CONSTITUTION
ARTICLE I

SECTION 1 - PREAMBLE

Public health officers Professionals are conscious of the health glitches faced in their communities and the need to resolve them. In lieu of the above, this combined force of health professionals and interested citizens will contribute greatly to the strengthening of organized health services. As a change agent, public health professionals are committed to improve the standard of health. They are constantly identifying the health needs, plan, implement and evaluate the strategies in finding solutions to the health problems. They can demonstrate a commitment to communities, communicate effectively as health educators, teach, counsel, motivate and collaborate with other health care delivery workers.

Furthermore, the association is based on the belief that, the health status of an individual, community or nation is determined by the interplay and integration of two ecological universes, that is; with the internal environment of man himself and the external environment of the community. In modern concept, disturbance in the delicate balance between man and his environment leads to diseases. There is a strong tie among the society, economy and the community and as things are now albeit precarious, the community is always at the receiving end because, man is ignorant and selfish. Public health is a profession which encourages the blending of scientific knowledge, principles and health ethics in an attempt to meet the changing needs of the community.

As mentioned above, everybody’s attention is being drawn to the community and without any iota of exaggeration; the association will be a right step in the direction to prevent, correct, mitigate, or control many emerging and re-emerging community health issues in Sierra Leone and the world at large. This
is done by respecting a set of traditions, customs, conventions and laws. Do hereby; constitute us as “NATIONAL ASSOCIATION OF PUBLIC HEALTH PROFESSIONALS” and adopt this constitution as our supreme instrument of governance in reference.

SECTION 2 – THE NAME OF THE ASSOCIATION

The association shall be called the “NATIONAL ASSOCIATION OF PUBLIC HEALTH PROFESSIONALS” (NAPP)

SECTION 3 – THE ABBREVIATION OF THE ASSOCIATION

The nick name of the association shall be “NAPP”

SECTION 4 – THE MOTTO

The motto of the association shall be “Welbodi fɔ ϖ” which means health for everyone.

SECTION 5 – THE COLOUR

The colour of the association shall be lilac with a grey background.

SECTION 6 – THE LOGO

The association’s logo shall comprise of the name, the images of a man, child, woman and the motto.

ARTICLE II

SECTION 7 – MISSION STATEMENT

The National Associations of Public Health Professional is a multidisciplinary national non-governmental organization concerned with public health generally. Its members include public health officers, nurses, sanitarians, administrators,
physicians, health educators, pharmacists and planners, in addition to lay persons interested in public health. The main purpose of this association is to provide a powerful voice and organizational structure for the advancement of measures for the reform, promotion of health, prevention of disease, protection of communities, care of the sick, the rehabilitation of the disabled and maintenance of the physical, mental and social well-being of the individuals and the community at large. The association can present to government, professionals, and other bodies the consensus of public health workers’ opinions on healthy policy matters. The association also serves to advance the professional position and interests of public health personnel.

SECTION 8 – VISION

To create an enabling environment for excellence and professional measures by undertaking research; for the reform, promotion of health, prevention of diseases, protection of communities, care of the sick, the rehabilitation of the disabled and maintenance of the physical, mental and social well-being of individual and the community at large. Defending the good image of the profession and promoting a high standard of health of individuals and groups in the community, thereby assuming responsibilities of intelligent citizenship.

SECTION 9 - AIMS AND OBJECTIVES

i. Give systematic and organized educational seminars to capacitate personnel in primary health care delivery and all other health care settings;

ii. To facilitate collaborative efforts among member groups for improving health and health services;
iii. To provide a medium through which national, non-governmental health organizations can work effectively with national and international health agencies to improve community health;

iv. To strengthen existing associations in their work of supporting the public health professions;

v. Create a realization of multi-disciplinary approach and inter-sectorial collaboration in the primary health care system and

vi. Enhance professional participation in defining the functions and responsibilities of the profession, initiate and implement innovation for the improvement of health and prevention of common diseases and contribute to the promotion of health legislation.

SECTION 10 - THE MEANS OF IMPLEMENTATION (FUNCTIONS)

The Associations’ activities shall be the means of implementations which include the following:

i. The association shall provide a powerful voice and advocate for the public health officers, other health workers and the public opinion on health policy matters to government and other bodies.

ii. There shall be a National Congress (Annual General Assembly), convene every year, where health experts from around the country gather to share ideas and experiences. A key feature of the Congress is Lecture. The lecturership provides an opportunity to hear highly respected figures discuss developmental issues;

iii. The congress shall meet in any suitable place within Sierra Leone each November during the Annual general meeting;

iv. There shall be a quarterly newsletter which provides information on the activities of NAPP, its member groups, and the international organizations with which it has official relations. Occasionally, special studies and reports to address key health issues;
v. Collaborative field projects that strengthen the capacity of members to improve community health.

vi. Educational seminars for members and others interested in public health issues;

vii. Preparation and Production of health education materials for the general population in a form of manuals or handbooks for health personnel (e.g., on aspects of primary health care, nutrition, environmental health etc.)

viii. Dispatch of communications (e.g., on epidemic hazard) to all health personnel in the country and assistance in the recruitment and training of persons for service in the many disciplines involved in public health work;

ix. Specific research projects, particularly at the request of governmental or other bodies;

x. Development of a library or clearinghouse of public health resource materials;

xi. Continuing educational courses for various types of health care personnel in both the public and private sector;

xii. Publication of one or more journals in which public health personnel may report for wide audiences on current work and research;

xiii. Collaboration with the health personnel of other nations on public health matters;

xiv. Improvement of the professional status of public health personnel through collective representation and

xv. Presentations by members on subjects approved by the program committee;
ARTICLE III

SECTION 11 – OVERVIEW OF MEMBERSHIP

The membership of NAPP is open to all willing and able health personnel in Sierra Leone. The association embraces health workers of all social, political and academic discipline. Its members include public health officers, nurses, sanitarians, administrators, physicians, health educators, pharmacists and planners, in addition to lay persons interested in public health.

SECTION 12 - CATEGORIES OF MEMBERSHIP

Its membership shall be divided into four categories: Active, Associate, Dormant and patron members.

1. Full Members: Individuals, who endorse the principles of the NAPP, provide an active in-kind collaboration or a monetary donation and actively participate in NAPP activities shall meet the memberships qualifications stated in the Constitution. Full Members are eligible to vote and to be voted for.

2. Associate Members: members that meet some but not all of the qualifications stated in the NAPP Constitution (Articles III, section 13) and which could reapply for Full Members at some time in the future when they meet all the qualifications necessary for Full membership and at the Council’s discretion. The membership of Associate members is renewable every three years. Associate members pay dues but cannot vote. They can attend meetings as observers, are encouraged to participate on NAPP Working groups and have access to all materials and information NAPP may provide to its members.

3. Dormant Members: shall promote, endorse the principles and objectives of NAPP, pay no dues (except that they can give annual donations) and do not
have voting rights. They shall attend meetings as observers and have access to all materials and information NAPP may provide to its members. The Governing Council can allow exceptions to this rule. The membership of sustaining members is renewable every three years.

4. **Patron Members**: shall promote, endorse the principles and objectives of NAPP, pay no dues (except that they can give annual donations) and do not have voting rights and can attend meetings as observers and have access to all materials and information NAPP may provide to its members.

**SECTION 13 - QUALIFICATION OF GENERAL MEMBERSHIP**

Membership of NAPP shall be subjected to anyone or all of the following conditions. It is divided into General membership, the Governing Council and the Advisory Board.

**General membership:**

i. Health workers within Sierra Leone who endorse the principles of the NAPP, provide an active in-kind collaboration or a monetary donation and actively participate in NAPP’s activities shall meet the memberships qualifications stated in this Constitution;

ii. Persons interested in public health and endorse the principles of the NAPP, provide an active in-kind collaboration or a monetary donation and actively participate in NAPP’s activities shall meet the memberships qualifications stated in this Constitution;

iii. Such persons shall become eligible full members or associate members or dormant members: only after applying for membership, a formal approval from the Governing council, stipulated registration fees (amount shall be determined by the Council) and membership subscription;
iv. An application for membership shall be addressed to the secretary general and approval is granted after a probation period determined by the council;

v. Individuals who shall actively participate in the association for **THREE SEQUENTIAL** years shall be considered for full membership and shall be eligible to vote and to be voted for;

vi. Individuals who shall apply and meet the membership criteria for the first **THREE SEQUENTIAL** and participate actively in the association shall be considered associate member and **SHALL NOT** be eligible to vote and to be voted for;

vii. Newly accepted full members become eligible for membership in the association, council, and committees and shall be part of the congress and,

viii. Full and associate members shall subscribe a monthly due determined by the Governing Council.

**SECTION 14 - TERMS OF MEMBERSHIP**

All members shall continue to hold membership in the NAPP so long as they maintain the established requirements set forth in the Constitution and so long as annual assessed dues as applicable are paid before the opening date of the Congress {Annual meeting of the General Assembly (AGM or GA)} of the ensuing year. Membership unable to meet the dues or services requirement or are requested to show cause for the non-payment of their dues in order to retain the status of a membership. Members that have not communicated such information shall cease to be members of the Association after a period of time to be determined by the Governing Council (GC).
SECTION 15 - MEMBERSHIP RIGHTS AND BENEFITS
The Association can benefit both the general population and its members in a number of ways:

i. The exchange of information on all aspects of public health and the general strengthening of national public health systems.

ii. Specific health benefit can come from co-ordinations among health personnel from different agencies, both public and private sectors. The intermingling of these diverse health personnel is advantageous for all parties.

iii. The public visibility and general publicity of a national public health association can strengthen the entire national health system. Public health workers often fail to get the recognition accorded to associations of physicians, dentists, nurses, or pharmacists. By attracting greater attention to public health personnel, the association can enhance organized health activities for the general population.

iv. Participation in the activities of a public health association can improve the morale and dedication off all public health personnel.

v. When a person find others who have had similar experiences and can exchange views about them, the spirit and determination of all can be uplifted.

SECTION 16 - MEMBERSHIP DUTIES

It shall be a duty of every member of NAPP to:
i. Abide by the terms of membership, endorse the principles of the NAPP and provide an active in-kind collaboration or a monetary donation;

ii. Participate effectively in all the NAPP activities and abstain from any activity detrimental to the general welfare of NAPP and the general public;

iii. Serves as a positive representative of NAPP to non-members and the society at large and where possible promote the ideals and values of the Association;

iv. Members must not bring polities, fraternity, religious, regional or tribal involvement in the Association and;

v. Enact any other obligation that may be determined and that it is in consonant with the vision and mission outlined in this constitution.

**ARTICLE IV**

**SECTION 17 – ANNUAL GENERAL MEETING OF NAPP**

There shall be an Annual General Meeting, Congress, or the Annual General Assembly (AGM or AGA) of the NAPP’s membership. This annual meeting shall be held in a location as designated by the General Assembly. Sixty days’ prior notice shall be given by the President or his/her designate of the date on which the annual meeting of the Association shall be held. Properly designated and accredited representatives of the members shall participate in the proceedings of the NAPP.

**SECTION 18 - ORGANIZATION OF THE CONGRESS/AGA/AGM**
i. At each Congress (AGM/AGA), 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. A representative from the registered office or the Main Office, or in his/her absence any representative of a Full Member association present at the meeting, shall act as Secretary of such meeting and keep the Minutes thereof.

ii. There shall be a Congress (AGM/AGA), held in any suitable place each November during the first few weeks. The venue of the Congress (AGM/AGA) will be chosen at a Congress and the Council will determine the time.

iii. The Congress (AGM/AGA) shall comprise of the Advisory board, the Governing Council and the General Membership. All full members present shall become delegates at the Congress (AGM/AGA) and shall pay delegate registered that shall be determined by the Council.

SECTION 19 – MEETINGS

i. The Advisory Board shall meet as requested by the Council and at the triennial Congress.

ii. The Governing council shall meet as often as necessary and at the triennial congress.

iii. The District Executives shall meet as often as necessary and at the triennial congress.

iv. The General membership shall meet monthly in each district or by the request of the council and at the Annual General Meetings (Congress). A Sixty days’ prior notice shall be given by the President or his/her
designate of the date on which the annual meeting of the Association shall be held.

v. Working Groups shall work independently. They shall organize their own meetings and manage their own means of communication among WG members.

vi. The Disciplinary Committee shall meet as requested by the Council and at the triennial Congress.

vii. The Program committee shall meet as requested by the Council and at the triennial Congress.

SECTION 20 – QUORUMS

i. At all annual meetings of the Association, a quorum shall consist of two-third ($2/3$) of the eligible voting members in attendance or by proxy;

ii. At all meetings of the Council/Board, Working Groups, Committees, and General membership, a majority of the members shall constitute a quorum for the transaction of business.

SECTION 21 – RESOLUTIONS

Resolutions of at meetings shall be ordered by a consensus, failing whereof, a simple majority decision will stand.

ARTICLE V

SECTION 22 –STRUCTURE OF NAPP

The NAPP shall compose of the following:
Governing Council (GC or Council)
Advisory Board (AB or Board)
The District Executives (DE or Executive)
The General Membership (GM or Membership)
Working Groups {(WG) e.g. Task Force, Study Group, Action Group, etc}
Committees (Program, Discipline)

SECTION 23 – GOVERNING COUNCIL (Short name: Council)
i. Composition and Term of Office

The Council shall consist of the following officers:
President
Vice-President
Immediate Past President
Secretary General
Assistance Secretary General
Financial Secretary
Treasurer
Social Organising Secretary
Assistance Social Organising Secretary
Public Relation Officer
Assistance Public Relation Officer
Board of Auditors
Opted Members

The term of office of the elected Council members shall be three years, renewable for one consecutive term. Full Members can be re-elected to the Council after an absence of at least three years following two consecutive terms.

ii. Liaison functions of elected members of the Council

a) In addition to the tasks of the Council, its elected members fulfill liaison functions between the international Public Health Associations and
NAPP. This may include tasks such as providing the NAPP newsletter editor with information regarding members in their respective districts; attending meetings of public health associations within their districts;
b) The executive shall be the controlling authority of the Association and shall control the affairs of the Association according to the provisions of this constitution;
c) The council shall meet as stipulated by the constitution in article four section nineteen, subsection two.
d) The council shall from time to time review the activities of the Association in order to ensure that the decisions of the General Assembly are carried out;
e) The council shall appoint committees as and when necessary and;
f) The council shall be answerable to the entire membership for their actions.

SECTION 24 – GOVERNING COUNCIL OFFICERS

a) The President
1. The President-Elect shall have general and active supervision over the activities and affairs of the Association’s subjects, however, with the approval of the Council. The President shall, if present, preside at all meetings. The President shall see that all orders and resolution of the Council are carried out. The President shall sign, execute, and deliver in the name and on behalf of the Association, all deeds, mortgages, and bonds; contracts; and other instruments authorized by the Board.
2. All press releases in the name or on behalf of the Association must receive the approval of the President prior to the pronouncement or publication.
3. All moneys paid to the Association or received on behalf of the Association shall go through the president.

4. Shall be the principal signatory for withdrawers from the account of the Association.

5. Shall be a member of the Advisory Board.

b) Vice-President-Elect

The Vice-President-Elect shall have such powers and perform such duties at the Council or as 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-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. The Vice-President-Elect will sit on the Finance Committee.

c) Immediate Past President

The Immediate Past President shall act as an ambassador for the Association to the district offices and other organizations. At the request of the President or in case of the President’s and Vice-President-Elect’s absence, the Immediate Past President can be called upon by the Board after consultation with the general membership to 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. The Immediate Past President shall be a member of the Advisory Board, the ex officio chairperson at the Nominations Committee and the ad hoc Committee for Association Awards.

d) Secretary General

The Secretary General- Elect or his/her designate as deemed by the Council shall:
1. Keep the Minutes of the meetings of the General Assembly and the Council/Board;

2. See that all notices are duly given in accordance with the provisions of this Constitution;

3. Be custodian of all contracts, deeds, and documents of the Association and of all its other corporate records except accounting records;

4. See that the books, reports, statements, certificates, records and all other documents 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 Council.

6. Sit on the Finance Committee, the Advisory Board and be one of the signatories for withdrawals from the account of the Association.

   e) Assistance Secretary General

The Assistance Secretary General-Elect shall have such powers and perform such duties at the Council or the Secretary General-Elect may from time to time prescribe. At the request of the Secretary General-Elect or in case of the Secretary General Absence or inability to act, the Assistance Secretary General-Elect shall perform the duties of the Secretary General and, when so acting, shall have all the powers of, and be subject to all restriction upon, the President.

   f) Financial Secretary-Elect

The Financial Secretary-Elect shall collect subscriptions, donations, registrations, and other contributions for onwards transmission to the treasurer who shall issue receipts for all money received, expended and keep an accurate
record of all monetary transactions. Shall be one of the signatories for withdrawals from the Associations account and shall give a financial report at the end of every six months and at the Congress (AGM/AGA). Expenditures shall be made within the context of agreed work plan with budget or Annual Budget. Otherwise, any expenditure should be approval by the Council. The Financial Secretary shall be the Chairperson at the Finance Committee and sit on the Advisory Board meetings to advice on financial issues.

g) Treasurer

1. The Treasurer-Elect shall as directed by the Council, give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the Council shall from time to time specify or approve.

2. Have charge and custody of and be responsible for all funds, securities, notes, and valuable effects of the Association; receive and give receipt for monies due and payable to or receivable by the Association from any source whatsoever; deposit all such money to the credit of the Association or otherwise dispose thereof as the Council shall direct; and the Treasurer shall cause such funds to be dispersed by wire transfer, cheques or drafts signed as provided in this Constitution and be responsible for the accuracy of the amount of, and preserve proper voucher for, all monies dispersed;

3. Render to the President, whenever required an account of the financial condition of the Association and of all transactions as Treasurer;

4. Sit on the Finance Committee; and be one of the signatories for withdrawals from the account of the Association

5. 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 Council.
h) Social Organizing Secretary
The Social Organizing Secretary-Elect shall coordinate public activities on and for the Association. She/he shall act as the chief host to all quests at social functions, disseminate information on social functions and shall hand over all proceeds from the working Group during activities of the Association to the Governing Council not later than 72 hours after the function.

i) Assistance Social Organizing Secretary
The Assistance Social Organizing Secretary-Elect shall have such powers and perform such duties as the Council or the Social Organizing Secretary-Elect may from time to time prescribe. At the request of the Social Organizing Secretary or in case of the Social Organizing Secretary absence or inability to act, the Assistance Social Organizing Secretary -Elect shall perform the duties of the Social Organizing Secretary and, when so acting, shall have all the powers of, and be subject to all restriction upon, by the President.

j) Public Relation Officer
She/he shall be the liaison officer responsible for all advertisement functions and in conjunction with the ethics of the Association. Shall be responsible for the publications and newsletters that are produced terminally and the quarterly ‘‘welbodi magazine’’. Propagate the vision and mission of the Association and explain the policies to members and the general public.

k) Assistance Public Relation Officer
The Assistance Public Relation Officer -Elect shall have such powers and perform such duties as the Council or the Public Relation Officer -Elect may from time to time prescribe. At the request of the Public Relation Officer or in
case of the Public relation officer absence or inability to act, the Assistance Public Relation Officer-Elect shall perform the duties of the Public Relation Officer and, when so acting, shall have all the powers of, and be subject to all restriction upon, by the President.

1) Board of Auditors

The advisory Board in consultation with the council and General membership shall appoint five (5) members within or outside the association to audit the finance at the end of every fiscal year and six months before the end of the term of the incumbent. (As stated in section 44 of this constitution)

m) Opted members:

Presidents, immediate past Presidents, Secretary Generals, and Financial Secretaries of all Districts shall be part of the opted members and have **ONLY** the president to vote in the Board’s resolutions. The Ex-co Officers, a committee member and secretaries of the Working Group shall have representation on the Council in addition to those elected, but without a vote in the Council. The WHO Designated Technical Officer will also sit on the Council in an *ex officio* capacity.

**SECTION 25 – REMOVAL**

Any Officer of the Association may be removed with a 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 Council. The decision of the Council to remove an Officer shall be confirmed by a majority vote of the next following meeting of the General Assembly.
SECTION 26 - RESIGNATION

Any Officer of the Association may at any time resign by giving a month written notice of his resignation to the Council or the President, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 27 - 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 this Constitution for regular election to such office. This shall be effective when the chief electoral commissioner declares such position vacant.

SECTION 28 - REMUNERATION

All Council/Board members will serve on a voluntary and unremunerated basis. No Officer shall be paid for his/her services, although the President can authorize reimbursement of any actual and eligible expenses incurred by an Officer carrying out an authorized task on behalf of the Association.

SECTION 29 - TERM OF OFFICE AND QUALIFICATIONS

1. The principal Officers of the Association shall be elected by the General Assembly of the Association (Congress). The term of office of the elected council members shall be for three years, renewable for one consecutive term. Full members can be re-elected to the council after an absence of at least three years. All aspirants should be delegates at the congress (AGM/AGA).

2. Current holders of the Governing Council are qualified for election into officers again, if they Relinquish their positions at least one month before the first day of the Congress (AGM/AGA) and is not found guilty of
financial corruption. No member shall hold position for more than two consecutive terms except for section twenty-nine (29), subsection one (1).

3. All aspirants must be a full time member and shall be verified, approved and pronounced according to the mandates provided by this constitution.

4. Aspirants for the positions of President, Secretary General and financial secretary MUST hold a Bachelor of Degree in Public Health and have at least three years’ experience of participation in the Association.

ARTICLE VI

SECTION 30 - FUNCTION OF THE ADVISORY BOARD

1. There shall be an Advisory Board which comprise of the immediate past president, president, secretary General, Financial Secretary and individuals with high moral and ethical standing in society that have concern for public Health. The board shall have a chairperson; the Secretary General shall act as the secretary and they shall meet every six month along with irregular meetings called by the council when necessary to discuss important issues.

2. The Advisory Board can be called upon to provide advice to the Council as requested by the Association. Individual members of the Advisory Board can be called upon for specific advice or support. But the Chairperson is to be informed.

3. A decision shall be considered to have been taken as soon as a motion has been approved or rejected by a majority of the members. Non participation is considered as agreement with the proposal. The Board shall review all report of the Association.
4. Composition, appointment and term of the advisory board are composed of eminent persons in public health. It will have between five to Nine members including the four council members. (Section twenty-four ‘24’) Members shall be appointed by the Council and endorsed by the Congress for periods of three years, renewable by decision of the Council. The Advisory Board selects its Chairperson from among its members by consensus.

SECTION 31 THE DISTRICT EXECUTIVE
i. There shall be fourteen district executives in proportion to all the districts in Sierra Leone. They shall have their own executive and their Presidents, immediate past Presidents, Secretary Generals, and the Financial Secretaries shall sit on the National Governing Council as opted members and their President having the only voting right at the Council. The District Executive shall have similar structures like the National Governing Council. They district executives shall be enact by any other obligation that may be determined and that it is in consonant with the vision and mission outlined in this constitution.(Article iii, Section 16)

SECTION 32 - COMMITTEES
The committees fulfil functions serving the organizational framework of the Association. In addition to permanent Committees (program, discipline), the Council may appoint interim Committees for activities limited in time. For Committees to be recognized by the Council and General Assembly, their terms of reference and rules of procedures have to be presented.
SECTION 33 – DISCIPLINARY COMMITTEE
A Committee to be called a disciplinary committee shall be selected and shall be headed by the chairman elected among five (5) members selected by the General membership for that purpose. It shall be the mandate of the committee to:

1. Investigate and report findings to the council and general membership in case of gross misconducts; including abusive, utterances, fighting and any reasonable interpreted as gross misconduct by the council.

2. Investigate cases of absenteeism, financial irregularities and reckless or negligent exercise of responsibilities and abuse of office among other examples.

SECTION 34 – TERMINATION OF MEMBERSHIP
A Member shall lose membership on the grounds where the disciplinary committee recommend dismissal and approved by the general membership. Where the member become negligent concerning the Association, leaves, resign or communicate it in writing to the secretariat.

SECTION 35- WORKING GROUPS
Working Groups will usually be created to work on theme-related program elements serving to fulfil parts of the Association’s mission. For Working Groups to be recognized by the Council and General Assembly their terms of reference, rules of procedures and a work program have to be presented. Temporary recognition is possible to allow for the preparation of these documents. Depending on the situation, other terms (Task Force, Study Group, Action Group, etc.) may be used to describe Working Groups.
ARTICLE VII

SECTION 36 – ELECTIONS

1. There shall be elections of a new council after the one term of office expires of the incumbent. Ban on all political activities shall be lifted at least two weeks before the day of the Congress (AGM/AGA) and except wherein this constitution otherwise provides, the qualified members present shall be elected into the following positions as recorded in this constitution.

2. All aspirants wishing to vie for positions in the council should be nominated by two delegates at the Congress (AGM/AGA) and the presidential aspirant shall read their manifestoes and answer questions from members present before the commencement of the election.

3. The electoral process shall be conducted by the electoral commissioners and any Aspirant can pass a vote of no-confidence in any officer in the commission. This will however be effective with the approval of two-third of the members present.

4. The candidates shall pay aspirant fees that shall be determined by the Board.

SECTION 37 – ELECTORAL COMMISSION

1. There shall be an electoral commission that will conduct all elections of the Association. All registered delegates present at the Congress (AGM/AGA) shall elect members of the commission and shall comprise of three elected members of the General Membership and the fourth shall be the chief electoral commissioner elected from members of Advisory Board excluding Council members. This commission shall be elected on
the first day of the Congress (AGM/AGA) and the tenure shall be three years.

2. The commission shall declare all positions vacant before the commencement of election and shall prepare votes’ list and ballots papers in conjunction with the incumbent council, which should be displaced in the Congress (AGM/AGA) Hall before elections.

3. The commission in consultation with the council shall ensure that all delegates are registered and are paid up full members.

4. All petitions shall be forwarded to the electoral commission at least within twenty-four (24hrs) hours of elections and shall declare an aspirant of the candidate null and void if she/he violates article five, section twenty-nine (29).

5. The commission shall order all campaigning to stop before voting and punitive measures shall be taken against any member who flouts this rule.

6. The voting sensitization shall be done by this commission.

SECTION 38 - VOTING

1. Each Full Member of the Association shall at each Congress (AGM/AGA) of the Association be entitled to become a delegate and to vote in person.

2. Decisions of the Council and Board are by majority vote of those members present at a Council or Board meeting.

3. A decision shall be considered to have been taken as soon as a motion has been approved or rejected by a majority of the members. Non participation is considered as agreement with the proposal.

4. Voting shall be done in secrete on ballot papers and in case of a tie, the three commissioners, excluding the chief electoral commissioner shall cast one vote each after criminating procedures.
5. For all other decisions which require voting, all members present at the annual meetings shall vote and in case of a deadlock in a decision at a Congress (AGM/AGA) the council has the mandate to resolve such deadlock at council’s meetings.

SECTION 39 – VOTE OF NO CONFIDENCE

A vote of no confidence shall be passed on an electoral commissioner if:
The conduct or actions of a commissioner does not prove well for the conduct of a free and fair election and the commissioner is guilty of financial corruption in the Association prior to his/her election.

ARTICLE VII

SECTION 40 – SOURCES OF FINANCES

The Association shall receive finances from the following sources:

i) Annual capitation from district;

ii) Delegate fees;

iii) Application forms, registration fees and monthly subscription from members;

iv) Capitations from delegates;

v) Aids, donations, external funding entity from individuals, organisations and other agencies;

vi) Members of the Advisory Board shall also be registered, subscribe and pay donations.

SECTION 41–DEFINITIONS

For the purposes of this Policy, the following definitions will be used:
i) Donation: A philanthropic contribution or gift.

ii) Aid: Any support from government that shall be utilized by NAPP to advance the association’s activities, events and projects.

iii) External Funding Entity: Any organization, body, agency, foundation or corporation that is not related to government and which could invest in the Association’s activities, events and projects.

iv) Monthly contributions: A financial investment made by all NAPP members at the end of each month and shall be determine by the council from time to time.

v) Annual capitation: This shall be an annual payment made to the one month before the congress meets and shall be determined by the council from time to time.

vi) Application Form Fees: This shall be the cost of form for new applicants and shall be determined by the council from time to time.

vii) Registration Fees: This shall be the amount paid for admission for all new members in to NAPP as stated in article three, section twelve and shall be determined by the council from time to time.

viii) Delegate Fees: This shall be paid by all delegates (Full Members) present during the congress and shall be determined by the council from time to time.

ix) Sponsorship: A business arrangement whereby the NAPP commits resources (monies and/or in-kind) to support a specific project, event or activity, but does not share in the profits or underlying risks of the project. The entity contributes funds to an event, activity or even a capital project and receives a benefit (e.g., specific image and marketing opportunities) from the associated
publicity. Sponsorship does not include paid advertising in NAPP publications, on Health’s Program.

SECTION 42 - FUNDING, DONATIONS AND SPONSORSHIP POLICY

The National Associations of Public Health Professionals (NAPP) requires a diversified and adequate financial resource base to support its role as the unique, global civil society voice for public health and to act as a network to the global community of public health associations (PHA) and affiliated organizations. Annual membership fees, while an important indication of member commitment to the Association, are an insufficient source of income. To fulfil its mission, NAPP has to secure its resources from external sources, be it UN or other multilateral bodies, governments and their affiliated agencies or bodies, foundations, not-for-profit organizations or the corporate sector. Preferential consideration will be given to funding from UN or other multilateral bodies, governments and their affiliated agencies or bodies, foundations, and not-for-profit organizations.

This Policy is intended to protect NAPP’s mission and integrity while supporting the Association’s revenue-generating efforts.

SECTION 43- FINANCIAL TRANSACTIONS

This shall include Loans, Wire transfers, cheques, drafts, bank accounts, etc.

1. Loans

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

2. Wire transfers, cheques, drafts, Etc.
All wire transfers, cheques, drafts, and other orders for the payment of money shall be signed or endorsed by such Officer or Officers of the Association and in such manner shall from time to time be determined by resolution of the Council.

3. Deposits

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

4. Bank accounts

The Association shall operate a current and Savings Accounts at any reputable Banks in Sierra Leone and African and all withdrawers from the Accounts shall receive the prior approval of the Council and endorsed by the Board. All or two of the following shall always be signatories of all withdrawers; the President, Secretary General, Financial Secretary and Treasurer. Before such withdrawers a written memorandum must be endorsed by the chairperson of the Board.

SECTION 44 - AUDITING

The Advisory Board in consultation with the Council and General Membership shall appoint members within or outside the Association to audit the finances at the end of every fiscal year and six months before the end of the term of the incumbent. The auditing must be completed within six weeks and report made available to the board and general membership.

SECTION 45 - PROGRAM AND FINANCIAL REVIEW

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

ARTICLE XIII

SECTION 46 - FISCAL YEAR

The fiscal year of the Association shall be from January 1 to December 31.
SECTION 47 - LANGUAGES

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

SECTION 48 - REGULATIONS

Where deemed appropriate, the Council may specify further details in the form of Regulations. Regulations are working guidelines. These are voted on by the Council, and a list of Regulations is kept and regularly updated by the Main Office as an Appendix to this Constitution.

SECTION 49 - AMENDMENTS

This constitution shall only be amended at a Congress (AGM/AGA) and clauses to be amended shall be communicated to the secretary general at least one month to the annual General Meetings. The amendment will only be made with the approval of two-third (2/3) majority of paid up members at a Congress (AGM/AGA). This constitution shall not be subject to any amendment at least Three years after the date of adoption.

SECTION 50 - OFFICES

Principal Office of the Association shall be in the capital city of Sierra Leone. Other Offices of the Association may establish District and other offices upon majority vote of the Governing Council, as the affairs of the Association may require. NAPP Secretariat: c/o 333 Bai Bureh Road Calaba town Freetown E-mail: nationalaphp_2014@yahoo.com, Nationalaphp2014@gmail.com. Phone: +23276697522/+23277697522

SECTION 51 - AUTHENTICATION

This constitution was approved and adopted by the members of the General Assembly of the National Association of Public Health Professional (NAPP) on the 13th and 14th day of September in the year of our Lord 2014. The provisions of this constitution are binding on all members.
### SECTION 52 GUARANTORS

<table>
<thead>
<tr>
<th>NAMES</th>
<th>DESIGNATIONS</th>
<th>SIGNATURES</th>
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</thead>
<tbody>
<tr>
<td>Isata M. Saccoh</td>
<td>President Governing council – NAPP</td>
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<tr>
<td>Sulaiman L. Mandoh</td>
<td>Vice President Governing council – NAPP</td>
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<tr>
<td>Samuka fomba Kamara</td>
<td>Secretary General GC – NAPP</td>
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<tr>
<td>Prince T. Lamin-Boima</td>
<td>Assistance Secretary General/ PRO GC – NAPP</td>
<td></td>
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<tr>
<td>Mr. A Y Kargbou</td>
<td>Chairperson Advisory Board</td>
<td></td>
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<tr>
<td>Alusine D. Sesay</td>
<td>Member Constitution committee</td>
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<tr>
<td>Abdul Koroma</td>
<td>Member Constitution committee</td>
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<td>Alpha U. Barry</td>
<td>Member Constitution committee</td>
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<tr>
<td>Hannah Sheriff</td>
<td>Member Constitution committee</td>
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<td>Mathew Poawui</td>
<td>Member Constitution committee</td>
<td></td>
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<tr>
<td>Mr. Mohamed Massaquoi</td>
<td>Chairperson working Group Committee</td>
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