

AMMnet local chapters – global ToR revision draft

Version of 11 March 2024 after general membership vote

Local AMMnet chapters

Objective

Global AMMnet (the international organization AMMnet, its collective members, and governing bodies) leads many international activities to connect people and facilitate the exchange of knowledge. Connection, knowledge exchange, and learning can happen very effectively on a local level e.g., subregion, country, or city. Local members can interact in person, connect directly with other members of the local malaria or public health communities, and tailor activities to the local context to meet the needs of local members and partners.

A **local AMMnet chapter** is an established grouping of AMMnet members who are resident in the same area: for example, a subregion, country, province, or city. The local AMMnet chapter is a local representative of the AMMnet brand, and its conduct and activities must be aligned with AMMnet's mission and values. The overall objective of a local AMMnet chapter is to bring together modelers, analysts, scientists, public health professionals, partner institutions and civil society, to work together and adopt common approaches to improve the use of modeling and analytics for controlling and eliminating malaria whilst reflecting the mission of global AMMnet. In a case where multiple chapters exist in the same area, each chapter should provide value to local members and complement the role of an existing chapter.

Establishment

A local chapter is formally established once it is approved by the global AMMnet Board. Global AMMnet will provide and communicate guidelines for required documents the applicant chapter must submit for approval, including such materials as proof of local registration as a scientific society or professional association; bylaws; mission statement; membership list; contact information for chairperson; and explanation of how the chapter contributes to the needs of the area it serves and complements the work of an existing chapter if another chapter already exists in the area. At least ten local members are required to establish and maintain the local chapter. Recruitment of members from multiple institutions is strongly encouraged. The global AMMnet Board reserves the right to determine whether multiple chapters in the same area serve substantially different roles to merit separate chapters, or whether chapters should be combined.

Establishment of the chapter occurs upon a majority approval vote of the AMMnet Board after recommendation by the Governance Committee. Upon establishment, global AMMnet will prepare a terms of agreement that is signed by both global AMMnet and the local chapter for formal endorsement of the local chapter. Global AMMnet may revise the documentation requirements for establishing a local chapter via majority vote of the Board after recommendation of the Governance Committee.

Disbandment

The local chapter may decide to disband itself at any time. Any unspent funds originating from global AMMnet must be returned immediately along with a final activities, financial report, and a reason for the disbandment. The disbanded chapter may no longer use the name AMMnet for any of its activities.

Global AMMnet reserves the right to disband a local chapter via a 2/3 vote of the Board after following procedures for sanctions described below.

Operations

All operational structures, decisions, and activities not explicitly required by global AMMnet are left to the discretion of the local chapter. The local chapter is best situated to understand its context and needs.

Organizational structure. The management of the local chapter should consist of a minimum of three core officers: Chairperson, Treasurer, and Secretary. The same person may not occupy more than one of these three posts.

The local chapter may add additional officers to its management team, such as deputy chair, communications/public relations manager, scientific manager, training manager, event organizer, etc. as it sees fit in order to achieve the chapter's objectives in its operating environment. It is recommended but not required that the same person not occupy more than one officer position. The three core officers may not occupy another officer position.

The selection process of the core officers and description of their duties should be defined in the chapter's bylaws. An officer's term is limited to no more than three years, with a maximum of two terms possible per officer, although the local chapter may set a shorter term limit if desired. All officers must be registered members of global AMMnet in good standing. All other eligibility requirements for officers are left to the discretion of the local chapter.

The Chairperson should be the contact person for global AMMnet, and the local chapter must update global AMMnet as soon as possible if there is a change in any of the three core officers, including updating contact details if needed.

As it grows and matures, the local chapter may choose to expand by establishing relevant committees and officers when necessary but maintain the leadership structure described above. If the chapter chooses to substantially revise its governance structure away from the minimum of three core officers (for example, into a governing board structure), the local chapter must submit its revised bylaws to global AMMnet for approval. Approval from global AMMnet is not necessary for minor changes, although revised bylaws with minor changes must still be submitted to global AMMnet along with the chapter's annual report. The local chapter may inquire to the Governance Committee on whether a change is substantial enough to warrant review and approval. Governance Committee has the final decision on whether a change is minor or major.

Budget and financing. Local chapters will receive basic annual operating funds from global AMMnet to cover basic functions such as administration and branding. After the first year, continued receipt of operating funds is contingent on satisfactory audit of financial and activities reports covering the previous year. A local chapter may apply for an increase in operating funds after the first year if reporting for all prior years was satisfactory. Approval for the increase in funds will be authorized by the global AMMnet Finance and Governance Committees.

Local chapters may choose to collect an annual membership fee from its members. If the chapter elects to have a membership fee, all dues for local chapter membership will be paid directly to the local chapter rather than through global AMMnet. The amount of the membership fee is left to the discretion of the local chapter, as the local chapter will best understand the local context, willingness, and acceptability and should be included in the financial reports to Global AMMnet. If dues are collected, the local chapter may choose to subsidize the fee for certain types of members, for example student members.

Local chapters are encouraged to apply for additional funds to support their activities from other funding opportunities, including opportunities available from global AMMnet and from other local or international sources. Chapters are encouraged to develop strategies for long-term sustainability via independent grants, local fundraising initiatives, or other mechanisms.

Activities. The local chapter should meet regularly. A monthly meeting is recommended, but the chapter should meet at minimum quarterly (every 3 months). Meeting minutes should be taken for official chapter records. Chapter members are also strongly encouraged to participate in virtual and in-person global AMMnet activities. Other activities of the local chapter are left to the discretion of the local chapter and may include 1) scientific development of members, such as development and implementation of trainings on manuscript preparation, proposal writing, or quantitative topics; journal clubs; mentorship and field placement programs; 2) growing the community and facilitating opportunities for collaboration, such as networking; inter-chapter collaborations and shared projects; hosting, co-organizing, or supporting members to attend conferences; community outreach and outreach to young students; 3) provision of technical support to malaria programs or other partners on data analysis or modeling; or 4) other activities as the local chapter deems appropriate to improve and promote the use of modeling and analytics for controlling and eliminating malaria whilst reflecting the mission of global AMMnet.

Annual reporting. The local chapter must report to global AMMnet on an annual basis the following four items: 1) current membership list; 2) financial report for the previous year, including a detailed report of spending for AMMnet funds and membership fees and a general report for all other funding sources; 3) activities report for the previous year and self-assessment of meeting the previous year's objectives; and 4) objectives and action plan for the coming year. Global AMMnet will provide guidelines for reporting on all four items. The Secretariat of Global AMMnet will communicate with the local chapter on deadlines.

Strategic planning. Local chapters are encouraged to develop strategic plans to cover areas such as long-term chapter goals and priorities, steps needed to achieve those goals and milestones toward achieving those goals, path toward sustainability, leadership development in junior members (for example, student representative on chapter leadership team or deputy leaders who are junior members), gender balance and encouragement of women in modeling and analytics (if women are <50% of members or <50% of chapter leadership). The local chapter may request feedback from global AMMnet on their strategic plan if desired.

Branding. The local chapter should have branding that aligns with global AMMnet. Global AMMnet will work with the local chapter to adapt the AMMnet logo for the chapter. Local chapter branding must be approved by global AMMnet's Governance Committee or its designated representative.

Social media. The local chapter is welcome but not required to establish its own social media channels. The local chapter is welcome to tag global AMMnet in social media posts for visibility and to allow further promotion through global AMMnet channels.

Role of Global AMMnet

Recognition of the local chapter. Upon Board approval of the local chapter application, global AMMnet will formally recognize the chapter and it will be officially established. If requested by the local chapter, global AMMnet will provide a terms of agreement between global AMMnet and the local chapter.

Oversight of the local chapter. The Governance Committee is responsible for oversight of the local chapters, including review of annual reports; and a decision on whether the chapter should continue to receive its standard operating budget for the next year or have funding suspended for a year. Stopping funding, disbanding a chapter, or establishing a new chapter requires a vote by the Board after recommendation by the Governance Committee. Disbanding a chapter requires 2/3 vote by the Board whereas stopping funding or establishing a new chapter requires majority vote.

The Governance Committee may establish a task force consisting of 1-2 Board members and up to 3 general AMMnet members to assist with reviewing local chapter materials and making an initial recommendation to the Governance Committee. Task force members should serve at most 2 years on the task force and must treat all task force activities as confidential. All other regular Task Force requirements under AMMnet's Terms of Reference will also apply to the local chapter oversight task force.

Global AMMnet will meet with chapter leadership either virtually or in person at least annually. Local chapters are welcome to open this meeting up to wider chapter membership if desired.

Suggestions for improving the interaction between global AMMnet and local chapters, requests for assistance, or code of conduct complaints regarding the local chapter core officers may be submitted by local chapter members to any Board, Governance Committee, or local chapter oversight task force member.

Sanctions. Individual decisions made by a local chapter not consistent with AMMnet's mission may be subject to censure via vote of the Governance Committee. Local chapters in violation of AMMnet policies or determined by the Governance Committee to not be operating consistently with AMMnet's vision could be subject to the following sanctions: 1) reprimand; 2) warning; 3) temporary exclusion and loss of operating funds; 4) disbandment.

Operational and technical assistance. Global AMMnet will provide guidance and/or templates for all documents requested from local chapters. Global AMMnet will provide basic annual operating funds for the local chapter, pending satisfactory reports from the previous year. If needed, global AMMnet will

assist with logistics for virtual chapter activities. Global AMMnet will be available for questions on local chapter decisions or activities and to provide feedback on strategic plans, including funding proposals to funders outside AMMnet, as is feasible.

Dispute resolution. The Governance Committee is the final arbiter of disputes between local chapters. The local chapter oversight task force may provide an initial review and recommendation to the Governance Committee. Disputes within local chapters are first to be addressed at the local chapter level without the involvement of global AMMnet. If a resolution has already been attempted within the local chapter but the dispute continues, or if the dispute involves a code of conduct complaint against local chapter leadership that the local chapter is unable to resolve on its own, Governance Committee and the local chapter oversight task force are available to resolve those issues.

Facilitation of connections between chapters. Global AMMnet will provide fora for networking and resource-sharing among local chapters, including an annual meeting for chapter leaders to exchange experiences.

Dissemination. Global AMMnet will report its actions and decisions relating to local chapters to the general AMMnet membership at minimum annually. Global AMMnet will provide fora for disseminating outputs and announcing activities of local chapters.