



**Constitution of the
International Association of National Public Health Institutes
(IANPHI)**

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INTERNATIONAL ASSOCIATION OF NATIONAL PUBLIC HEALTH INSTITUTES (IANPHI)

Preamble

Health is a global responsibility and a basic human right crossing borders, politics and cultures. National Public Health Institutes are a key element in supporting an effective public health system.

Our goal is to improve the health of populations through strengthening and assisting in the creation of National Public Health Institutes.

We support member National Public Health Institutes through technical cooperation, sharing of expertise in organizational development, peer assistance, policy development and other public health functions.

National Public Health Institutes vary in their organizations and functions. They are established to support public health at a country wide level to address public health mandates in, population health assessment, disease and injury surveillance, health promotion, disease and injury prevention, health protection and emergency preparedness and response. The elemental functions of a National Public Health Institute specifically could also include; research, surveillance, laboratory, policy development, training and education, communications, best practices, advocacy, knowledge translation and management etc. Their responsibilities may include infectious diseases, chronic diseases and their risk factors, injuries, maternal and child health, environmental and occupational health, surveillance and vital statistics and other databases, immunizations, health policy and organizational effectiveness and management, prevention of violence and other contemporary public health issues.

I - NAME, PURPOSE, MEANS OF ACTION, COMPOSITION

1 Name

The International Association of National Public Health Institutes (IANPHI) is an Association of national institutes primarily concerned with improvement of public health capacity through service, research and training, in order to improve the health of populations and reduce health disparities.

2 Purpose

The Association serves the collective needs of the institutes, as they pursue their public health tasks. In fulfillment of its mission, the association directs its activities to the following goals:

- Assist member institutes to achieve their missions;
- Build coalitions with other public health organizations and support of public health in member countries and globally;
- Support the recognition of National Public Health Institutes in their global work to -improve the scientific, technical and practical capacity to prevent and control the leading causes of morbidity, mortality and disability in the respective countries; and increase governmental public health policy decision-making reliance on data and scientific knowledge.

3 Means of action

In the fulfillment of its mission, the Association will in particular use the following means:

- Identify and disseminate strategies to strengthen the role and improve the functions of the institutes;
- Provide a forum for communication among member institutes;
- Encourage establishment and support the expansion of the concept and capabilities of national institutes of public health;
- Identify and expand funding resources to support National Public Health Institutes in their missions for promoting and protecting public health in their countries;
- Initiate co-operative actions and help build international and national coalitions with other organizations whose mission is to improve the public health.
- Promote awareness and understanding of the critical roles played by national institutes in public health.

4 Composition

The Association is composed of Institutional Members , Associate Members, and Partners.

- Institutional Member: An Institutional Member is a National Public Health Institute as defined in the IANPHI Framework (e.g. one that is responsible for some or many of the Essential Public Health Functions outlined in the Framework including evaluation and analysis of health status, public health surveillance, problem investigation, and control of risks and threats to public health and public health research). In cases where there are two or more institutes with NPHI functions in a country, two may be institutional members of IANPHI but they have together only one vote in the General Assembly; the members may determine themselves their voting status or they may share the vote. The Secretariat of the Association will determine eligibility for institutional membership based upon the IANPHI Framework criteria.

- Associate Member: An Associate Member is an institute or organization from a country that does not currently have an NPHI or does not comply with the institutional membership criteria. Interested institutes and organizations may apply to the Secretariat for Associate status and the Secretariat of the Association will determine eligibility for associate membership.

- Partner: An IANPHI Partner is an organization with which IANPHI has established a cooperative relationship in support of its mission. Partners may include foundations, professional societies, governmental funding agencies or other donors and groups whose public health focus is national, regional or global in scope. The IANPHI Secretariat will determine which groups with which to establish formal or informal Partner relationships.

Institutional and associate members must have been accepted by the General Assembly upon formal application, and they must undertake to pay the annual contribution if it is decided upon by the General Assembly.

The requests for admission must be sent in writing to the Secretary General, who submits them at the closest General Assembly. The Executive Board may, before the closest General Assembly, decide to grant provisional membership and the members thus temporarily admitted are bound to pay the contribution as decided; they enjoy full rights except voting rights which will only be granted as soon as officially confirmed at the beginning of the General Assembly.

5 Annual Contribution

The amount of the annual contribution shall be decided by the General Assembly, specifically for the two categories of membership.

6 Institutional Responsibilities

Every institutional member shall nominate two types of representatives. For the continuing links with the Association, the two persons will be the Director and a "contact person". The latter should be designated by the Director among colleagues holding important responsibilities within the institutes.

7 Withdrawal from the Association

AMENDMENT ONE:

The members may withdraw from the Association on giving their written notice to the President of the Executive Board

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 Secretary General will advise the member of this planned action. The member may appeal to the executive board. The Executive Board issues a decision and submits it to the next General Assembly for ratification.

II - ADMINISTRATION, FUNCTIONING

8 Executive Board, the President and Secretary General

AMENDMENT 2:

The Association will be managed by The Executive Board. The Executive Board consists of the President, the Director of the Institute hosting the IANPHI Secretariat who is Vice-president, and nine members.

Three members (1/3 of the members) will be elected each year. No more than one member of the Executive Board shall come from the same institute other than non-voting Secretary General.

The President shall represent the Association and shall preside over the General Assembly and the Executive Board. The President may delegate the Vice-president or other member of

Executive Board to represent in his/her absence. The President will be responsible for carrying out the resolutions of the Board and for the good functioning of the Association that he/she represents towards Law and in all its civil actions.

The Executive Board will appoint the Secretary General and the Secretary General will be a non-voting member of the Executive Board.

The Executive Board has the right to invite as non-voting members representatives of major sponsors and collaborators of IANPHI.

The Secretary General will be responsible for the agenda and the minutes of the General Assembly and for the monitoring and the presentation of the accounts of the Association.

The Executive Board is accountable to the General Assembly.

9 Meetings for resolutions of the Executive Board

The Executive Board shall meet at least once a year and each time it is called by its President, either at the office, or at any other place.

- The agenda shall be set by the President or by the members calling the meeting; it cannot be set during the meeting.
- The presence of at least one third of the members shall be required for the validity of the resolutions.
- The resolutions shall be passed with the majority of votes of the members who are present, each member having one voting right. In case of division of votes, the President will have **the deciding vote**.
- The resolutions of the Board will be recorded in minutes on a special numbered Register, free of blanks and alterations and signed by the President.
- Agendas and minutes will be posted on the internal website.

10 Powers of the Executive Board

The Executive Board shall act on behalf of the General Assembly between meetings and to do or authorize all acts and operations allowed by the Association and that are not reserved to the General Assembly of the members.

Agendas will be circulated to all members in advance of the Board meetings. The minutes of the Executive Board will be circulated within three weeks of the meeting.

The Executive Board may establish in any Committee or any Task Force of its choice in order to support the work of the IANPHI.

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 on the Register of resolutions.

The Secretary General acts to fulfill the missions of the Association and notably acts as an ambassador for the Association in the international arena, as an initiator of collaborative programs between members, between the association and international organizations, and between IANPHI and other international organizations, as a supervisor of the publication and research activities of the association, and eventually as the Director of the day-to-day activities of the association. The incumbent will remain accountable to the Executive Board.

The Association may employ such full-time or part-time staff as needed to conduct the business of the corporation, under the direction of the Secretary General, or failing, the President.

Some remunerated agents of the Association may be called by the President to testify at the meetings held by the Executive Board, as advisers.

11 Nominations and Elections

The President is elected by the General Assembly.

He/she will become a member of the Executive Board for three years. Member institutes are asked by the Secretary General in March of the given year to nominate candidates. If there are no nominated candidates, then the President establishes a Search Committee with the responsibility to find suitable candidates within a deadline of 30 days prior to the General Assembly

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.

AMENDMENT 3

For the Election of the Executive Board Members

The Executive Board will establish a Nominating Committee composed of 4 Executive Board members and the IANPHI President and Vice President.

The Nominating Committee will establish a formal process and timeline through which individual nominations will be sought from the IANPHI membership. Only directors of IANPHI member institutes are eligible for the nine (9) Executive Board member nomination.

AMENDMENT 4

Based on the nominations received, the Nominating Committee will put forth a geographically representative slate of nominees for open Executive Board positions.

This slate of nominees will be sent to the full Executive Board for discussion and a vote on the slate of candidates, which will take place at least 60 days before the scheduled General Assembly.

Information on the slate of candidates will be made available to the IANPHI membership at least 45 days before the General Assembly and the slate will be voted upon by the General Assembly during its annual meeting.

AMENDMENT 5

The Nominating Committee's slate does not prohibit individual members from being nominated from the floor. Two seconds are needed for each nomination.

AMENDMENT 6

Candidates will be chosen based upon the number of votes received. The candidates with the highest number of votes will be elected. In the case of a tie, a re-vote of ties will be done. All voting will be done by secret ballot.

AMENDMENT 7

If an Executive Board member leaves his/her position as the director of an IANPHI member institute or resigns for any other reason before the end of his/her term, a new member will be elected for the rest of the period.

AMENDMENT 8

EB members shall be limited to serving two consecutive full terms of three years each.

AMENDMENT 9

12 Remuneration

The members of the Executive Board may not receive remuneration.

Travel, food and lodging expenses, and a nominal per-diem to cover costs, can be provided to EB members conducting official business for IANPHI.

13 General Assembly - General

The members shall meet in General Assembly, which is called Extraordinary when the resolution concerns a modification brought to the by-laws and it is otherwise called Ordinary.

The General Assembly shall be composed of institutional members who may be represented by its director or another person bearing powers in due form; each country with an institutional member shall be granted one voting right. If the same country has two institutional members, they will share the vote.

The General Assembly shall be convened annually, by the Executive Board, on the day, time and place mentioned on the convening. A special meeting of the General Assembly may be called by the Executive Board when it deems it necessary or upon request of at least one fourth of the institutional members. Such Assemblies shall be convened within a maximum period of two months from the date the request is made by at least one fourth of the institutional members.

The convening will be sent at least 15 clear days before the date, by individual letters summarizing the agenda. The Board will draw up the agenda that will only include propositions

made by the Board itself and propositions that were brought to its attention one month prior to the Assembly, bearing the signature of at least one tenth of the institutional members.

These Assemblies will meet at the office or at any other place.

The President of the Executive Board shall preside over the Assembly or a member of the Board may deputize for the President if required.

The duties of the Secretary for the General Assembly shall be carried out by the Secretary General, member of the Board, or by the Executive Director.

An attendance sheet shall be filled out and signed by the members of the Association upon their arrival and shall be certified by the President and Secretary General.

The remunerated agents of the Association may be called by the President to attend the General Assembly with a consultative voice.

The resolutions of the General Assembly of the members shall be recorded in minutes drafted on a special numbered Register, free of blanks and alterations, and signed by both the President and the Secretary General.

The copies or excerpts of such minutes to be produced in Court or for any other purpose will be signed by the President or by two members of the Executive Board.

14 General Assembly – Administration and Fiscal Matters

The General Assembly shall hear the report of the Executive Board concerning its management and the financial situation of the Association; it shall approve or rectify the accounts of the past year, decide the budget of the following year, see to the replacement of the members of the Board, and generally speaking, it shall discuss all the matters of general interest and all issues submitted by the Executive Board, except the ones concerning a modification of the by-laws.

Each fiscal year shall start on January 1st and end on December 31st of each year.

In order to validly deliberate, the General Assembly will need to comprise at least one third of the members of the Association.

If such condition is not met, the General Assembly shall be called again in the formal conditions provided by article 13, and during the second Assembly, it shall validly deliberate, notwithstanding the number of members present or represented.

The adoption of resolutions shall require a majority of the members present or represented.

III- ENDOWMENT, ANNUAL RESOURCES, FINANCIAL MANAGEMENT

15 Endowment

The endowment includes the contributions made by the members of the Association or by third parties for the good functioning of the Association and by the possible surplus of the yearly resources.

16 Yearly Resources

The yearly resources of the Association include:

- the contributions paid by the members and which minimum amount and rate are decided yearly during the General Assembly;
- the income generated by the assets it owns;
- the subventions of the States and Public Establishments, and of the private patronage;
- the remuneration of services; the resources generated exceptionally, that may be subject to authorization of the competent authority.
- any grants or contracts from Foundations, individuals, NGO's or governments awarded to the Association.

17 Financial Management

The Association shall keep yearly books among which the statement of account, the results and the balance sheet.

The Association must appoint an auditor for checking the accounts.

The members are not personally financially liable.

IV - INTERIOR RULES, DISSOLUTION, WINDING-UP

18 Interior Rules

The Interior Rules setting the necessary dispositions applicable to the present by-laws or to the fulfillment of the purpose of the Association may be drafted by the Executive Board without them being considered a modification of the by-laws and as long as they do not change their spirit.

19 Dissolution, Winding-up

In case of a dissolution pronounced by a General Extraordinary Assembly according to the provisions of article 15 above, the Assembly shall appoint one or several referees in charge of winding-up the assets of the Association in ways congruent with the objectives of the association.

20 Statutes

The statutes come into force as soon as approved by the Extraordinary General Assembly.

21 Disputes

Disputes will be governed by the Finnish law as long as the office of the association is at THL in Finland.

V – REGIONAL STRUCTURES

22 Regional Activities

The Executive Board may encourage the establishment of supportive regional structures for the work of the association. Such regional structures should be chaired by an institutional member.

VI - REVIEW

23 Review of the Constitution

The Constitution will be reviewed every two years or as necessary.

TRANSITION PERIOD

AMENDMENT 10

During the transition period 2008-2010 the number of elected Executive Board members will be increased by one every year and the number of members will be seven in 2008, eight in 2009 and nine in 2010. The term of president and elected members is three years.