the number of members in the association, with a ceiling of US\$3,000.00 for industrialized countries and US\$300.00 for other countries.

Regional Members - Regional members pay no dues and are represented at meetings as observers.

Sustaining Members - Annual dues are US\$1,000.00

ORGANIZATIONAL REPORTS

A written report should be submitted to the annual meeting of the WFPHA General Assembly. (*see appendix iv. for format*)

VI. WFPHA COMMITTEES

COMMITTEE MEMBERS

Committee Chair Responsibilities

The chair of each committee is primarily responsible for conducting the business of the committee and to ensure the committee's progress toward fulfilling the mission and goals of the Federation.

Duties:

1. Leads the committee in its assigned tasks and serve as the committee's spokesperson.
2. Attend WFPHA Annual Meeting and Triennium World Congress and participate in scheduled conference calls
3. Submit written report on the activities of the committee to the General Assembly
4. Remains informed on public health issues and the business of the Federation

The chair serves a two-year term and may be re-nominated to an additional one-year term.

Committee Member Responsibilities

Each committee should have at least three (3) members, not including the committee chair. Members of each committee are expected to work satisfactory toward completing committee assignments; attend committee meetings and participate in scheduled conference call. Members with three or more years are expected to mentor and otherwise assist new committee members. There are no term limits for committee members.

B. WFPHA AWARDS COMMITTEE

WFPHA Awards committee focuses on identifying appropriate candidates for the *Leavell Lectureship* and the *WFPHA Organizational Excellence* awards. The Awards Committee collaborates with the Congress International Planning Committee to seek out and review nominations for these two awards and make recommendations to the Executive Board for the winning recipients of these awards based on the nominations.

HUGH R. LEAVELL LECTURESHIP AWARD

Purpose of Leavell Lectureship Award

WFPHA established this award as a memorial to one of its founding members. Dr. Hugh R. Leavell, who was President of the American Public Health Association in 1958 and Executive Secretary of the Federation from 1968-1972, was intimately responsible for many of the early developments of the Federation, including its recognition as a non-governmental organization in official relations with the World Health Organization (WHO). In addition, Dr. Leavell was deeply involved in international health activities through his teaching with the Harvard School of Public Health, his assignments as a consultant with the Ford Foundation in India and as director of the joint APHA-WFPHA international study of voluntary health organizations. (*See appendix XXX for nomination form*)

WFPHA ORGANIZATIONAL EXCELLENCE AWARD

Purpose of Award

The WFPHA Organizational Excellence Award was created to recognize outstanding contributions to public health by a non-governmental organization (NGO) working to promote health, to prevent disease and injury, and to ensure conditions in which we all can be safe and healthy. (*See appendix XXX for nomination form*)

C. WFPHA MEMBERSHIP COMMITTEE

The purpose of the WFPHA's Membership Committee is to enhance the membership of the Federation through strategies to recruit new countries and to ensure membership renewal. The membership committee is also responsible for reviewing any applications that WFPHA receives from national public health associations seeking membership with WFPHA and important Public Health Associations in countries already represented in the WFPHA membership. After review of the applications received, the general membership votes on the acceptance of the applicant associations, which are qualified for membership at the Annual Meeting.

The Membership Committee is also to be kept apprised of WFPHA members that fail to pay their membership dues in full and on time. The Committee is responsible for making recommendations regarding the status of a member that has failed to keep its dues-paying commitments.

National public health associations that wish to apply for membership are asked to review WFPHA's Constitution and By-Laws and the membership information to be sure that they are qualified for membership and complete a WFPHA membership application. Applications should be returned to the office of the secretariat.

HOW TO BECOME A MEMBER

If an association fits the standards set WFPHA, (*see membership categories, page 13*) an application should be completed and forwarded to the WFPHA Secretariat (See appendix vi. for membership application)

D. WFPHA NOMINATING COMMITTEE

The Nominations Committee is responsible for nominating WFPHA member representatives to fulfill leadership roles among WFPHA's Officers, Executive Board, and Committees.

In addition to organizing the selection and nominations procedures, the Committee's task is to critically evaluate the suitability of the candidates for leading the Federation in implementing its mission and achieving its strategic goals, and based on this evaluation to make recommendations to the General Assembly.

Not less than 30 days prior to the General Assembly, the Nominating Committee with the support of the secretariat will submit to the General Assembly, the recommendations of the nominees for the offices of Vice-President/President-Elect and each of the vacancies among the members of the Executive Board, including those due to terms expiring at the close of the annual meeting.

All nominees shall be selected from among the membership of the Federation.

If you would like to make a recommendation of a WFPHA member representative for a leadership position, please send your recommendation form to the chair of the Nomination Committee and to the office of the Secretariat. (*See appendix v for nomination form*)

E. WFPHA POLICY COMMITTEE

Each year, member organizations are invited to submit resolutions, position papers, and/or technical papers to WFPHA's Policy Committee for review. The Policy Committee is responsible for reviewing such submissions. After review, the Policy Committee recommends to the WFPHA general membership those submissions that should pass and the membership votes at WFPHA's Annual Meeting. Those that are passed become official policy upheld by WFPHA and its members.

If you would like to submit a resolution, position paper, and/or technical paper. Review the guidelines and schedule for such submissions. If you have any further questions regarding the submission process, please contact the chair of the Policy Committee or the office of the Secretariat.

DEVELOPMENT AND ADOPTION OF WFPHA RESOLUTIONS, POSITION PAPERS, AND TECHNICAL PAPERS

(As Approved by the General Assembly, May 1993)

Definitions

Policy Resolution - A WFPHA policy resolution is a concise statement of the Federation's stance on a particular policy issue affecting the health of the world's people. It describes and endorses a defined course of action, directed toward a particular individual, organization, or event. A resolution is differentiated from a position paper by its limited focus on a particular issue, and its succinct call for defined action toward a specific objective.

Position Paper - A WFPHA position paper is a major exposition of the Federation's viewpoint on a broad policy issue affecting the health of the world's people. It may call for action, although it need not do so. A position paper is differentiated from a resolution by the more general nature of the issue considered, the broader audience addressed, the more extensive elaboration and documentation presented, and the lesser emphasis upon defined action.

Technical Paper - A WFPHA technical paper is a statement of the WFPHA's position on technical standards, professional qualifications, evaluation criteria, or other non-policy issues. It thoroughly examines and documents the issue, utilizing and referencing existing scientific literature. It describes and endorses goals and methods for achieving them. It may call for action, although it need not do so.

Non-policy resolution - A WFPHA non-policy resolution is a concise statement on non-policy matters, such as the commemoration of a significant event.

Preparation

Origination - Any WFPHA member association or the Executive Board may submit a proposed resolution, position paper, or technical paper for consideration. Drafts of proposed statements should be submitted in writing to the WFPHA Secretariat. All proposed statements must be accompanied by sufficient supporting documentation to facilitate review by the policy committee and debate by the General Assembly. All statements must be received by the Secretariat by 1 January in order to be considered at the next Annual Meeting.

Format - The recommended format for resolutions is that of the World Health Organization; resolutions should be no longer than 500 words. Position papers and technical papers could consist of at least the following:

1. Documented information relating to the public health issue addressed;
2. Goals to be endorsed by WFPHA; and
3. Methods recommended to achieve progress on the issue.

Position and technical papers should be no longer than 3000 words. All resolutions, position papers, and technical papers should include specific suggestions for implementation by WFPHA of the resolution, position paper, or technical paper. These suggestions will help the WFPHA Policy Committee to implement the policy statement. Implementation suggestions can include, for example, writing letters to appropriate international or national agencies or to governments, lobbying representatives to the World Health Assembly, or speaking before relevant forums on the issue.

Review

Policy committee - The Secretariat will refer each proposed resolution and paper received to a policy committee to be appointed by the Executive Board. The functions of the policy committee will include:

1. To stimulate the development of resolutions and papers;
2. To perform an initial assessment of proposed statements;
3. To recommend action to the General Assembly with respect to the statements and facilitate debate at the Annual Meeting; and
4. To initiate and monitor follow-up action on all approved statements as indicated and report periodically to the General Assembly on the status of the resolutions and papers.

Initial assessment - All proposed the policy committee, which will decide whether or not the submitted statement will be accepted for presentation to the General Assembly, would assess statements. Statements may be referred to appropriate knowledgeable persons for review and comment at the discretion of the policy committee. The committee can reject resolutions or papers if they are not consistent with the objectives of the Federation, if they are not relevant, or if they have been presented in a similar manner previously. The policy committee can make—or request the originator to make—preliminary modifications prior to presentation to the General Assembly.

Appeal - Any proposals rejected by the policy committee can be appealed to the General Assembly. Requests for such appeal should be made in writing to the President at least one week prior to the Annual Meeting. The General Assembly will consider such

appeals, along with the policy committee's recommendation, at the Annual Meeting. A positive response by the General Assembly will return the proposal to the Secretariat for continuation in the policy process.

Publication or distribution - Each accepted proposed resolution, position paper, or technical paper will be published in the WFPHA Report or, if constrained by time or space in the newsletter, distributed in a mailing to all WFPHA members, at least two months in advance of the next Annual Meeting.

Written comment - Comments on all proposed statements can be made in writing to the Secretariat, and must arrive at least one week prior to the Annual Meeting. Comments will be forwarded to the originator and also made available to all WFPHA members, either in advance of the Annual Meeting or as part of the meeting materials.

Adoption

Discussion - Each proposed statement will be discussed by the General Assembly at the Annual Meeting. Written comments by WFPHA members not able to attend the Annual Meeting will be shared.

Revisions - The General Assembly can revise the proposed statement. If deemed advisable, the proposed statement can be referred back to the originator or policy committee for major modifications, in which case the proposal will be re-examined at the following Annual Meeting.

Adoption - The General Assembly can, by majority vote, adopt the proposed statement. A compendium of WFPHA resolutions, position papers, and technical papers will be maintained by the Secretariat and published periodically.

Late-breakers - In general, only resolutions that have gone through the review process will be considered by the General Assembly. However, provision is made for consideration and adoption of "late-breaking" resolutions, which relate directly to important, emergent events. Late-breaking resolutions can be submitted in writing to the General Assembly at the time of the Annual Meeting. The President will judge the eligibility of late-breaking proposals, applying the criteria of timeliness (any event that occurred subsequent to the deadline for submission of resolutions) and relevance (having significant public health implications).

Schedule for Submission of Resolutions, Position Papers, and Technical Papers

July – The committee will call for resolutions for the following year from all member associations.

September/October – The committee will solicit resolutions from member associations on topics they feel will be of use to the Federation.

January 1 – *Deadline for resolutions that will be considered at the Annual Meeting in May.*

March 1 – The resolutions will be distributed to member associations for their review and support.

Mid April – The committee will send a reminder to members on the resolutions.

May – At the Annual Meeting in Geneva, the committee will finalize drafts of the resolutions on Sunday, before presenting them to the Assembly on Monday.

World Federation of Public Health Associations Constitution and By-Laws

CONSTITUTION

(As amended by the General assembly, April 2004)

1. The World Federation of Public Health Associations shall be a Federation of national multi-disciplinary associations concerned with public health generally as distinct from single or individual disciplines, subjects, professions, or occupations.
2. The World Federation of Public Health Associations shall be composed of nongovernmental public health associations. These associations may include within their respective membership organized groups or individuals from governmental, as well as non-governmental, organizations and individuals who have an interest in public health.
3. As public health associations are designed to be an integrating force among all elements within a country, only one such body from each country shall as a rule be recognized and admitted as a full member to the Federation. When two or more eligible associations exist in a country, these may be admitted with equal status as full members. In this case, they jointly have one vote, which they lose in case of disagreement between them.
4. The World Federation of Public Health Associations shall constitute an association according to Articles 60- 79 of the Swiss Civil Code. The Federation shall act under its own constitution with all rights and obligations of a non-profit making, corporate body with a legal personality.
5. The objectives of the Federation shall be:
 - a. To provide a forum for national, nongovernmental health organizations to work more effectively with one another and with national and international health agencies to improve personal and community health;
 - b. To encourage and assist the formation of national public health associations where they do not now exist and to strengthen existing public health associations;
 - c. To collect and analyze information on effective public health strategies and approaches and to promote such strategies through the exchange of information and ideas among the constituent bodies by means of meetings, conferences, and publications; to influence international public health policy through the development and promotion of resolutions and policy papers; to act as a clearinghouse for projects and services undertaken by member associations; to foster research by member bodies; and generally to advance the objectives of public health;

- d. To encourage national public health associations to develop appropriate standards of education and training of public health workers, increasing their efficiency and effectiveness and thereby elevating their status; and
 - e. To perform such other activities as may be conducive to the above objectives.
6. There shall be a governing body known as the General Assembly, which shall be composed of the representatives of the full member bodies in the Federation and shall hold general meetings as and when the Federation may determine.
7. Admissions to the Federation and voting rights of members shall be the decision of the General Assembly.
8. Each member body shall contribute to the funds of the Federation, in amounts to be decided by the General Assembly.
9. Each full member body may appoint a representative to the General Assembly. Each member body shall be responsible for the expenses incurred by its designated representative in attending the meetings of the Federation.
10. The General Assembly shall elect a President, a Vice- President, who shall be the President-Elect, and any other officers, and appoint a Treasurer and a Secretary General. The General Assembly shall also determine the composition of an Executive Board and elects its members, who would be distributed geographically as widely as practicable. The officers and members of the Board shall hold office for such periods as the General Assembly may decide.
11. Decisions shall be by a simple majority of General Assembly members present and voting, except that new members of the Federation shall be elected upon a two-thirds vote. In the absence of a representative, a member body may express its views in writing.
12. The General Assembly and the Executive Board shall establish such committees as may be require.
13. The Executive Board shall be responsible for implementing decisions made by the General Assembly. The Executive Board shall also be responsible for policy decisions in the interim period between meetings of the General Assembly, but these decisions shall be reporting to the General Assembly. The Executive Board may desire to take a mail vote of the constituent member bodies on particular issues.
14. The location of the registered office of the Federation shall be determined by the General Assembly.
15. Amendments to the Constitution shall be by a two-thirds majority of the General Assembly after recommendation by the Executive Board.

BY-LAWS
(As Amended by the General Assembly, April 2004)

ARTICLE I - OFFICES

Section 1 - Principal Office

The registered office of the Federation shall be in the city of Geneva, Switzerland.

Section 2 - Other Offices

The Federation may establish regional and other offices upon majority vote of the Executive Board, as the affairs of the Federation may require.

ARTICLE II - MEMBERS

Section 1 - Categories of Membership

The Federation shall have three (3) categories of membership:

1. Full Members – National, multidisciplinary public health associations that meet the qualifications stated in the Federation’s Constitution (Articles I, II, and III). Each country represented by one or more full member body shall have one vote on all matters to come before the Federation.
2. Regional Members – Federations of national public health associations or of Schools of Public Health of a geographic region. Regional members shall promote the objectives of WFPHA within their region. Regional members pay no dues and are represented at meetings as observers.
3. Sustaining Members – Organizations and individuals that endorse the principles of the Federation and desire to contribute financially to its support. Sustaining members will receive Federation publications and attend meetings as observers.

Section 2 - Election of New Members

New members of the Federation shall be elected by a two-thirds vote of those present and voting at the annual meeting of the Federation, only after recommendation by the membership committee certifying that the applicant meet the necessary membership criteria. The new member must pay the current dues assessment.

Section 3 - Terms of Membership

All member national public health associations shall continue to hold membership in the Federation so long as they maintain the established requirements set forth in the Constitution and so long as assessments are

paid before the opening date of the annual meeting of the General Assembly of the ensuing year. National associations unable to meet the dues requirement are requested to show cause for the non-payment of their dues in order to retain the status of a member association. Associations that have not communicated such information shall cease to be members of the Federation after a period of time to be determined by the Executive Board.

ARTICLE III - ANNUAL MEETING OF THE WFPHA

Section 1 - Annual Meeting

There shall be an annual meeting of the membership in the Federation. This annual meeting shall be held in a location as designated by the General Assembly. Sixty days notice shall be given by the Secretary General of the date on which the annual meeting of the World Federation shall be held. Properly designated and accredited representatives of the member national public associations shall participate in the proceedings of the World Federation of Public Health Associations.

Section 2 - Organization

At each annual meeting of the Federation, the President, or in the President's absence the Vice-President or a chairperson chosen by a majority of the full members present, shall act as chairperson of such meeting and preside thereat. The Secretary General, or in the Secretary General's absence any representative of a full member association present at the meeting, shall act as secretary of such meeting and keep the minutes thereof.

Section 3 - Voting

Each full member of the Federation shall at each annual meeting of the Federation be entitled to vote in the person of the accredited representative or of the proxy, appointed by an instrument in writing subscribed by such member association and delivered to the Secretary of the meeting, provided, however, that no proxy shall vote after one year of appointment.

Section 4 - Program and Financial Review

The General Assembly shall elect a comptroller or appoint a comptrolling firm for the yearly review of the financial report. The General Assembly shall vote on the Secretary General's yearly report for the preceding year and, after review by the comptroller, on the Treasurer's yearly financial report on income, expenses, and assets for the preceding year.

Section 5 - Quorum

At all annual meetings of the Federation, a quorum shall consist of one-quarter of the eligible voting members.

ARTICLE IV - EXECUTIVE BOARD

Section 1 - Composition of the Board

The Executive Board shall consist of the following officers: President, Vice-President/ President-Elect, Immediate Past President, Treasurer, and Secretary General. In addition, there shall be no less than six or more than

twelve elected national associations who shall have representation on the Executive Board. The term of office of the elective member association on the Executive Board shall be three years.

Section 2 - Organization

At each meeting of the Executive Board the President, or in the President's absence the Vice-President or a chairperson chosen by a majority of the Board members present, shall act as chairperson of such meeting and preside thereat. The Secretary General, or in the Secretary General's absence any representative of a full member association present at the meeting, shall act as secretary of such meeting and keep the minutes thereof.

Section 3 - Voting

Each full member of the Federation shall at each annual meeting of the Federation be entitled to vote in the person of the accredited representative or of the proxy, appointed by an instrument in writing subscribed by such member association and delivered to the Secretary of the meeting, provided, however, that no proxy shall vote after one year of appointment.

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Section 5 - Quorum

At all meetings of the Executive Board, a majority of the Board members shall constitute a quorum for the transaction of business.

ARTICLE V - OFFICERS

Section 1 - Principal Officers

The principal officers of the Federation shall be the President, the Vice-President/President-Elect, a Treasurer, and a Secretary General, each of whom shall be selected from the accredited representatives of the full member national associations.

Section 2 - Election, Term of Office, and Qualifications

The principal officers of the Federation shall be elected by the General Assembly of the Federation. The term of office of the President shall be for two years. The term of the Vice-President/President-Elect shall be for two years, but the individual shall assume the presidency upon completion of their term as Vice-President/President-Elect. The Treasurer and Secretary General shall hold office until their successors have been appointed and have taken office.

Section 3 - Additional Officers

In addition to the principal officers, the General Assembly of the World Federation may appoint or may elect such other officers as the General Assembly may deem necessary or advisable, each of who shall hold office for such period of authority and perform such duties as the Executive

Board may from time to time determine. (Note Section 11-Regional Liaison Officers)

Section 4 - Removal

Any officer of the Federation may be removed either with or without cause at any time by resolution adopted by a majority of the General Assembly present and voting in regular meeting, or under unusual circumstances, by a majority vote of the Executive Board. The decision of the Executive Board to remove an officer shall be confirmed by a majority vote of the next following meeting of the General Assembly.

Section 5 - Resignation

Any officer of the Federation may at any time resign by giving written notice of his resignation to the Executive Board, the President, or the Secretary General, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 - Vacancies

A vacancy in any office resulting from death, removal, resignation, or any other cause shall be filled for the unexpired portion of the term in the manner prescribed in these By-Laws for regular election to such office.

Section 7 - The President

The President shall have general and active supervision over the activities and affairs of the Federation subject, however, to the control of the Executive Board. The President shall, if present, preside at all meeting of members and at meeting of the Executive Board. The President shall see that all orders and resolution of the Board are carried out. The President may sign, execute, and deliver in the name and on behalf of the Federation, all deeds, mortgages, and bonds; contracts; and other instruments authorized by the Executive Board.

Section 8 - Vice-President/President-Elect

The Vice-President/President-Elect shall have such powers and perform such duties as the Executive Board or the President may from time to time prescribe. At the request of the President or in case of the President's absence or inability to act, the Vice-President/President-Elect shall perform the duties of the President and, when so acting, shall have all the powers of, and be subject to all restriction upon, the President.

Section 9 - Treasurer

If so directed by the Executive Board, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the Board shall from time to time specify or approve. The Treasurer shall:

1. Have charge and custody of and be responsible for all funds, securities, notes, and valuable effects of the Federation; receive and give receipt for monies due and payable to or receivable by the Federation from any source whatsoever; deposit all such money to the credit of the Federation or otherwise dispose thereof as the Executive Board shall direct; and the Treasurer shall cause such funds to be dispersed by cheques or drafts signed as provided in

- these By-Laws and be responsible for the accuracy of the amount of, and preserve proper voucher for, all monies dispersed;
2. Render to the President, whenever required an account of the financial condition of the Federation and of all transactions as Treasurer;
 3. In general, perform all the duties incident to the office of Treasurer and such other duties that may from time to time be assigned by the Executive Board.

Section 10 - Secretary General

The Secretary General shall:

1. Keep the minutes of the meetings of the General Assembly and the Executive Board;
2. See that all notices are duly given in accordance with the provisions of these By-Laws;
3. Be custodian of all contracts, deeds, and documents of the Federation and of all its other corporate records except accounting records;
4. See that the books, reports, statements, certificates and all other documents and records are properly kept and filed;
5. In general, perform all duties incident to the office of Secretary General and such other duties that may from time to time be assigned by the President or the Executive Board.

Section 11 - Regional Liaison Officers

The General Assembly shall appoint from among the members of the Executive Board one person for each of the following six Regions as a Regional Liaison Officer. The term of office of the Regional Liaison Officers is three years.

Africa (AFRO)

Americas (AMRO/PAHO)

Eastern Mediterranean (EMRO)

Europe (EURO)

South-East Asia (SEARO)

Western Pacific (WPRO)

The General Assembly shall vote yearly on the maximum amount of money to be made available to Regional Liaison Officers on their request, in case they are not able to cover costs incurred by their duties in that function otherwise. The amount to be made available is proposed to the General Assembly by the Secretary General. The Secretary General decides on the distribution of the available means. In case one single Regional Liaison Officer requests an amount beyond one fifth of the total amount, the Secretary General decides after consultation with the other officers of the Federation. The purpose of this fund shall be to help defray secretarial, postage, and other office expenses.

Duties of the Regional Liaison Officers shall include:

1. Providing on a regular basis the WFPHA newsletter editor with information regarding members in their respective region.
2. Attending, whenever possible, meetings of public health associations within their regions, and assisting in coordinating the activities of the Federation and national public health associations in their region with the governments and the regional office of WHO.
3. Promoting and whenever possible assisting in the establishment of new national, multidisciplinary public health associations in countries within their regions; and
4. Submitting a written report at the annual WFPHA General Assembly meeting.

ARTICLE VI - CHEQUES, DRAFTS, BANK ACCOUNTS, ETC.

Section 1 - Loans

No loans shall be contracted on behalf of the Federation and no negotiable papers shall be issued in its name unless authorized by the Executive Board.

Section 2 - Cheques, Drafts, Etc.

All cheques, drafts, and other orders for the payment of money shall be signed or endorsed by such officer or officers of the Federation and in such manner shall from time to time be determined by resolution of the Executive Board.

Section 3 - Deposits

All funds of the Federation not otherwise employed shall be deposited from time to time to the credit of the Federation in such banks and other depositories as the Executive Board shall designate or select.

ARTICLE VII - ASSESSMENT FOR SUPPORT OF THE WFPHA

Member associations shall contribute to the support of the WFPHA in the following amounts:

Membership Category

Annual Assessment

1. Full Membership

US\$100.00+ US\$0.20 for industrialized countries (according to the WHO classification) and US\$0.10 for other countries multiplied by the number of members in the association, with a ceiling of US\$3,000.00 for industrialized countries and US\$300.00 for other countries.

2. Regional Membership

3. Sustaining Membership US\$1,000.00

The financial commitments of the Federation will be met by assets its only. Member associations, members of the Executive Board, or officers of the Federation will not be subject to any personal financial liability to third parties for financial engagements made contractually by the Federation.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the Federation shall be from January 1 to December 31.

ARTICLE IX - LANGUAGES

The working language of the Federation shall be English. Simultaneous translation in the WHO official languages will be provided when possible.

ARTICLE X - AMENDMENTS

Amendments to these By-Laws may be made by a two-thirds vote of those present and voting at the annual meeting of the General Assembly.