



## Charter

### The Preamble

We, the Master of Public Health (MPH) students studying at the École des Hautes Études en Santé Publique (EHESP) in Paris, France, realizing the need to foster unity among us, to provide a forum for dialogue, to advance our scholastic goals, and to contribute to the educational capacity of the EHESP and the progress of public health in general, hereby form an association and submit ourselves to be guided by this charter.

### Articles

#### **Article 1: Name of the Association**

The name of this association shall be École des Hautes Études en Santé Publique – Public Health International Network. Hereafter it shall be known by the abbreviation as the EHESP-PHIN.

#### **Article 2: Goals and Objectives of the Association**

The main objectives of the EHESP-PHIN are to support EHESP MPH students and organize public health events. In order to achieve these objectives, the EHESP-PHIN shall execute the following specific goals:

- a) Organize social and educational activities to promote good leadership and comradeship among its members.
- b) Facilitate the publication/dissemination of reliable information related to public health and the EHESP MPH programme to its members and interested parties.
- c) Advocate for academic excellence, intellectual freedom and integrity, and scholastic cooperation in the EHESP.
- d) Promote and support programmes and projects aimed at enhancing the educational growth of EHESP MPH students.
- e) Provide assistance for newly arrived MPH students and visiting scholars/professors and support them throughout their stay in Paris.
- f) Foster cooperation with both domestic and international public health agencies and organizations.
- g) Promoting the development and securing the continuity of activities of the association in the long term.

#### **Article 3: Association Year**

The association's administrative and fiscal year shall follow the regular calendar year (i.e. run from the first of January to the thirty-first of December).

## **Article 4: Membership**

### Section 1: Conditions for Membership

- a) Membership of the EHESP-PHIN is open to all EHESP MPH students pending a membership fee of 10 Euros. The level of the membership fee may be altered by the General Assembly upon the recommendation of the Executive Board.
- b) All members in good standing and currently attending the EHESP MPH programme shall be considered as 'regular members' and be the constituents of the EHESP-PHIN General Assembly.
- c) Members who have completed or have left the EHESP MPH programme shall be considered as 'alumni members' and shall no longer be constituents of the General Assembly (and hence the Executive Board), but shall retain all other rights and entitlements.

### Section 2: Membership Termination

- a) Membership shall end:
  - i) Following explicit written notice of termination by the member;
  - ii) Following explicit written notice of termination by the association;
  - iii) By expulsion by the General Assembly;
  - iv) Upon death of the member.
- b) Termination of membership by the member must occur in writing at the end of the club year, with at least four weeks notice before the cancellation date, excepting the following:
  - i) A member may terminate his/her membership immediately within one month after receiving notification of a decision to transform the association to another legal structure or merger;
  - ii) A member may terminate his/her membership within one month following a decision where the rights of members have been limited, or the responsibilities – other than financial duties – increased.
- c) Notice of termination by the association will be issued by the Executive Board if a member ceases to adhere to the conditions for membership stipulated, or if the association cannot reasonably be required to continue membership.
- d) Expulsion from the association may be carried out by the General Assembly if a member acts in violation of this charter or any of the association's bylaws or decisions, or acts in a manner unreasonably detrimental to the association's interests.
- e) The member shall be notified of the decision relating to their expulsion and the underlying grounds as soon as possible, and may appeal to the Executive Board for reconsideration within one month of receiving notification. During the period of appeal the member shall be suspended.
- f) No refunds of membership fees will be granted if a member has been expelled or has terminated his/her membership.

## **Article 5: Executive Officers and Duties**

### Section 1: Number of Executive Officers

The EHESP-PHIN Executive Board shall be constituted of five elected office bears and the appointed position of the Newsletter Editor. Their portfolios shall be in the following ranks: President, Treasurer, Secretary, Outreach Coordinator, and Event Coordinator.

### Section 2: President

- a) The President shall be the chief executive Officer of the EHESP-PHIN and shall oversee, in general, all affairs of the association.
- b) He/she shall convene and preside at all meetings of the General Assembly and the Executive Board.
- c) He/she shall have authority to sign, execute, and acknowledge, on behalf of the EHESP-PHIN, those instruments necessary or proper to be executed in the course of the association's regular business. The President shall also be the representative of the association at external events/meetings.
- d) He/she, in consultation with the Executive Board, shall make appointments to special, ad hoc, and sub-committees created by action of the Executive Board or General Assembly of the EHESP-PHIN.
- e) He/she shall enforce adherence to the charter and ensure the integrity of the Executive Board's process. In addition, the President shall spearhead the strategic planning of the association and provide guidance and leadership towards this end.

### Section 3: Treasurer

- a) The Treasurer shall have charge and custody of, and be responsible for all funds of the EHESP-PHIN from any source.
- b) He/she shall make payments for appropriate and authorized expenditures.
- c) He/she shall function as the principal officer in charge of books of account and accounting records of the EHESP-PHIN. As the principal accounting officer, he/she shall present the General Assembly with two written financial statements at least once every term. They should provide an authentic reflection of the association's assets, liabilities, and equities.
- d) He/she shall maintain adequate records of all assets, liabilities, and transactions of the EHESP-PHIN.
- e) He/she shall obtain from other officers all reports needed for recording and directing the accounts of the EHESP-PHIN.
- f) In addition, he/she shall perform other duties, especially finance-related, as may be delegated or assigned to him/her by the President or the General Assembly of the association.

### Section 4: Secretary

- a) The Secretary shall keep the minutes of the Executive Committee and the General Assembly, if he/she misses the meeting he/she shall take care of its good replacement in this duty.
- b) He/ she shall maintain the directory of members and association website, and shall oversee the EHESP-PHIN records.

c) He/she shall obtain and integrate all reports from office bearers pertaining to administration of the EHESP-PHIN and keep members abreast of relevant current affairs.

d) He/she shall manage the logistical details of association meetings and travel arrangements.

e) In the event of temporary disability of the President to perform his/her duties or during his/her absence from any meetings, the Secretary shall perform the duties of the President during the continuance of such temporary disability or absence. As acting President, the Secretary has all powers of, and is subject to all restrictions placed on the President.

#### Section 5: Outreach Coordinator

a) The Outreach Coordinator shall coordinate the outreach activities of EHESP-PHIN by establishing strategic relationships with partners and stakeholders.

b) He/she shall be responsible for initiating contact and maintaining existing relationships with alumni, public health professionals, academic institutions, other student associations, nonprofit organizations and private companies both in France and abroad.

c) He/she shall organize, attend, relay information and/or participate in events such as meetings, conferences and forums that pertain to the growth and the provision of future opportunities for PHIN and its members.

d) He/she shall be responsible for organizing marketing activities, fundraisers, and any additional strategic initiative to promote PHIN and generate funds to support its activities.

e) In addition, he/she shall perform other duties, especially outreach-related, as may be delegated or assigned to him/her by the President or the General Assembly of the association.

#### Section 6: Event Coordinator

a) The Event Coordinator shall coordinate the details of all EHESP-PHIN events by ensuring that they run smoothly.

b) He/she shall be responsible of calculating budgets and securing that they are well adhered to.

d) He/she shall be responsible of setting and monitoring event dates, timelines and ensuring that deadlines are met.

e) He/she shall be responsible for sending out invitations and shall initiate, coordinate and participate in all efforts to publicize events.

c) He/she shall be responsible of the following event logistics: planning, reservation and layout of event space; selection and oversight of purchase and preparation of food and refreshments; preparation of presentations and entertainment; registrations, attendance tracking and pre-event as well as post-event evaluations.

f) In addition, he/she shall perform other duties, especially event-related, as may be delegated or assigned to him/her by the President or the General Assembly of the association.

#### Section 7: Newsletter Editor

a) The Newsletter Editor shall coordinate the details of the monthly publication of the PHIN newsletter ensuring that it is published on time every time with appropriate content.

- b) The Newsletter Editor shall be responsible for following up on all assigned articles and making sure their topics and content align with the newsletter's direction.
- c) The Newsletter Editor shall recruit and manage assistant editors as needed to ensure the publication runs smoothly.
- d) The Newsletter Editor shall help the PHIN board communicate their messages to the student body.
- e) The Newsletter Editor shall be responsible for ensuring that the articles published on the newsletter meet the standard language requirements and are original in content.
- f) The Newsletter Editor shall be responsible for managing the allocated newsletter budget.
- g) The Newsletter Editor shall be responsible for all matters related to the hosting and online presence of the PHIN newsletter (wordpress, twitter, mailchimp).

**Article 6: Elections and Terms of Office**

Section 1: Elections and Transfer of Duties

- a) The Executive Officers shall be elected in accordance to the EHESP-PHIN Charter for a period of one year.
- b) Such officers are expected to relinquish their position at the end of their term and to transfer all EHESP-PHIN documents to the incumbent officers. This includes all minutes, financial reports, reports from all Executive Officers, and other legal documents such as the charter, signatory status of any accounts, and correspondences with any external bodies.

Section 2: Terms of Office

- a) The terms of the office for elected officers shall run for one year or until such time as their successors are elected and sworn in.
- b) Candidates for office shall be regular members and in good standing (i.e. members who attended meetings regularly) to qualify for nomination for an Executive Office.

Section 3: Election process

- a) Regular members shall be nominated for election to an Executive Office. A member may be nominated for more than one position; however, they may only confirm their candidature for one position. A member may nominate himself/herself.
- b) Nominated candidates shall confirm their candidature by submitting a written statement of motivation to the Secretary and may be asked, if necessary, to campaign for their positions (e.g. in the event of a tie). Any nominated candidate who has not confirmed their candidature may not be considered for election to office.
- c) The elections shall proceed by means of anonymous vote by the General Assembly until a clear winner is chosen for each position. Members wishing to cast proxy votes must make this known to the chair of the General Assembly before the opening of the General Assembly.
- d) Voting members may have other voting members cast their vote for them by written proxy. A member may cast a maximum of two proxy votes.

**Article 7: Code of Conduct**

### Section 1: Resignation

- a) In the event that an officer wishes to relinquish his/her post, he/she shall submit a written letter of resignation stating his/her reasons for such a choice to the President, who in turn shall present the matter to the General Assembly. In the event that the President wishes to resign, he/she shall submit a letter of resignation to the Executive Board.
- b) The General Assembly and/or the Executive Board shall scrutinize the reasons for resignation. The matter will be reviewed in terms of:
  - i) The officer's initial objectives for accepting such an office;
  - ii) The resigning officer's effort and actions toward the fulfilment of the goals and objectives of the association as stated in the Preamble and Article 2 of the Charter.
- c) Should the findings and verdict, based on the format outlined in the preceding paragraph (i.e. Article 7, Section 1, Paragraph (b)), justify the officer's resignation, the President is required to give an account to the General Assembly of any violations of the principles, aims, or objectives of the association. Other reasons for the officer's resignation may be disclosed at the discretion of the Executive Board.

### Section 2: Grievance Procedure

- a) An officer (or any general member) has the right to make a formal complaint against another officer(s) in cases of malpractice or abuse of the EHESP-PHIN principles.
- b) A charge of this nature shall be presented through the President to the General Assembly. If the President fails to accept the case, an ad hoc commission of inquiry, comprising of regular members in good standing, may be appointed by the General Assembly to investigate and report back to the association forthwith.

### Section 3: Absenteeism

- a) Officers shall not be absent from Executive Board meetings and/or General Assembly meetings without prior notice to the Executive Board through the Secretary.
- b) Any officer absent without excuse from three (3) consecutive meetings may be considered as decommissioned.

### Section 4: Loyalty, Dedication, and Punctuality

The EHESP-PHIN values loyalty, dedication, and punctuality. Any breach of these values will be subjected to penalties as described in Section 5.

### Section 5: Penalties

- a) An officer shall be dismissed for any proven case of misadministration, incompetence, fraud, inactivity, insubordination, or for any reason deemed cogent by the General Assembly of the EHESP-PHIN.
- b) Dismissal may be preceded by warning and/or suspension depending on the severity of the misdemeanour.
- c) In seeking to dismiss an officer from office, a formal motion shall be made at a meeting of the General Assembly of the EHESP-PHIN. The motion shall be debated by the General Assembly if, and only if, the motion is duly seconded by one other member. At least one of the two members proposing the dismissal of the officer must be a regular member in good standing.

- d) The officer whose removal from office is sought shall have the right to a hearing by the General Assembly at the same meeting in which the motion for dismissal is made.
- e) In the event that an officer whose dismissal is sought is absent at a particular meeting (i.e. the meeting at which his/her case is introduced), it shall be the duty of the Secretary to serve him/her with a written notice to the effect that he/she should appear before the assembly at the next meeting.
- f) If the officer whose dismissal is sought is absent after a written notice has been served to him/her (and there is evidence that he/she received the notice and failed to inform the General Assembly/ad hoc committee/Secretary in writing as to why he/she would not appear before the meeting for which he/she had been summoned), he/she shall be deemed to have committed an act of contempt towards the General Assembly and shall be summarily dismissed without further hearing.

#### Section 6: Replacement of Officers

- a) An emergency election shall be held to fill a vacant post at the next meeting of the General Assembly. Such a vacancy may be created by unforeseen circumstances such as: death, dismissal, sudden need to leave the area, etc.
- b) An officer elected through these elections shall serve the remaining portion of the term of office of the officer he/she replaced.

#### Section 7: End of Term Reports

- a) The Treasurer shall prepare a coherent, typewritten report of the EHESP-PHIN's financial status at the end of his/her term of office or upon resignation or dismissal from office.
- b) These documents, together with all EHESP-PHIN property in any member's possession, must be submitted before the end of the Executive Board's terms of office.
- c) Should the General Assembly be dissatisfied with an officer's report or any portion of it, the General Assembly shall require the officer to revise and resubmit the report for approval at the next meeting of the General Assembly of the EHESP-PHIN.

#### Section 8: By-laws and Association Decisions

The EHESP-PHIN handbook shall be considered to contain the association's by-laws and shall be consulted for further information not contained within this charter. The history of the association and its decisions shall also serve as a reference to help guide the future of the association, especially in cases where the charter and/or by-laws are silent or may be unclear.

### **Article 8: Meeting Procedures**

#### Section 1: General Meetings

- a) Meetings of the General Assembly shall be convened upon request of the President or of at least a quarter of the association's regular members. The venue of the meetings shall be decided upon by the Executive Board.
- b) The Secretary shall inform all association members of General Assembly meetings at least 15 days prior to the meeting date. The agenda of the meeting should also be specified at this time.
- c) There shall be a compulsory annual meeting of the General Assembly in November.
- d) An extraordinary meeting of the General Assembly may be called by the President without having to fulfil the requirements above (Article 8, Section 1, Paragraph b) if the need arises or if requested by at least half of the regular members.

## Section 2: Executive Board Meetings

- a) The Executive Board shall meet at least once every six months and at such other times as requested by an Executive Board Member or at least a quarter of the association's regular members.
- b) The agenda for such meetings should be disseminated to the Board members at least 2 days prior to the meeting.

## Section 3: Condition for Meetings

- a) At general meetings, one third (1/3) of the regular members (in good standing) shall constitute a quorum.
- b) A quorum of the Executive Board for the purpose of transacting EHESP-PHIN business shall consist of two or more office bearers.
- c) Decisions are taken on a majority vote unless otherwise stipulated. In the case of a tie, the President's vote will predominate.

## Section 4: Chairing and meeting routine

- a) The agenda for meetings shall be distributed in advance by the Secretary, in consultation with the meeting chair (e.g. for ad hoc committees) and/or the President.
- b) The meeting chair shall be guided by the following general procedure:
  - i) Calling the meeting to order;
  - ii) Reading/distributing the agenda;
  - iii) Requesting modification/ seconding of the agenda (or its items);
  - iv) Introducing items for discussion as stated in the agenda;
- v) Facilitating adoption of the minutes and discussion on matters arising from them and their ratification as the binding official documents of the EHESP-PHIN;
- vi) Eliciting comments and giving all members equal chance for discussion;
- vii) Calling members to adhere to the agenda;
- viii) Ensuring that meetings end at stipulated times.

## **Article 9: Finance, Appropriations, and Expenses**

### Section 1: Budget Approval

The Executive Board shall approve the budget and related expenses for the EHESP-PHIN and report such decisions at the next General Assembly for review.

### Section 2: Fundraising

The EHESP-PHIN reserves the right to raise funds by membership fees; donations, endowments, and subsidies from acceptable sources; and by levies approved by the General Assembly.

## **Article 10: Amendment of the Charter**

### Section 1: Proposal for Amendment

A motion for the amendment of any part or the whole of this charter, namely in the form of addition, deletion, restatement, correction etc. shall be made in writing to the Executive Board through the Secretary.



## Section 2: Discussion on Amendment

The Executive Board shall present any motions for amendment to the General Assembly at its next meeting and the motion shall be debated if, and only if, the proposed amendment is seconded by another member. At least one of the two members proposing the motion must be a regular member in good standing. Such a motion may only pass by an affirmative vote by at least two-thirds (2/3) of the General Assembly.

### **Article 11: Disclaimer**

This association will not discriminate on the basis of age, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.