



Charter of the North America Region of the Union

This charter governs the North America Region (NAR) established by the General Assembly of the International Union Against Tuberculosis and Lung Disease (The Union) pursuant to Article 11 of its constitution and article 9 of its by-laws. Through the NAR, Union members embracing the same common objectives and approaches in accordance with the needs of NAR.

ARTICLE 1- MISSION AND OBJECTIVES

Mission Statement: The mission of the NAR of the Union is to the significant capacity of the Region to enable members and other health care providers and administrators to promote better lung health care in North American region through advocacy, education, research, technical assistance and training-with tuberculosis prevention and elimination a priority.

The main objective of the region is to co-ordinate, stimulate, and develop the activities of member national tuberculosis or lung association or official health service agencies within the Region in accordance with the objectives of the Union.

The Region shall:

1. Promote cooperation between government, regions of The Union, non-government organizations and individuals in order to bring them together to share their skills, resources. and social capital.
2. Facilitate the effective use of this resource for the betterment of the people of the Region, particularly in accordance with The Union mission of health solutions for the poor.
3. Advocate for commitment from the Region to the principles of tuberculosis prevention and elimination, and respiratory health.
4. Participate in workforce planning and training.

The Region will achieve this by:

1. Promoting the community, education, and scientific work of national tuberculosis and other lung disease associations within the Region. It will work with other organizations having similar objectives;

2. Organizing regional tuberculosis and lung disease conferences and encouraging and facilitating the exchange of scientific and other information between member associations and individuals:
3. Encouraging the creation and continuance of national tuberculosis and other lung disease associations in all the countries in the region and their affiliation to The Union; and working with the Institute of The Union in implementing activities that will enhance tuberculosis prevention and elimination, and lung health in the region;
4. Promoting interest in, understanding of and advocacy against tuberculosis and lung diseases as public health problems, and mobilizing support for technical assistance, training and research.

ARTICLE III - OVERALL ORGANIZATION

In order to achieve the NAR mission and objectives, the NAR structure includes a Regional Council which serves as an advisory body, an Executive Committee which carries out the organizational duties of the NAR, a Nominating Committee appointed by the President and a Regional Conference Committee responsible for activities related to the NAR Annual Conference.

ARTICLE IV – REGIONAL COUNCIL

1. COMPOSITION OF COUNCIL: The Council will be chaired by the NAR President. In addition to the members of the NAR Executive Committee, the Council will be comprised of the following:
 - ORGANIZATIONAL COUNCILORS. One seat as Councilor may be appointed by each Organizational Member of the NAR. The term of office for the Organizational Member Councilor shall be two (2) years, renewable for multiple terms.
 - AT-LARGE COUNCILORS. Another 3 seats as Councilor shall be occupied by representatives of the individual members of the NAR elected by the general membership. The term of office for the 3 elected Members at Large shall be two (2) years. Candidates can come from any country of the region and may run for re-election for no more than two terms.
 - HONORARY COUNCILORS. Honorary Union members residing in the North American Region shall be invited to participate as full members of the NAR Regional Council upon receiving award of Honorary Membership of The Union.
 - UNION BOARD MEMBER COUNCILORS. The Union Board Members residing in the North American Region shall be invited to participate as full members of the NAR Regional Council during their tenure on the Union Board.
 - COUNCILOR REPRESENTING SECRETARIAT. The Regional Secretariat shall be invited to appoint a representative to serve as a full member of the NAR Regional Council; this representative may serve multiple 2-year terms.

- CIVIL SOCIETY COUNCILOR. A member of civil society, i.e., a person affected by one of the diseases of concern to The Union (such as but not limited to TB, HIV, Lung disease in the form of asthma, COPD, etc.) shall be elected by the general membership to serve as a full member of the NAR Regional Council. The term of service will be two years and may run for re-election if approved by the Council for no more than two consecutive terms.

The Council representatives of the Organizational and Individual members will begin their term in conjunction with the Regional Conference. Terms will end at the beginning of the Council meeting in conjunction with the next Regional Conference after their successors have been elected. Observers may accompany a Councilor to a Council meeting without the power to vote.

2. MEETINGS OF THE COUNCIL: The Council shall meet annually in conjunction with the Regional Conference. The Council may be convened at the request of the Executive Committee or 1/3 of the Council membership. All documents pertaining to the Council meeting should be sent to members 30 days prior to the Council meeting. Administrative support will be provided by the NAR Secretariat.
3. QUORUM OF THE COUNCIL. The quorum for Council Meetings shall be one-third (1/3) of the number of appointed and elected council members, or the nearest whole number below this number.
4. VOTING AT COUNCIL MEETINGS. Each member of the NAR Council shall have one vote, except in case of a tie, when the President shall have an additional vote. Voting may occur by any of the following:
 - a. Verbal assent or show of hands. Every motion submitted to a Council Meeting shall normally be decided by show of hands.
 - b. Secret ballot. A secret ballot may be held if requested by a majority of voting members of the Council present at the meeting and shall be taken at the meeting forthwith.
 - c. Electronic ballot. Votes tendered at a time separate from the annual meeting maybe performed through electronic means.
5. POWERS OF THE COUNCIL. The Council shall advise on major policy and program matters concerning the Region, NAR budget and nominees for Offices put forward by the Nominating Committee. The Council may also advise on the place and date of its Regional Conference. The Council can delegate to the Executive Committee matters as it sees fit. Minutes of Council Meetings will be housed with the NAR Secretariat.

ARTICLE V – OFFICERS OF THE REGION

1. DEFINITIONS. Officers of the NAR are elected to one of two tracks and can come from any country in the Region. The Officer tracks are:

- I. President-elect, President, past-President
- II. Secretary-Treasurer, Vice-President/ Program Chair, past Vice-President/Program Chair

The incoming President-elect and Secretary/Treasurer shall be elected by NAR general membership prior to the regional conference. They shall assume office at the conclusion of that Regional Conference and hold office until their term ends and they proceed to President and Vice President/Program Chair respectively.

- 2. DUTIES OF THE PRESIDENT: He/she is the chair and presiding officer of the NAR Council and the NAR Executive Committee (EC). He/she shall provide guiding leadership to the organization and to the President-Elect. The President is the only person mandated by all members of NAR to use regional funds subject to the guidelines and policy direction of the NAR Council and the NAR EC. He/she will prepare the agenda for meetings of the EC and Regional Council. He/she will preside over the Annual General Meeting of the Membership at the Regional Conference, and the Regional Meeting and the Union World Conference. In conjunction with the NAR Secretariat, he/she shall keep member countries and the Secretariat of The Union fully and regularly informed as to the activities and the policies of the Region. He/she shall also be responsible for taking the lead on preparing proposed revisions to the NAR Charter following its annual review by the EC. The full term of office shall be two (2) years after which he/she will serve 2 years as past-President.
- 3. DUTIES OF THE VICE PRESIDENT/PROGRAM CHAIR (VP/PC): He/she shall preside at meetings of the Council and EC in the absence of the President. He/she shall assume and ensure executive function for all matters pertaining to the preparation and organization of the Regional Conference. He/she is responsible for liaison with R Union (conference topics, invited speakers, relation with the press and media, relationship with the industry and transfer of information to The Union). He/she shall have the overall responsibility for organizing the regional Conference. The term of office will be two years followed by another two years as past-VP/PC.
- 4. DUTIES OF THE PRESIDENT-ELECT: The President-elect will assist the past president in co-chairing the Nominating Committee. The President-elect will serve a term of 2 years under the mentorship of the President at which time he/she will automatically become President.
- 5. DUTIES OF THE SECRETARY/TREASURER: The Secretary/Treasurer of the NAR shall actively participate in the Regional Conference Committee by chairing the Abstract and Travel Grants Subcommittees, which grade and accepts abstracts and awards travel grants to deserving candidates.

As Treasurer, he/she will review the draft financial accounts for the Region prepared by the NAR Secretariat which covers the intervening period between meetings of the Council and shall present the annual statements of accounts to the Council at its meeting held at the time of the Regional Conference. Under the direction of the President and in conjunction with the NAR Secretariat, he/she shall review the budget for the forthcoming period between

Council Meetings and shall present it after endorsement by the EC to the Council. At least once a year, he/she will send the annual statement of accounts and the NAR forthcoming budget approved by the EC to The Union Headquarters for information. The term of office shall be two (2) years at which time he/she will automatically become Vice-President/Program Chair.

6. DUTIES OF THE PAST-PRESIDENT: The immediate past-President will serve as a full member of the EC for two (2) years and will co-Chair the Nominating Committee along with the President-elect.
7. DUTIES OF THE PAST-VICE PRESIDENT/PROGRAM CHAIR: The immediate past-Vice President/Program Chair will serve as a full member of the EC for a term of two (2) years.

ARTICLE VI – EXECUTIVE COMMITTEE

1. EXECUTIVE COMMITTEE COMPOSITION.

The Executive Committee (EC) shall be comprised of the following Officers of the Region: President, President-elect, immediate past-President, Vice-President/Program Chair, immediate past Vice-President/Program Chair, Secretary-Treasurer (6 year term positions). The designated representative of the Secretariat shall serve as an ex-officio member of the committee with voting status. In the event that there are only five elected officers, the President may invite a member of the Council to serve on the Executive Committee in place of the unfilled position until a sixth officer is elected. The President may invite distinguished and eminent persons of the Region as Advisors to the EC as needed; they shall have no voting power.

2. EXECUTIVE COMMITTEE QUORUM.

The quorum for EC meetings shall be four (4).

3. MEETINGS OF THE EXECUTIVE COMMITTEE.

The EC shall meet immediately before the Council Meeting and at such other times as the President shall decide, usually monthly.

4. VOTING AT EXECUTIVE COMMITTEE MEETINGS

Each member of the Executive Committee shall have one vote, except in case of a tie, when the President shall have an additional vote. Voting may occur by any of the following:

- a. Verbal assent or show of hands. Every motion submitted to an EC Meeting shall normally be decided by verbal assent or a show of hands.

b. Secret ballot. A secret ballot may be demanded by a majority of members present and shall be taken forthwith.

c. Electronic ballot. Votes tendered at a time separate from an in-person or telephone meeting may be performed through electronic means.

5. POWERS OF THE EXECUTIVE COMMITTEE. The EC shall act on the recommendations of the Council and address other duties and issues as the Council may delegate to it. The EC will determine the place and dates of its Regional Conferences. In exceptional circumstances, the EC shall have the power to alter the place and date originally chosen for the ensuing Regional Conference. Annually, the EC will review the NAR Charter to ensure it adequately reflects the NAR structure and operations. Minutes from all EC meetings will be housed with theSecretariat.

6. TERM OF OFFICE OF EXECUTIVE COMMITTEE MEMBERS. The members of the EC shall assume office for the number of years stipulated in Article V and shall continue to hold office until the conclusion of the following Regional Conference.

ARTICLE VII – REGIONAL CONFERENCE AND COMMITTEE

1. REGIONAL CONFERENCE: An annual Regional Conference shall be held annually not less than 3 months before or after the annual World Conference of The Union at a place and date determined by the Executive Committee. Other conferences, meetings or training courses at sub-regional or country level may also be held in between or in conjunction with the annual Regional Conference.

2. REGIONAL CONFERENCE COMMITTEE: NAR Conference programs and logistics will be the responsibility of the Regional Conference Committee (RCC) under the leadership of the Vice President/Program Chair. Logistical support such as manpower, office and assistance and and support will also be provided by the NAR Secretariat.

3. RELATIONSHIP TO UNION: The Union Paris Office may provide technical tools, assistance or support to help with organizing the Regional Conference. The Regional Conference Committee has the ability to use freely the logo of The International Union Against Tuberculosis and Lung Disease, after consultation with The Union Headquarters. In case of a monetary deficit, The Union shall not be held liable, and the members recognize that The Union has no financial responsibility for the Regional Conference.

4. FISCAL AGENTS. The Secretariat will be is the NAR fiscal agent. NAR.

ARTICLE VIII – NOMINATING COMMITTEE

1. The Nominating Committee shall consist of two co-chairs (the Past President and the President Elect) and three other members. The three members will be selected by the NAR President from among the Council members to serve a term of one year. The Nominating Committee will be

convened in the year prior to the NAR Regional Conference, with the following duties:

- The Nominating Committee shall identify nominee(s) from the membership of the Region every other year for the officer of Secretary/Treasurer.
- The Nominating Committee shall identify nominee(s) from the membership of the Region every second year for the officer of President-elect.
- The Nominating Committee shall identify nominee(s) from the membership of the Region for Council Members-at-large when current Member terms are expiring.
- The Nominating Committee shall identify nominee(s) for Civil Society Council Member when current Member term is expiring.
- The Nominating Committee may identify nominee(s) from the membership of the Region each year for Regional Awards and Recognitions but is not obligated to do so.

2. Nominations for open positions may be submitted by any active member of the Union except Executive Committee members.

ARTICLE IX – SECRETARIAT

1. The British Columbia Lung Foundation shall serve as Secretariat to The Union, NAR. The British Columbia Lung Foundation will provide administrative support to the Executive Committee and the Regional Conference Committee with support from The Union as needs arise and as resources allow.

2. Under the direction of the President, the Secretariat shall be responsible for recording and distributing the minutes of all Council proceedings, Executive Committee meetings and Regional Conference Planning meetings and will archive records of each. The Secretariat will prepare the annual statement of accounts for presentation by the Secretary/Treasurer to the Council at the annual Regional Conference and shall prepare the budget for the forthcoming period between the annual Regional Conference and Council meetings. In addition, the Secretariat will prepare and send the NAR annual report to The Union.

ARTICLE X – OFFICIAL LANGUAGE

The official languages of the Region shall be English and French. All documents shall be prepared in English.

ARTICLE XII – AD HOC COMMITTEES

The President of the Region may appoint ad hoc committees as necessary for specific tasks.

ARTICLE XII – INTELLECTUAL PROPERTY

The use of the Name of «l'Union Internationale contre la Tuberculose et les Maladies Respiratoire» in French and or in English «The International Union Against Tuberculosis and Lung Disease» has been granted freely to the members of the NAR.

ARTICLE XIV – AMENDMENTS TO THIS CHARTER

The NAR Charter should be reviewed prior to the end of each calendar year to determine whether revisions will be proposed for Council vote at the next scheduled Regional Conference.

Amendments to this charter shall require a two-thirds majority of the Councilors present at the Council Meeting held in conjunction with the Regional Conference, provided notice of such meeting and the proposed amendments have been sent to the Councilors at least 30 days prior to such meeting.

This Charter and any future amendments must also be approved by The Union Board of Directors before taking effect.

K Schwartzman

Kevin Schwartzman, MD, MPH
President, The Union-NAR

July 29, 2022
Date

DocuSigned by:
Guy Marks
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Guy Marks, MD
President, The Union

April 23, 2023
Date

Appendix A: DEFINITION OF TERMS

The Union – International Union Against Tuberculosis and Lung Disease

NAR – North America Region of The Union. The NAR is represented by the following types of members of The Union who reside in English-, French-, and Dutch-speaking countries within the geographic boundaries of the WHO region of the Americas.

Organizational Members – organizations and foundations other than constituent members and which deal with lung disease. They must share the same aims as The Union and be up to date in their subscriptions and dues.

Individual Members – individuals who subscribe to the aims of The Union, who are up to date in their subscriptions and dues and affiliated to a Scientific Section of The Union.

Honorary Members – The Union awards individuals who render or have rendered valuable services in support of its Mission. The title of Honorary Member entitles such individuals to attend the General Assembly without the need to pay annual dues and subscriptions.