

NCD Child Charter and By-Laws

Section I: Preamble

Non-communicable diseases (NCDs) threaten the health of children, adolescents and youth¹, the realization of their rights, and ultimately the wellbeing of their families and the communities and societies in which they live.

The needs of children, adolescents and youth are an emerging priority within global NCD discussions, given the realisation that illnesses occur frequently in this age group and are a major cause of disability, morbidity and premature mortality. Furthermore, behaviours and conditions that begin in childhood and adolescence lead to NCDs throughout the lifecourse.

NCD Child is a coalition of organisations and individuals that emerged from the Child-focused Working Group (CFWG) of civil society organisations that convened around the United Nations first global high-level meeting on NCDs in September, 2011. The terms of reference of the CFWG ended following the September 2011 meeting—NCD Child was launched to provide an on-going platform for advocacy and collaboration for the needs of children, adolescents and youth. The Founding Partners of NCD Child included: American Youth Understanding Diabetes Abroad (AYUDA); Caring and Living as Neighbours (CLAN); Harvard Global Equity Initiative (HGEI); International Pediatric Association (IPA); American Academy of Pediatrics (AAP); Johns Hopkins Bloomberg School of Public Health (JHSPH); International Association for Adolescent Health (IAAH); Medtronic Foundation; Public Health Institute (PHI); Save the Children; The Geddes Group; and UNICEF.

Section II. Mission and Goals

NCD Child is a global multi-stakeholder coalition, championing the rights and needs of children, adolescents and youth living with or at risk of developing NCDs across the life-course. NCD Child to ensure that issues related to NCDs, children, adolescents and youth are equitably addressed and prioritized in national, regional and global health policy and development agendas, and to ensure that young people and their families are included in all settings where policies, systems or programs are developed and implemented.

NCD Child mobilizes resources to support active collaboration with governments, foundations, civil society organizations, the private sector, and academic and research institutions to promote NCD awareness, education, prevention, and treatment for children, adolescents and youth.

NCD Child is committed to the prevention, treatment, care, palliation, and support of children, adolescents and youth affected by NCDs, and to the prevention of health related behaviours and conditions that arise during childhood and adolescence that have an impact on NCDs across the life course. Furthermore, NCD Child is committed to empowering young people as future leaders in the NCD movement. NCD Child supports policies and initiatives that minimize preventable death and disability, including rehabilitation.

¹ The UN Convention on the Rights of the Child defines children as under the age of 18 while the World Health Organization (WHO) defines adolescents as between the ages of 10- 19. Youth is defined by the United Nations (UN) as those between the ages of 15-24.

Section III. Governance

Article 1. Governing Council

- a) NCD Child will be governed by an elected Governing Council. The Council will serve as the organization's governing body, charged with establishing policies and strategies that support NCD Child's mission and goals and that advance the integrity, effectiveness, and sustainability of activities and initiatives of NCD Child.
- b) The Governing Council will, *inter alia*:
 - (i) identify issues and challenges for children, adolescents and youth related to NCDs;
 - (ii) recommend policies, programs, and strategies important to the activities of NCD Child;
 - (iii) review and disseminate NCD Child key documents and publications;
 - (iv) represent NCD Child at events and meetings; and
 - (v) help identify funding opportunities to support the work of NCD Child.
- c) The Governing Council will consist of no more than 15 elected members. Membership shall represent the diverse network of NCD Child, including representatives from academic and research institutions, civil society (CSO), foundations, multilateral and non-governmental organizations (NGO), professional associations and youth advocacy groups.
- d) At least four seats on the Governing Council are reserved for youth representatives, who must be 30 years of age, or under, at time of their nomination.
- e) Private sector corporations and Government entities will be eligible to participate in NCD Child activities according to specific guidelines, as determined by the Governing Council, and shall be subject to due diligence.
- f) The Governing Council will convene in person at least one time per year and may hold other additional -to-face, internet or teleconference meetings as determined by the Governing Council, Chair, or Executive Committee. A quorum for meetings or votes shall consist of 51% of Governing Council members.
- g) The Chair of the Governing Council serves as chair of the Governing Council and of the Executive Committee, and is the executive officer of NCD Child, with responsibility for day to day operations and decision-making for NCD Child and NCD Child's external relationships, and for establishing and providing oversight for a secretariat, projects, and staff. The Chair shall serve as ex-officio member of all committees, task forces, working groups, and other mechanisms created by the Governing Council from time to time to advance NCD Child's goals.
- h) The Governing Council shall have sole authority to establish a Secretariat or enter into other administrative, contractual or staffing arrangements to provide for the activities and the coordination of functions as needed by NCD Child.
- i) Unless otherwise specified, all actions of the Governing Council shall be decided by a simple majority vote. Motions to amend the NCD Child Charter and Bylaws, and motions to remove a Governing Council member from office require a two-thirds majority vote of the Council.

Article 2. Roles and responsibilities of Standing Committees and Secretariat

Standing committees of the Governing Council shall include an Executive Committee and a Nominating Committee. The Governing Council may establish a secretariat and may create additional committees, task forces, working groups or other mechanisms as needed from time to time to advance NCD Child's Mission and Goals.

a) Executive Committee

- (i) The Executive Committee provides NCD Child leadership on a daily basis. The Executive Committee, *inter alia*: (i) acts on behalf of the Governing Council in between meetings of the council; (ii) ensures implementation of Governing Council decisions; (iii) provides direction as to the daily operations of NCD Child; and (iv) ensures that Governing Council members are kept informed of key developments, information, and resources at regular meetings.
- (ii) The Executive Committee includes the following elected offices: Governing Council Past-Chair, Chair, Chair- Elect, and Youth Representative. Each will serve a term of two years.
- (iii) The Chair-elect serves as a member of the Executive Committee and then will assume the Chair position. The Chair will assume the Past-Chair position. If the Past-Chair is unable to serve, this position will be vacant. If the Chair-elect is unable to serve, the Governing Council shall nominate and elect a Chair- Elect to fill the remainder of the term. If the chair-elect position is vacant at the time of officer elections, then a chair shall also be elected. If the chair-elect assumes the chair position for her or his chair's unexpired term, because of an inability of the chair to serve, the chair-elect will remain eligible for a two-year term as chair.
- (iv) Except for the progression from Chair-elect to chair to past-chair, members of the Executive Committee are not eligible for re-election as Executive Committee members, except that the Youth representative retains eligibility for future service as an NCD Child elected leader.
- (v) Only governing council members are eligible to serve in Executive committee positions.
- (vi) Candidates for Chair-Elect and Youth Representative (and, if needed, for Chair) may be nominated by any Governing Council Member. Elections will be conducted by secret ballot and the successful candidate must be elected by a simple majority of voting Governing Council members. If no candidate obtains a majority (>51% of ballots) sequential ballots will be conducted with the candidate with the lowest number of votes dropped from subsequent ballots.
- (vii) The Executive Committee will meet, when possible, every two weeks via teleconference, and will communicate via email.
- (viii) Decisions of the Executive Committee are by a simple majority of the Executive Committee. If no majority can be reached then the issue shall be brought before the entire Governing Council for determination.

b) Secretariat

- (i) The Governing Council shall approve establishment of a Secretariat or other arrangement within an institution or civil society organization for a specific term.
- (ii) The Governing Council Chair shall recommend the appointment of a host organization and shall present information about key staff and budgets in support of NCD Child for any and all Secretariat or other staff support.
- (iii) The Secretariat shall provide administrative support to the Executive Committee, Governing Council, and other committees, implementing programmatic activities of the organization, maintaining NCD Child's membership list, maintenance and development of NCD Child's websites and social media accounts, circulation of communications (including the email newsletter *NCDChild Connect*), fundraising activities, and development of events sponsored by NCD Child.
- (iv) Staff of the Secretariat will report to the Chair of the Governing Council.

c) Nominating Committee

- (i) The Nominating Committee will be chaired by a member of the Governing Council.
- (ii) The Nominating Committee shall be composed of a chair and three other members of the Governing Council, at least one of whom must be a youth representative. Nominating committee members shall be appointed by the Governing Council.
- (iii) Governing Council members will be elected by majority vote of existing Council members to serve a three-year term. No Governing Council member shall serve more than two (2) successive terms.
- (iv) The nominating committee shall establish processes and procedures for leadership and governing council elections, in consultation with and with support and consultation from NCD Child's secretariat or staff.

Section IV. Membership

NCD Child Membership is open to organizations and individuals who share in the Mission and Goals of NCD Child. Membership categories include founding partners of NCD Child, organizational members, and individual members.

Members of NCD Child must agree to support the NCD Child Charter and to commit a combination of financial and/or volunteer resources towards the work of NCD Child.

The NCD Child Governing Council has established membership guidelines for participating organizations and individuals. The Membership Guidelines for organizations and individuals can be found in Appendix 1 to this Charter. All members of NCD Child will be subject to due diligence.

Section V. Funding

NCD Child shall be supported by contributions from governments, civil society, the private sector (preferably the foundation arm of the private sector), philanthropic institutions, and individuals.

NCD Child shall be prohibited from accepting funds from any organisation or individual connected with the cultivation, production, sale or marketing of tobacco, alcohol, or firearms/weapons products.

NCD Child finances will be administered by the Secretariat in accordance with governing, accounting and legal rules of the host agency and in compliance with generally accepted accounting principles and the Financial Accounting Standards Board or equivalent rules for not-for-profit entities. The Secretariat will

prepare quarterly and as needed budgets and reports on funding for the Executive Committee. All finances shall be subject to oversight and approval by the Governing Council on an annual basis.

The Funding Policy of NCD Child is attached as Annex 2 to this Charter.

Section VI. Version

The current version (4.0) of this document was adopted in November, 2017, incorporating all prior revisions, including versions:

- 1.0 March 2012
- 2.0 October 2014
- 3.0 June 2016