



# **African Partner Outbreak Response Alliance**

## **BYLAWS**

*April 24, 2015*

# **African Partner Outbreak Response Alliance**

## **BYLAWS**

### **PURPOSE OF BYLAWS**

This document provides written rules that control the internal affairs of the Alliance. The document defines the Alliance's official name, purpose, requirements for membership, officers' titles and responsibilities, how offices are to be assigned, how meetings should be conducted, and how often meetings will be held.

#### ***Article I - Name***

The name of this organization shall be the African Partner Outbreak Response Alliance and abbreviated as (APORA). The name of the organization shall be employed in connection with official business and activities of the Alliance. The name of the organization shall not be used for sponsorship or endorsement of individuals, organizations, or agencies without the approval of the Executive Board.

#### ***Article II - Purpose***

The mission of the African Partner Outbreak Response Alliance (APORA) is to strengthen and expand effective outbreak response programs and provide support for military personnel, their families and their communities. The APORA will also assist national and regional outbreak programs in harnessing the full potential of the armed forces as behavioral and social change agents. The Alliance will achieve this by bringing together scientists and policy makers with demonstrated interest in disease outbreak programs to share resources, strategies and expertise, and in so doing act as a catalyst for change.

#### **Objectives:**

- Advocate among national, regional, and international health and security organizations regarding the importance of the role of the military in outbreak response.
- Promote effective military-civilian partnerships in the health and security communities.
- Encourage regional and national program coordination and development by providing financial assistance to regional and national programs for military services.
- Provide technical assistance through identifying, documenting, and disseminating tools and guidance such as lessons learned, best practices, and research results.
- Identify areas for applied research to address gaps in pandemic response.
- Identify best practices from Africa Partners.
- Self-assessment and gap analysis will provide greater understanding of Partner Nation Military capability to respond or assist other countries in region
- Utilize current partners and mobilize new partners and additional financial resources for pandemic programs for the military services, and continued engagement with current partners.

#### ***Article III - Membership***

**Section 1.** The core membership of the Alliance shall be comprised of Republic of Benin, Burkina Faso, Republic of Ghana, Republic of Cote d'Ivoire, Republic of Niger, Federal Republic of Nigeria, Republic of Senegal, Republic of Togo, Republic of Cameroon,

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Republic of Liberia, Republic of Mali, Republic of Gabon, and the United States Africa Command (USAFRICOM).

**Section 2.** There will be four levels of membership: Full-time Members, Part-time Members, Observers and Advisors.

- A. Full-time Members of the Alliance are actively engaged in, participate, and contribute to the mission of the APORA and are granted voting privileges.
- B. Part-time Members are those who wish to be involved in receiving information, participating in meetings, and sharing in discussions of outbreak-related issues. Part-time members are welcome to contribute suggestions at meetings and via email. They will not be able to vote on officers, by-laws changes or other official matters requiring a vote of those present at meetings.
- C. Observers and Advisors: Additional representatives from countries or organizations may be invited to serve as Observers or Advisors. These may include organizations within the United States of America, the United Nations, the African Union and regional African communities. These members do not have voting privileges.

**Section 3.** Membership shall be open to any African country which is interested in and can contribute to the work of the Alliance. New members are voted on and approved by the APORA full-time membership.

**Section 4.** Membership information will be updated and distributed semiannually.

## ***Article IV – Executive Board***

**Section 1.** The Executive Board shall consist of the following officers: Chair, Co-Chair, Executive Secretary, Communication Secretary, and the Chairpersons of the three Standing Committees.

**Section 2.** The Executive Board shall transact all necessary business of the Alliance, formulate and recommend policies to the membership, and carry out such activities as directed by the membership.

**Section 3.** A quorum of officers will consist of two-thirds (2/3) majority of the Executive Board and is required for all significant decisions, such as officer dismissal. A majority vote is required to approve a motion placed before the Executive Board.

**Section 4.** The Chair will be the adjudicating authority, in the setting of an impasse.

## ***Article V - Officers***

**Section 1.** The Chair and Co-Chair are elected by the current voting members. Secretaries are appointed positions. Selection of Secretaries will be the responsibility of the Chair and the Co-Chair. Only full-time members are eligible to sit on the Executive Board.

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**Section 2.** The term of office for each position on the Executive Board shall be one year and tenure will begin in April of each year.

**Section 3.** The duties of the Executive Board officers shall be as follows:

A. Chair:

1. Acts as the key spokesperson for the Alliance and represents the Alliance in all matters that affect it.
2. Presides over all meetings.
3. Plans and provides an agenda for each meeting.
4. Appoints the Secretaries and standing committee chairpersons in conjunction with the Co-Chair.
5. Appoints all chairpersons for *ad hoc* committees.

B. Co-Chair:

1. Carries out the functions of the Chair in his/her absence.
2. Assists the Chair with all meeting planning and agenda development.
3. Assists the Chair with the appointment of the Secretaries and standing committee chairpersons.

C. Executive Secretary:

1. Responsible for internal communications involving Alliance members.
2. Maintains up to date membership rosters and keeps details regarding committees and projects.
3. Secures key logistics for all regular meetings.
4. Provides members with notice of all regular meetings at least four weeks prior to those meetings.
5. Takes attendance at all regular meetings.
6. Records minutes for all regular meetings.
7. Distributes pertinent information as required.

D. Communication Secretary:

1. Responsible for external communications of the Alliance.
2. Responsible for drafting necessary correspondence of the Alliance.
3. Serves as liaison to the local, regional and international organizations and assists in any coordination of their activities as needed.
4. Maintains oversight of information disseminated to the local, regional and international media agencies.
5. Maintains oversight of advocacy activities at the local, regional and international level.
6. Gathers and shares disease outbreak-related news and activities of local, regional and international organizations with the Executive Secretary for distribution to Alliance membership.

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**Section 4.** Additional positions are appointed by and will assist the Executive Board in its operations and are considered non-voting members of the Executive Board.

- A. Assistant Secretary: Will assist the Executive and Communication Secretaries in the execution of their duties.
  
- B. Website Coordinator: Shall maintain oversight of the Alliance website. Specifically, they will work with the Executive Board to acquire, maintain, and distribute relevant electronic information to the Alliance. Recognizing the important role of technology, the website coordinator shall integrate its use as a means of networking within the A.

## ***Article VI- Committees***

**Section 1. Standing Committees** are permanent committees to address ongoing issues related to Alliance issues and are appointed by the Chair and Co-Chair.

- A. Policy Committee: Responsible for reviewing, revising, and creating new policies for endorsement by the Executive Board and use by the Alliance.
  
- B. Research Committee: Responsible for coordinating and expanding a research agenda that incorporates cutting edge, up-to-date research.
  
- C. Strategy Committee: Responsible for assisting in the formulation of a strategic plan which prioritizes efforts addressing the role of the military in disease prevention, early diagnosis, and treatment.

**Section 2. Ad Hoc Committees** shall be created as a temporary forum to address any matters of business not covered by a standing committee.

- A. Chairpersons of *ad hoc* committees shall be appointed by the Chair and must be full-time members.
  
- B. Membership on *ad hoc* committees may include any full or associated member of the Alliance. Non-Alliance members can be appointed to assist *ad hoc* committees with the approval of the Executive Board for the duration of the committee.
  
- C. *Ad hoc* committees shall be dissolved after the completion of the task or achievement of the objective.

## ***Article VII – Meetings***

**Section 1.** The Alliance shall meet annually and, to the best extent possible, will convene in conjunction with other conferences, affording the opportunity to invite wider Alliance participation. Additional meetings of the Alliance, its Executive Board or committees shall convene as needed.

**Section 2.** The Alliance communicates between meetings through e-mail, via the Alliance website, and smaller venues as necessary.

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**Section 3.** Individual experts and representatives of national militaries, government entities, and non-governmental organizations may be invited to attend Alliance meetings as deemed appropriate.

**Section 4.** A quorum of members will consist of two-thirds (2/3) of the membership and is required for all significant decisions, such as bylaw amendment and member admission or dismissal. A majority vote is required to approve a motion placed before the membership.

### ***Article VIII – Alliance Bylaws***

**Section 1.** All business of the Alliance shall be conducted in accordance with the bylaws contained in this document.

**Section 2.** These bylaws may be revised at any time by majority vote of the membership quorum. Members will be apprised of upcoming proposed changes at least 30 days in advance of the next meeting.

**Section 3.** Any changes to the bylaws will become enacted 30 days after the meeting in which they are approved.

**Section 4.** These bylaws must be reviewed annually.

### ***Article IX- Removal of Officers***

**Section 1.** Grounds for removal of an officer include: a failure to perform the officer's obligations as set forth in the Bylaws of the Alliance, or failure to uphold provisions of these Bylaws.

**Section 2.** A petition to remove the officer in question must be submitted in writing to the Chair of the Alliance. When such a petition is received, the Chair, (or Co-Chair if the Chair is the officer under question), shall contact the Executive Board to decide upon removal. The decision to remove an officer shall require a two-thirds (2/3) majority vote of the Executive Board quorum. Voting for officer dismissal can be performed via proxy.

**Section 3.** The officer in question shall be provided an opportunity to present his/her defense at the meeting called by the Chair or Co-Chair and will be given 45 days to appeal the decision.

### ***Article X- Removal of Member***

**Section 1.** Grounds for removal of a member include: a failure to attend 3 consecutive meetings or if sanctions are imposed on the member country by the United Nation Security Council, the African Union, the United States of America, or the Economic Community Of West African States (ECOWAS).

**Section 2.** A petition to remove the member in question must be submitted in writing to the Chair of the Alliance. When such a petition is received, the Chair (or Co-Chair if the Chair represents the member country under question), shall contact the Executive Board to decide upon

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removal. The decision to dismiss a member country shall require a two-thirds (2/3) majority of the voting membership quorum. Voting for member dismissal can be performed via proxy.

**Section 3.** The member country in question shall be provided an opportunity to appeal the decision within 45 days after the decision is made by the Alliance membership.

**Section 4.** The member country may restore its membership, if the grounds for removal have been rectified.

**Section 5.** Restoration of membership will be effective immediately after the decision is made by the Alliance membership.

***Article XI - Non-Discrimination Statement***

The Alliance does not discriminate on the basis of race, color, cultural affiliation, national origin, ethnicity, religion, gender, gender identity, age, socioeconomic status, veteran status, sexual orientation, medical condition, or disability in any of its policies, procedures or practices. The Alliance also prohibits sexual harassment. This non-discrimination statement covers membership and access to Alliance programs and activities including, but not limited to, meetings, workshops and conferences.

***Article XII- Dissolution***

The Alliance can be dissolved by majority vote of the current membership. Any assets of the Alliance will remain the property of the organizations that originally provided them.

**APPROVED BY:**

**REPUBLIC OF BENIN**

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|                        |                |
| Name of Representative | Signature/Date |

**BURKINA FASO**

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| Name of Representative | Signature/Date |

**REPUBLIC OF CAMEROON**

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| Name of Representative | Signature/Date |

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**REPUBLIC OF COTE D'IVOIRE**

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| Name of Representative | Signature/Date |
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**REPUBLIC OF GHANA**

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**REPUBLIC OF LIBERIA**

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**REPUBLIC OF MALI**

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**REPUBLIC OF NIGER**

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**FEDERAL REPUBLIC OF NIGERIA**

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| Name of Representative | Signature/Date |
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**REPUBLIC OF SENEGAL**

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Name of Representative

Signature/Date

**REPUBLIC OF TOGO**

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Name of Representative

Signature/Date

**UNITED STATES AFRICA COMMAND  
(USAFRICOM)**

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Name of Representative

Signature/Date