

ASPHA Statutes

ASPHA Statutes

1. Name, Purpose, Activities, Membership

The name of the Association is the Association of Schools of Public Health in Africa (ASPHA)

It is an association of institutions primarily concerned with strengthening the role of public health by improving the training of public health professionals for practice and research within the African Region.

2. Purpose

The Association will serve the collective needs of the member institutions, in the education and training of public health professionals by building their capacity to maximize and excel in academic training and advocacy, and in the process serve to provide a strong unified voice for promoting public health in Africa.

3. Activities

3a. Institutional development activities include:

- i. Providing a forum for sharing innovative ideas, evaluating the different curricular, tools and materials being used for training by the different institutions and work towards setting specific standards for training.
- ii. Building capacity by implementing and maintaining a strong partnership and networking model carefully designed through consensus building an learning within the African context
- iii. Strengthening competences in training and research in the institutions, sharing knowledge and best practices.
- iv. Influencing health policy in the African Union through collective actions and publications and contribute to health development on the continent.
- v. Facilitating the generation of generic courses and model curricular which can be used at any of the member institutions to enhance a credit transfer system to enable students go from one institution to another without losing already received course credits from their primary institutions.
- vi. Establishing systems for accreditation of courses among all member schools promote practice-based training for students and graduates and publishing an African Journal of Public Health

3b. Partnerships Activities

The association will through memoranda of understanding (MOUs) enhance partnerships with governmental, private, professional, corporate, and community agencies so as to strengthen education, research, and service in accredited schools of public health.

4. Membership

The association is an association of Schools of Public Health and its members are therefore the Institutions of Public Health in Africa. However its membership will be derived from staff of member institutions.

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Institutional membership is open to deans/directors/heads of institutions like schools, colleges or faculties, departments or units responsible for education in public health within the African Region. It carries the right to appoint 2 additional representatives to the Board, only one of whom will be entitled to vote.

- i. The Board can accept additional institutional members upon proposal by the Dean of their institution, and they must undertake to pay the annual contribution that is decided yearly by the Board.
- ii. The Board decides the amount of the annual contribution and this will be reviewed regularly through consensus building.
- iii. Each institution shall nominate one representative to maintain continuing links with the Association, and be the "ASPHA contact person".
- iv. The members may withdraw on giving notice to the President of the Executive Board, by registered letter with acknowledgement of receipt; they then lose their title as members of the Association at the expiration of the current year and after due consideration of any ongoing programs to which they are attached, so as to limit disruption of scheduled activities.
- v. The Executive Board may remove a member either for lack of payment of his/her contribution six months after its due date, or for serious reason. The Executive Board must, if need be, first of all request all explanations from the concerned member. The Executive Board issues a decision that may be submitted to the general Assembly that rules at the last resort.
- vi. The Executive Board may remove a member for serious misconduct, fraud, or academic misconduct.

II. Administration, Functioning

Executive Board

An Executive Board of five (5) members elected at the first general meeting will manage the Association.

No more than two Members of the Executive Board shall come from the same country and no more than one from any given institution.

The Executive Board at the bare minimum will have a president, a vice president, a secretary and a treasurer.

The Secretary will be responsible for arranging and finalizing all association meetings, agenda and minutes.

The Treasurer will be responsible for the monitoring and the presentation of the accounts of the Association.

The Executive Board is accountable to the Associations members' i.e. the General Assembly.

Meetings for resolutions of the Executive Board

Meetings that make substantive resolutions must have the requisite quorum of members which will be decided by the first general assembly of members, and must be organized by submitting notice within minimum specified period, also to be decided by the first general assembly

The schedule of meetings will also be designed to facilitate smooth operation of routine and programmatic obligations, but should include at least one contact every quarter

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Powers of the Executive Board

The Executive Board shall be granted the widest powers to act on behalf of the General Assembly and to do or authorize all acts and operations allowed by the Association.

The Executive Board will be assisted by the Committees and their attributions will always be consultative.

The Executive Board must always keep at the disposal of the General Assembly an updated Register of its resolutions, minutes of the decisions and a statement of the technical, material and financial means of the Association.

All temporary or permanent delegations of powers must be recorded in writing.

An Executive Director may be recruited and paid by the Association to execute the missions of the Association and notably act as an ambassador for the Association in the international arena, as an initiator of collaborative programs between members, between members and international organizations, and between ASPHA and other international organizations. The incumbent will remain accountable to the ASPHA Executive Board.

Nominations and Elections

The President is elected by the General Assembly, one year prior to taking office. He/she will become a member of the Executive Board for four (4) years.

Member schools are asked by the Executive Director in March of the given year to nominate candidates (with a proposer and a seconder from two different schools other than the candidate's own school).

Only ASPHA member schools may make nominations.

Nominations for other members of the executive board will also will require a proposer and a seconder from two different ASPHA member schools other than the candidates' own schools.

The members at large shall be elected for a period of three (3) years, each year representing the time between two yearly General Assemblies, and shall be eligible for one further consecutive three (3) year term, a total of six (6) consecutive years.

Voting will be by secret ballot and Officers shall be elected by majority vote of the members present at the General Assembly of the Association.

Voting procedures

For the Election of the President-):

1. Candidates are elected with an absolute majority (i.e. half of the valid votes plus at least one) after a confidential vote (secret ballot). Should there be only one candidate, the Executive Board proposes to accept the candidate by acclamation.
2. If any candidate does not receive more than half of the votes cast on the first count of first preference votes, there has to be a second ballot. In case of a tie for the first place of more than 2 candidates or in case of a tie for second place then a second round of ballot will be held with the top two or tied candidates if more than two got the same number of votes. This process would be continued until we obtain the winner.

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For the Election of the Executive Board Members:

1. Candidates are elected with an absolute majority (i.e. half of the valid votes plus at least one) after a confidential vote (secret ballot). Should there be only one candidate, the Executive Board proposes to accept the candidate by acclamation.
2. If there is no candidate(s) elected with an absolute majority in the first round of voting, then there is a second round of voting with no elimination of candidates – unless someone decides to withdraw his candidature – and election is based on the highest number of votes obtained (plurality system).

If any Officer in the Association is unable to complete his term, the Executive Board shall appoint a replacement for him who will serve until the next election by the Association.

Remuneration

The members of the Executive Board will not get any kind of personal remuneration for the conduct of their association activities.

Costs incurred during the conduct of these activities will be reimbursed. However these costs will need to be justified with documented proof such as receipts before reimbursement is approved.

Committees

The Executive Board may appoint any committee deemed necessary. Legitimacy of such a committee depends on the Minutes of meeting at which it was constituted, with the terms of reference, and membership.

The number and SOP suggested below will be deliberated on by the general assembly and ratified with a requirement for review on a regular basis to keep pace with changing contexts and trends

Communication-This committee would be responsible for developing strategies for improving public relations, raising the visibility of academic public health, oversight of all public health reports, and management of the partnerships journals and publications. The committee would also be responsible for printing and circulating a regular newsletter for association.

Public Health Academics- This committee would be responsible for securing resources and developing the actual strategies that would impact the improvement and promotion of public health practice in member institutions.

Accreditation- This committee would advise deans and the board of directors on issues and developments regarding the accreditation and certification of Schools of Public Health.

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Financing and Auditing- This committee would be responsible for management of financial affairs such as review and evaluation of annual budgets, annual audits, fiscal policies and assessment of financial performance.

Data Advisory- This committee would provide advice on collection, analysis and dissemination of information on Schools of Public Health thereby serving as gatekeeper for all data collection processes of the member schools.

ASPHA Annual Conferences

Each year, ASPHA will hold an Annual Conference in one of the member countries. The main purpose of the conference is to provide a scientific forum for discussion on issues relating to public health training and education; to reinforce networking among members and to offer an opportunity for discussing ASPHA programs and projects. In addition, the association will, subject to availability of funding or sponsorship facilitate the participation of members in relevant other scientific conferences. In due course the association will explore and develop an annual scientific conference to run along with the annual general assembly of members.