

Bylaws of the Global Health and Quality Alliance (GHQA)

Incorporated as a Nonprofit Corporation in Washington, DC, United States of America

Effective Date: [08/03/2025]

ARTICLE I – NAME AND PURPOSE

Section 1. Name

The name of this Nonprofit organization is the *Global Health and Quality Alliance*, hereinafter referred to as GHQA.

Section 2. Offices

GHQA shall maintain a registered office as required by law. Additional offices may be established globally, as determined by the Board of Directors.

Section 3. Purpose

GHQA is a global nonprofit alliance dedicated to transforming healthcare by advancing public health, quality, safety, innovation, and equity. The organization fosters interdisciplinary collaboration among health professionals, systems, and communities worldwide.

ARTICLE II – MISSION AND VISION

Section 1. Mission

To promote public health, evidence-based, high-quality healthcare through global collaboration and quality improvement initiatives.

To advocate for policies that impact vulnerable populations and drive equitable healthcare solutions.

Section 2. Vision

Envisioning a healthier world where all individuals, regardless of their background, have access to the best healthcare systems and public health interventions.

ARTICLE III – MEMBERSHIP

Section 1. Membership Categories

Membership in GHQA shall be open to individuals and organizations who support its mission. Membership categories include:

- Individual (Professional, Young Professional, Student, Retired,)
- Academic Institutions
- Corporate Members
- Health System Members
- Pay-What-You-Can Members (primarily for LICs)

Section 2. Member Rights and Privileges

All members in good standing shall be entitled to:

- Vote (if eligible)
- Serve on committees and working groups
- Access exclusive educational and networking opportunities
- Receive GHQA publications and updates

Section 3. Membership Termination

Membership may be terminated for:

- Failure to pay dues
 - Written resignation
 - Violation of GHQA's Code of Conduct or bylaws, as determined by a two-thirds vote of the Board
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ARTICLE IV – BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors or members-at-large shall consist of no fewer than 5 and no more than 15 members, including the following officers:

- Chair
- Vice Chair
- President (equivalent to continental, regional or local Director)
- Vice President (equivalent to Deputy continental, regional or local Director)
- Secretary
- Treasurer
- Assistant Treasurer
- Membership Chair
- Members-at-Large

For continental, regional and local chapters the directors

Section 2. Authority and Duties

The Board shall govern GHQA's operations and oversee:

- Strategic direction
- Budget and financial oversight
- Legal and ethical compliance
- Appointment of the Executive Director

Section 3. Terms of Service

Board members shall serve for two (2) years, renewable once. After two consecutive terms, members must rotate off for at least one year before re-election.

Section 4. Meetings

The Board shall meet at least quarterly. Special meetings may be called by the Chair or by one-third of voting members.

ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers

GHQA's officers include:

- Chair: Presides over Board and governance matters
- Vice Chair: Assists Chair and assumes duties as needed
- President, continental/regional/local director: Leads strategic programs and external relations
- Vice President, deputy continental/regional/local director: Supports program development and innovation
- Secretary: Maintains minutes and official records

- Treasurer: Oversees financial reports and audits
- Assistant Treasurer: Supports the Treasurer
- Membership Chair: Leads recruitment, retention, and member experience

Section 2. Executive Committee

The Executive Committee shall consist of the officers listed above and shall act on behalf of the Board between regular meetings. A quorum consists of a majority of voting officers.

ARTICLE VI – EXECUTIVE LEADERSHIP (PAID STAFF/Interns)

Section 1. Executive Director

The Executive Director is the chief executive officer of GHQA, appointed by the Board. Responsibilities include:

- Day-to-day operations
- Staff supervision
- Budget and strategic plan execution
- Reporting to the Board

Section 2. Additional Paid Staff/Interns

The Board may authorize additional staff roles (e.g., Directors of Programs, Research, Communications, Technology, Membership, Events, Reach out, development /aid).

ARTICLE VII – COMMITTEES

Section 1. Standing Committees

Standing Committees include:

- Quality Improvement & Patient Safety
- Health Informatics & Innovation
- Education & Certification
- Global Health Equity
- Membership & Engagement
- Policy & Advocacy
- Ethics & Governance
- Fundraising & Partnerships
- Global Health and Development Aid
- Communication

- Public health
- GHQA Journal
- ACGH(American College of Global Health)

Section 2. Committee Appointments

Committee Chairs and members are appointed by the Board for renewable two-year terms, unless otherwise stated.

Section 3. Working Groups and Task Forces

The Board may establish ad hoc working groups focused on strategic initiatives, time-bound projects, or regional issues.

Section 3. General Roles of Committee Chairs and Vice Chairs

Committee Chair Responsibilities:

- Lead all meetings and set the agenda
- Coordinate committee workplans, goals, and deliverables
- Report committee progress to the GHQA Board
- Ensure timely submission of annual and quarterly reports
- Facilitate member engagement and follow-through
- Represent the committee at official GHQA events (if needed)

Vice Chair Responsibilities:

- Support the Chair and assume leadership in their absence
- Help coordinate subgroups or working projects
- Monitor deadlines and documentation
- Mentor new committee members
- Assist with succession planning and membership recruitment

Section 4. Different Committees

a. Quality Improvement & Patient Safety Committee

Purpose:

To promote best practices, evidence-based guidelines, and system redesigns that ensure safe, effective, and patient-centered healthcare globally.

Key Responsibilities:

- Develop global QI toolkits and safety standards
 - Host workshops on implementation science and clinical audits
 - Collaborate with WHO and partners on QI frameworks
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b. Health Informatics & Innovation Committee

Purpose:

To lead the exploration and integration of digital health, AI, clinical decision support, and data science in advancing global health systems.

Key Responsibilities:

- Promote interoperability and ethical use of health data
 - Host informatics summits and webinars
 - Develop guidelines for AI in health equity
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c. Education & Certification Committee

Purpose:

To lead GHQA's global health education strategy and oversee professional certification programs in QI, safety, informatics, and leadership.

Key Responsibilities:

- Develop curriculum for GHQA training and exams
 - Coordinate accreditation partnerships
 - Maintain exam integrity and continuing education offerings
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d. Global Health Equity Committee

Purpose:

To address structural inequities and ensure GHQA's programs are rooted in justice, inclusion, and anti-discrimination principles.

Key Responsibilities:

- Lead community-based research and DEI audits

- Develop policy briefs on equity in health
 - Host equity-focused forums and toolkits
-

e. Membership & Engagement Committee

Purpose:

To increase member recruitment, retention, satisfaction, and engagement across all sectors and regions.

Key Responsibilities:

- Develop onboarding programs and member recognition systems
 - Analyze membership trends and propose improvements
 - Lead GHQA Connect engagement efforts
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f. Policy & Advocacy Committee

Purpose:

To advance GHQA's influence in national and international health policy through evidence-based recommendations and advocacy campaigns.

Key Responsibilities:

- Track policy developments relevant to GHQA priorities
 - Lead global health advocacy days and campaigns
 - Write white papers and policy position statements
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g. Ethics & Governance Committee

Purpose:

To ensure ethical practices, compliance, and high standards of transparency in GHQA's governance and operations.

Key Responsibilities:

- Review Conflict of Interest disclosures annually
- Oversee leadership selection processes and bylaws

- Investigate ethics complaints and recommend actions
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h. Fundraising & Partnerships Committee

Purpose:

To secure sustainable funding through grants, donors, sponsorships, and partnerships that support GHQA's mission.

Key Responsibilities:

- Identify funding sources and write proposals
 - Develop sponsorship packages and donor strategies
 - Maintain ethical standards in fundraising activities
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i. Global Health & Development Aid Committee

Purpose:

To coordinate GHQA's humanitarian, public health, and technical assistance programs in low-resource settings.

Key Responsibilities:

- Lead needs assessments and priority-setting
 - Design aid programs aligned with GHQA goals
 - Support emergency response and disease outbreaks
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j. Communication Committee

Purpose:

To manage internal and external communications, brand identity, media engagement, and public awareness campaigns.

Key Responsibilities:

- Oversee GHQA Connect content, newsletters, and announcements
- Promote event visibility and thought leadership
- Manage translation and accessibility for global reach

k. Public Health Committee

Purpose:

To support population health initiatives, disease prevention, and social determinants of health integration into GHQA's work.

Key Responsibilities:

- Lead surveillance, screening, and community-based projects
 - Contribute to research on NCDs, infectious disease, and mental health
 - Collaborate with public health institutions and students
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l. GHQA Journal Committee

Purpose:

To manage the editorial operations of GHQA's peer-reviewed journal and publish research, practice briefs, and case studies.

Key Responsibilities:

- Oversee peer review processes and editorial board appointments
 - Set content strategy and special issue themes
 - Promote high-quality, ethical, and accessible publications
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m. ACGH (American College of Global Health) Committee

Purpose:

To lead the governance, fellowship standards, and activities of the ACGH — GHQA's honorary college for advanced professionals.

Key Responsibilities:

- Manage nomination and selection of Fellows (FACGH)
- Coordinate fellow-led initiatives, mentorship, and recognition
- Uphold the values and service mission of ACGH

ARTICLE VIII – CONTINENTAL REPRESENTATION

Section 1. Continental Chapters

GHQA may establish regional chapters (e.g., Africa, Asia-Pacific, Europe, Americas, MENA) to further its mission.

Section 2. Continental Directors

Each chapter may be led by a Continental Director appointed by the Board. They are responsible for:

- Local engagement
- Event planning
- Continental advocacy

ARTICLE IX – REGIONAL REPRESENTATION

Section 1. Regional Chapters

GHQA in collaboration with continental directors may establish regional chapters (e.g., DR Congo, Zambia, India, France, Peru etc) to further its mission.

Section 2. Regional Directors

Each chapter may be led by a Regional Director appointed by the continental director and approved by the GHQA Board. They are responsible for:

- Local engagement
- Event planning
- Regional advocacy

ARTICLE X – JOB DESCRIPTIONS

Section 1: Officers and Executive Committee

1. Chair

Reports to: Board of Directors/members-a-large

Term: 2 years (renewable once)

Role Summary:

The Chair provides strategic leadership to GHQA's Board and ensures effective governance.

Responsibilities:

- Preside over Board meetings and annual assemblies.
- Set meeting agendas in collaboration with the Secretary and Executive Director.
- Ensure the implementation of Board decisions and GHQA strategic goals.
- Represent GHQA in high-level forums and partnerships.
- Oversee Board performance and ensure compliance with bylaws and policies.

2. Vice Chair

Reports to: Chair / Board

Term: 2 years

Role Summary:

The Vice Chair supports the Chair in governance and leadership functions and acts in their absence.

Responsibilities:

- Collaborate with Chair in strategic planning.
- Chair meetings when the Chair is unavailable.
- Assist with Board evaluations and committee oversight.
- Lead special projects as designated by the Board.

3. President/ Continental,regional,local Director

Reports to: Board of Directors

Term: 2 years

Role Summary:

The President serves as the public and professional face of GHQA, fostering alliances and strategic growth.

Responsibilities:

- Serve as ambassador of GHQA globally(for president), or continentally,regionally or locally for **Continental,regional,local Director**

- Develop external partnerships with institutions and governments.
- Support fundraising, advocacy, and major initiatives.
- Represent GHQA at conferences and media events.

4. Vice President/ Deputy director

Reports to: President / Board

Term: 2 years

Role Summary:

The Vice President supports the President in representing GHQA and advancing programmatic priorities.

Responsibilities:

- Assist in international outreach and coalition building.
- Oversee cross-cutting programs (e.g., sustainability, equity, innovation).
- Act on behalf of the President when needed.

5. Secretary

Reports to: Chair / Board

Term: 2 years

Role Summary:

The Secretary ensures accurate documentation of all official GHQA activities and maintains organizational records.

Responsibilities:

- Record and distribute minutes of Board and committee meetings.
- Maintain governance documents (e.g., bylaws, policies, charters).
- Ensure timely notice of meetings and proper recordkeeping.
- Support annual reporting and legal filings.

6. Treasurer

Reports to: Chair / Board

Term: 2 years

Role Summary:

The Treasurer is responsible for the financial oversight and integrity of GHQA's accounts and

reporting.

Responsibilities:

- Review and approve financial reports and budgets.
- Advise the Board on fiscal strategy.
- Work with the Executive Director and Finance team to ensure accountability.
- Oversee annual audits and compliance with financial regulations.

7. Assistant Treasurer

Reports to: Treasurer / Board

Term: 2 years

Role Summary:

Supports the Treasurer in financial planning and monitoring activities.

Responsibilities:

- Review monthly financial statements.
- Assist with budget tracking and fundraising analysis.
- Step in during the Treasurer's absence.

8. Membership Chair

Reports to: Board

Term: 2 years

Role Summary:

Leads GHQA's global membership strategy, engagement, and retention.

Responsibilities:

- Oversee recruitment campaigns and new member onboarding.
- Analyze trends and propose benefits to enhance value.
- Work closely with the Membership & Engagement Committee.
- Coordinate with regional and continental directors.

9. Members-at-Large

Reports to: Chair / Board

Term: 2 years

Role Summary:

Provide diverse perspectives and contribute to Board decisions and committee efforts.

Responsibilities:

- Serve as liaisons to committees or working groups.
 - Represent member interests in Board discussions.
 - Assist in program evaluation, outreach, and strategic alignment.
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Section 2 – Executive Leadership(Paid staff/Interns)**1. Executive Director (CEO)**

Reports to: Board of Directors

Employment Type: Full-time, salaried/Intern

Role Summary:

The Executive Director is GHQA's chief executive and oversees daily operations, strategy implementation, and team leadership.

Key Duties:

- Manage programs, staff, operations, and partnerships.
- Implement strategic plans approved by the Board.
- Lead budgeting, reporting, and financial stewardship.
- Represent GHQA with external partners and funders.
- Ensure compliance with legal, ethical, and policy standards.

2. Additional Intern/Paid Staff (as authorized by the Board)**a. Assistant Executive Director****b. Director of Programs**

- Lead global health initiatives and working groups.
- Design, monitor, and evaluate program impact.

c. Director of Research

- Oversee research portfolio, data collection, and publications.
- Foster academic partnerships.

d. Director of Communications

- Manage website, social media, brand, and press relations.

e. Director of Technology & Digital Platforms

- Maintain GHQA Connect and member platforms.
- Ensure cybersecurity and user experience optimization.

f. Director of Membership & Engagement

- Support recruitment, retention, and member services.

g. Director of Events & Learning

- Organize conferences, webinars, and training programs.

h. Director of Development & Aid

- Secure funding and manage philanthropic partnerships.

i. Director / Liaison of Global & Continental Chapters

Reports to: Executive Director & Board of Directors

Role Summary:

Serves as the main point of contact between GHQA headquarters and its regional/global chapters. Ensures alignment of mission, supports chapter growth, and facilitates knowledge sharing across regions.

Daily Activities:

- Maintain regular communication with chapter leads (Africa, Europe, Asia, North America, South America, etc.).
- Track chapter activities, membership growth, and program updates.
- Provide chapters with GHQA resources (branding, guidelines, toolkits).
- Troubleshoot challenges faced by chapters (funding, membership, visibility).
- Coordinate global calendar of events to avoid overlap and strengthen collaboration.
- Draft daily/weekly reports highlighting chapter activities and needs.
- Support the establishment of **new GHQA chapters** in strategic locations.
- Facilitate cross-chapter partnerships (e.g., research collaborations, joint events).

Longer-Term Responsibilities:

- Develop a **Chapter Handbook** with guidelines on governance, membership, and activities.
- Support chapter leaders in developing regional strategic plans.
- Organize an **Annual Chapter Leadership Forum** (virtual or hybrid).

j. Interns (rotational roles)

- Support research, communications, admin, or programs.

Section 3 – Continental Representation

Continental Directors (Africa, Asia-Pacific, Europe, Americas, MENA)

Reports to: Executive Director & Board

Term: 2 years (renewable)

Role Summary:

Continental Directors localize GHQA's mission across their region and connect continental priorities to global strategy.

Responsibilities:

- Lead regional GHQA chapters.
- Guide the development and execution of GHQA's continental vision in alignment with its global goals in health equity, quality improvement, and innovation.
- Serve as the primary advocate and representative of GHQA at the continental level, engaging governments, institutions, and global health stakeholders.
- Oversee implementation of programs, working groups, and partnerships across the continent, ensuring alignment with GHQA priorities.
- Cultivate cross-sector collaborations with universities, health systems, NGOs, and government entities.
- Provide input on funding priorities and support equitable resource distribution within continental chapters.
- Organize events, campaigns, and partnerships.
- Promote membership and working group participation.
- Serve as ambassadors in local and regional forums.
- Report quarterly to the GHQA Board of Directors on continental performance, challenges, and opportunities.

Deputy Continental Director

Purpose:

Supports the Continental Director in operationalizing GHQA's initiatives and ensures continuity and effectiveness in the day-to-day implementation of programs.

Key Responsibilities:

- **Program Coordination:** Lead and monitor progress of strategic projects and working groups across the continent.
- **Operational Management:** Ensure effective coordination between continental, regional, and local chapters.
- **Support & Representation:** Represent the continent in the absence of the Continental Director and support stakeholder engagement.
- **Reporting & Analysis:** Assist in data collection and reporting efforts to evaluate the impact of GHQA activities.

Section 4 – Regional Representation

Regional Directors (e.g., India, DR Congo, Peru, France)

Reports to: Continental Director

Term: 2 years (renewable)

Role Summary:

Regional Directors advance GHQA's goals at the country level and align activities with continental strategy.

Responsibilities:

- Launch and coordinate national initiatives and events.
- Recruit local members and partners.
- Report community needs and outcomes to the Continental Director.
- Uphold GHQA values in all regional engagements.
- Develop and manage a regional strategy rooted in GHQA's mission of equitable, high-quality healthcare.

- Supervise and support local coordinators and working groups
- Engage health ministries, medical institutions, and local NGOs.
- Expand the reach of GHQA's initiatives and advocate for sustainable, evidence-based health policies.
- Manage and monitor regional budgets and financial activities.
- Submit periodic reports to the Continental Director detailing local successes and challenges.

Deputy Regional Director

Role summary:

Supports the Regional Director by ensuring smooth implementation of programs, assisting in engagement and advocacy efforts, and facilitating communication.

Key Responsibilities:

- Coordinate daily activities and ensure alignment with GHQA standards and protocols.
- Serve as a key communication bridge between chapters and GHQA leadership.
- Support planning and execution of regional events and campaigns.
- Track data, KPIs, and program outcomes.
- Act as interim leader in the absence of the Regional Director.

Assistant Deputy Director

Role summary: Supports the Deputy Regional Director in the daily operations, program implementation, and communication efforts within the region. This role provides an additional layer of support to ensure all regional initiatives are executed efficiently and effectively.

Key Responsibilities:

- Assists the Deputy Regional Director in coordinating daily activities and ensuring they align with GHQA standards.
- Helps facilitate communication between chapters and regional leadership.
- Supports the planning and execution of regional events and campaigns.
- Aids in the tracking of data, KPIs, and program outcomes.
- May be tasked with specific projects or a subset of program responsibilities under the Deputy Regional Director's supervision.
- Serves as an additional point of contact and support for chapter members and leaders.

Section 4 – Local Chapter Representation

(City-Level or Institutional Chapters – e.g., Nairobi Chapter, New York City Chapter)

Reports to: Regional Director

Term: 2 years (renewable)

Role Summary:

Local Chapter Leaders are the operational heartbeat of GHQA at the community, institutional, or city level. They mobilize local professionals, organize chapter-based activities, and serve as GHQA ambassadors in their respective areas. Each local chapter plays a vital role in translating GHQA's mission into tangible outcomes within their immediate communities.

Local Chapter Director

Responsibilities:

- Lead and manage all GHQA initiatives within the local chapter.
- Organize community engagement activities, health education events, and advocacy campaigns.
- Collaborate with local hospitals, clinics, universities, and NGOs.
- Recruit, onboard, and retain local members and volunteers.
- Ensure all activities align with GHQA's ethical standards, values, and strategic priorities.
- Submit quarterly reports to the Regional Director.
- Foster collaboration among local healthcare providers, students, and partners.

Deputy Local chapter director

Responsibilities:

- Assist the director in executing chapter events and strategies.
- Step in during the Chair's absence to ensure leadership continuity.
- Help coordinate volunteers, working groups, and event logistics.
- Support communications and reporting to the regional level.

Example Chapter Activities:

- Host monthly seminars on global health topics
- Organize local clinics or public health outreach events
- Participate in GHQA campaigns (e.g., World Health Day, Vaccination Drives)

- Collaborate with universities for student mentorship
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ARTICLE XI – CONFLICT OF INTEREST

Section 1. Disclosure & Recusal

All Board members, committee members, and staff must disclose actual or potential conflicts of interest. Individuals shall recuse themselves from decisions in which they have a conflict.

ARTICLE XII – FISCAL YEAR AND FINANCIAL OVERSIGHT

Section 1. Fiscal Year

The fiscal year of GHQA shall begin on January 1 and end on December 31.

Section 2. Audits and Financial Reporting

An annual audit shall be conducted by an independent CPA. Reports shall be reviewed by the Board and made available to members.

ARTICLE XIII – INDEMNIFICATION

GHQA shall indemnify officers, directors, and staff to the fullest extent permitted under applicable nonprofit law, except in cases of gross negligence, fraud, or willful misconduct.

ARTICLE XIV – AMENDMENTS

Section 1. Proposal

Amendments to the bylaws may be proposed by:

- A majority of the Board
- A petition signed by at least 25% of voting members

Section 2. Approval

Amendments shall require:

- A two-thirds vote of the Board
 - Followed by approval by a majority of voting members (if applicable)
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ARTICLE XV – DISSOLUTION

In the event of dissolution, GHQA's remaining assets shall be distributed to one or more nonprofit organizations with missions aligned to global health and quality improvement, as determined by the Board.