

Charter of the ASTMH Committee on Global Health

The American Society of Tropical Medicine and Hygiene (ASTMH) Committee on Global Health (ACGH) is one of the sub-groups within ASTMH. For the effects of this charter, “the Society” means ASTMH and “the Committee” means ACGH.

ACGH Meetings during the ASTMH Annual Meeting

The American Society of Tropical Medicine and Hygiene Committee on Global Health (ACGH) will meet at least twice during the ASTMH Annual Meeting: 1) for the ACGH Business Meeting; and, 2) for an ACGH Executive Council (EC) Meeting. Both meetings will be listed in the Annual Meeting guide, contingent to ASTMH internal procedures.

The purpose of the ACGH Business Meeting is to inform ACGH membership of the subgroup’s stance by providing a summary of ACGH activities, achievements, accomplishments, and challenges of the previous year, as well as future plans and goals. The ACGH Business Meeting will also allow the incoming president to share his/her vision for ACGH. Newly elected officers will effectively take charge of their offices at the end of the ACGH Business Meeting. The ACGH Business Meeting will be open to any attendee of the ASTMH Annual Meeting.

The purpose of the Annual Meeting-related ACGH EC Meeting is to: 1) provide a platform for the active interchange of ideas among members and non-members of ACGH; 2) encourage non-members to join ACGH and to be fully engaged in advancing the Strategic Plan of ACGH; 3) organize sub-committees to work in the next year’s activities including but not limited to Pre-Meeting Course, Symposia, Strategic Planning, etc.; and, 4) discuss any other ACGH business, as determined by the ACGH EC. The ACGH EC Meeting will be open to all Annual Meeting attendees (including virtual and in-person, depending on the modality chosen for any given ASTMH Annual Meeting).

Each year, the Annual Meeting-related ACGH EC Meeting will be scheduled earlier (at least the day before) than the ACGH Business Meeting.

Membership

ASTMH members may join ACGH by paying subgroup dues in accordance with rates set by the ACGH EC.

Governance

Executive Council

The ACGH leadership will be composed of a President, President-Elect, Past President, Secretary-Treasurer, and four regular Councilors plus one trainee Councilor. A trainee is defined as a member who holds a “Student” or “Post-Doctoral/Resident/Fellow” membership status within the Society. Additional councilor positions may be created at the discretion of the ACGH EC in coordination with ASTMH. Any active ACGH member (including student members) in good standing is eligible for election to any of the Executive Office positions.

The President-Elect and President will each serve terms of one year in succession. The Secretary-Treasurer and Councilors serve terms of two years. Terms of office begin at the end of the ACGH Annual Business Meeting at which the officers are declared elected. All members of the ACGH EC are allowed to vote on Council business. Council members may run for and serve consecutive terms.

The President serves as Chief Executive Officer for ACGH and presides over meetings of the ACGH EC and the ACGH Annual Business meeting.

The President-Elect presides over meetings of ACGH in the absence of the President. If the presidency becomes vacant (see conditions of vacancy below), the President-Elect will serve out the balance of the President's unexpired term before going on to complete his/her originally scheduled term as President. If the President wishes to resign, he/she must submit his/her resignation to the President-Elect and the ASTMH CEO.

The Secretary-Treasurer of ACGH will work with the Secretary-Treasurer of ASTMH to monitor ACGH's finances and to develop ACGH's annual budget. The ACGH Secretary-Treasurer will maintain minutes of the ACGH EC Meetings and ACGH Annual Business Meeting, and compile reports on ACGH activities for presentation to the ACGH EC and ASTMH Council, as requested.

The ACGH EC will meet at least once every two months. In the event that an elected ACGH Officer is temporarily unable to regularly attend ACGH EC meetings, the ACGH Officer must notify the President in advance or no later than 7 calendar days after the missed ACGH EC Meeting. After receiving this notification, the President will formally acknowledge this by extending a "Temporary Absence" letter that clearly indicates a Temporary Absence Period. The ACGH EC Officer must return to office upon expiration of the Temporary Absence Period. The President may appoint any ACGH member in good standing as the Officer's temporary replacement. If return to office is not possible after the approved Temporary Absence Period has ended, the position will be declared vacant. If any ACGH EC Officer accumulates two consecutive ACGH Executive Council Meeting absences or three non-consecutive absences, then it is the President's prerogative to declare his/her position vacant. If an elected ACGH EC Officer formally resigns (by submitting a signed letter to the President), then that position is declared vacant. Thus, the conditions of vacancy are: 1) a temporary absence that, although previously communicated, turns into a permanent absence; 2) absence from two consecutive or three non-consecutive ACGH EC meetings; or, 3) official resignation. The President may fill vacancies by appointing ACGH EC Officers from the ACGH membership to serve for the remainder of the absent Officer's term.

ACGH Policy Documents

The ACGH EC will appoint a Strategic Planning Sub-committee that will be responsible for developing and revising ACGH policy documents, such as the Charter, the Strategic Plan, and other specific policy documents. Members of the ACGH EC are encouraged to actively participate in the Strategic Planning Sub-committee, led by the President or his designee.

The ACGH Strategic Plan will be updated every 3 years to ensure that ACGH continues to align with ASTMH's Strategic Plan and contribute to its Mission and Vision. The ACGH Strategic Plan will incorporate objectives that are specific to the sub-group. The Strategic Plan will be drafted by the ACGH Strategic Plan Sub-committee and approved by the ACGH EC, no later than December 31st of the year prior to the posting/publishing of the Strategic Plan.

The ACGH Charter must be reviewed at least once every 10 years and updated, if needed. The ACGH Charter in use at any particular time will be known as the "Contemporary ACGH Charter". If changes to the Contemporary ACGH Charter are needed, those changes will be drafted by the ACGH Strategic Planning Sub-committee, reviewed by the ACGH EC, and approved by all ACGH members via an all-membership vote.

To start the process, the ACGH EC has the responsibility to submit a request for the ACGH Strategic Planning Sub-committee to review the Contemporary ACGH Charter, at least 12 months in advance. Afterwards, the ACGH Strategic Planning Sub-committee will review the Contemporary ACGH Charter and determine if changes are needed. If changes are needed, then the ACGH Strategic

Planning Sub-committee will draft changes; this document will be known as the "ACGH Charter Draft". After drafting the changes, the Strategic Planning Sub-committee will submit the ACGH Charter Draft to the ACGH EC. The ACGH EC can either send the ACGH Charter Draft back (to the Strategic Planning Sub-committee for revisions) or approve it.

If the ACGH EC sends the ACGH Charter Draft back to the ACGH Strategic Planning Sub-committee, the ACGH EC must provide, in writing, feedback and directions. This is an iterative process that can take as many steps as needed until the ACGH EC makes the determination to approve the ACGH Charter Draft.

If approved by the ACGH EC, the ACGH Charter is no longer a draft but is a "Proposed ACGH Charter". The Proposed ACGH Charter will be subjected to an all-ACGH-membership vote. This all-ACGH-membership vote will be conducted in conjunction with that year's ACGH elections.

The charter vote must include (a link to) a copy of the Contemporary ACGH Charter and of the Proposed ACGH Charter. The Proposed ACGH Charter will be accepted as the new ACGH Charter if a simple majority of valid votes approves the changes.

There might be need to create other internal policy documents - for instance, documents to operationalize activities of the ACGH EC or any of the ACGH Sub-committees. These internal policy documents will be developed and approved either by the ACGH EC, by the ACGH Strategic Planning Sub-Committee, or by the respective sub-committee, as needed. All internal policy documents must be sent to the ACGH Secretary-Treasurer for archiving once they have been approved.

Finances

The ACGH may receive funds from sources such as ASTMH, voluntary donations, dues, etc. that are managed by ASTMH and used for activities that further the objectives of ACGH (e.g. receptions, annual awards, fellowships and international training opportunities, and payment of page charges in the American Journal of Tropical Medicine and Hygiene for qualifying articles [e.g. editorials, topical reviews, symposium proceedings, cutting-edge papers, etc.]).

The ACGH EC shall be the decision-making body regarding how funds are used. A detailed financial request policy is available on the ACGH web page.

Elections

The ACGH EC appoints a Nominating Sub-committee consisting of five active members. No more than three of those members may be current members of the ACGH EC. A slate of candidates for offices to be filled at the next annual meeting will be distributed to ACGH members by mail and/or electronic mail no later than two months prior to the next annual meeting. ACGH Members in good standing may self-nominate or nominate other ACGH members as candidates to the Chairman of the Nominating Sub-committee, but the Nominating Sub-committee will not be obligated to put such individual(s) on the slate unless there is a supporting petition from three active ACGH members in good standing, in addition to the individual proposed.

Election for each office shall be by electronic ballot and/or any other method determined by ASTMH. Election results for each office will be determined by a simple majority (or, if there are more than two candidates, by the greatest number of votes). Results of voting will be announced at the next ACGH Annual Business Meeting.

Sub-committees

Sub-committees may be formed to deal with important issues, including but not limited to, strategic planning, nominations, awards, pre-meeting course development, fundraising, career opportunities, interfacing with the American Journal of Tropical Medicine and Hygiene, and planning of ACGH-supported symposia and workshops at the ASTMH annual meeting.