

## STATUTES

### Section I. Name, aims and location

#### *Article 1*

The name of the association will be the INEBRIA Network Association [International Network on Brief Interventions for Alcohol Problems] and its activities will be regulated in accordance with Law 7/1997 of 18th June, the law of associations (DOGC 2423, 1st July), Organic Law 1/2002, of 22nd March, regulating the rights of association (BOE no. 73, 26th March) and its own statutes.

#### *Article 2*

The aims of the association are as follows:

The principal objective of the association is to promote the implementation of brief interventions on alcohol consumption in a variety of settings at local, national and international levels.

The objectives of the association are:

1. To share information, experiences, research findings and expertise in the area of alcohol brief interventions.
2. To facilitate training on brief interventions and provide assistance to countries and institutions to adapt and implement brief interventions, particularly with regard to the transfer of knowledge and technology from high income to low income countries.
3. To promote best practice and develop clinical guidelines for the wide dissemination and implementation of brief interventions.
4. To identify gaps and needs for research in the field of alcohol brief interventions.
5. To promote co-operation in international research and set standards for research in this field.
6. To integrate the study of brief interventions with the wider context of preventive measures to reduce alcohol-related harm
7. To pay particular attention to adaptation of alcohol brief interventions to the needs of young people.

This is a non-profit-making organisation.

The activities of the association are:

1. The organisation of a meeting once a year to include a scientific conference and ongoing training workshops open to all members. Special sessions on guideline development or selected topics will be limited to invited participants. It is anticipated that meetings will be held in different venues each year.
2. Development of a web site that will include regular round-ups of literature to keep members informed of new developments in research into and practical implementation of alcohol brief interventions.

3. The financing of collaborative research.
4. The publication of magazines and edited books produced by members of INEBRIA.
5. Collaboration with Cochrane Review centres to update the literature on brief interventions.

#### *Article 3*

1. The home of the association is located at C/ Travessera de les Corts, no. 131-159, Barcelona 08028
2. The principal sphere of activity of the INEBRIA network will be Catalonia. However, any other geographical location will also be considered indicative of the sphere of activity, whether local, national or international.

### **Section II. Members of the association, their rights and their obligations**

#### *Article 4*

All people over the age of 18 may form part of the association. They must present a written application to the Co-ordinating Committee which will take a decision on the application at the first meeting to take place thereafter, and will communicate their decision at the next Annual General Meeting.

Membership is open to any person with proven experience in the area of brief interventions for alcohol problems, either from undertaking research or from having implemented interventions in one or more settings.

Membership is also open to any individual with a bona fide and active interest in conducting research on or implementing in practice alcohol brief interventions.

Membership is open to individuals (not institutions) although individuals may be recognised as representing the interests of their institution regarding alcohol brief interventions.

#### *Article 5*

The rights of members of the association are:

1. To attend Annual General Meetings with both voice and vote.
2. To elect or be elected to representative posts or to carry out managerial tasks.
3. To perform the task allocated in each case.
4. To be involved in the management and administration, the services and the activities of the association, in accordance with the legal and statutory norms.
5. To make known to the Co-ordinating Committee anything that they consider could contribute to the good of the association and make more likely the achievement of its objectives.

6. To request and receive explanations about the administration and the management of the Co-ordinating Committee or of officers of the association.
7. To receive a hearing prior to the adoption of disciplinary measures.
8. To receive information on the activities of the association.
9. To make use of the common services which the association establishes or has at its disposal.
10. To become members of working parties.
11. To possess a copy of the statutes.
12. To consult the books of the association.

#### *Article 6*

The duties of members of the association are:

1. To commit themselves to the objectives of the association and to actively participate in order to achieve those objectives.
2. To fulfil the remainder of the obligations resulting from statutory dispositions.
3. To accept and comply with measures validly adopted by the governing bodies of the association.

#### *Article 7*

The following are reasons for ceasing membership of the association:

1. The decision of the interested party to do so, which must be communicated in writing or by electronic communication to the Co-ordinating Committee.
2. Failure to pay the established fees.
3. Failure to comply with statutory obligations.

### **Section III. The Annual General Meeting**

#### *Article 8*

1. The Annual General Meeting is the governing body of the association; Membership of the former necessarily entails membership of the latter.

2 The members of the association, once met in a legally constituted Annual General Meeting, will decide by majority vote the matters which form the remit of the Meeting.

3. All members are subject to the accords of the Annual General Meeting, including absentees, dissenters and those present who abstain from voting.

#### *Article 9*

The Annual General Meeting has the following powers:

a) To modify the statutes.

b) To select and de-select the members of the governing body, and to control their activities.

c) To approve the annual budget and the annual liquidation of accounts, and also to adopt agreements on the establishment of the form and amount of the association's maintenance fees, and to approve the management carried out by the governing body.

d) To agree the dissolution of the association.

e) To be incorporated in other groups or associations, or to leave them.

f) To request the Declaration of Public Utility.

g) To approve the rules of the internal regime.

h) To agree to the suspension or permanent cessation of associated members, following due process.

i) To be informed of applications for membership, and also members who join or leave the association for any reason other than a definitive cessation.

j) To resolve any questions not directly attributed to any other organ of the association. The description of powers hereby outlined is merely explanatory, and does not limit the proceedings of the Annual General Meeting.

#### *Article 10*

1. The Annual General Meeting will meet in ordinary session a minimum of once per year, during the annual conference.

2. The governing body may call an extraordinary session of the Annual General Meeting any time that it considers appropriate, and must do so when requested by no fewer than 10% of associates. In this case the AGM must be held within **ninety** days of the request being made, given that there may be members who live abroad.

#### *Article 11*

1. The Annual General meeting will be convened by the governing body by a written notice to convene which will include, as a minimum, the agenda, location, date and time of the meeting
2. Notice of meetings must be communicated at least thirty days prior to the date of the meeting, individually and in writing or by **email** to the address which is given in the current record of associates' details which the association must have.
3. The President of the association will preside over meetings of the Annual General Meeting. In the case of his or her absence, his or her place must be taken by the Vice-president, or the most senior member of the committee, in that order. Acting as Secretary will be the person who performs the same duty on the Co-ordinating Committee.
4. The Secretary will take minutes of every meeting, which both he or she and the President must sign, with a summary of deliberations, the text of agreements adopted, the numerical result of votes and the list of those attending.

At the beginning of every meeting of the Annual General Meeting, the minutes of the previous session will be read, to be approved or corrected. In any case, five days beforehand, the minutes and any other documentation must be at the disposal of members at the society headquarters.

#### *Article 12*

1. The Annual General Meeting is validly constituted whatever the number of associates present or represented may be.
2. 10% of associates may request the governing body to include in the agenda one or more matters to be considered, even if the Annual General Meeting has already been convened, as long as this is done during the first third of the period between receiving notice to convene and the date of the meeting. The request may also be made directly to the Annual General Meeting, which will decide what they consider convenient, but can only pass motions regarding points not included in the agenda as communicated in the notice to convene if this is agreed by three quarters of those present.

#### *Article 13*

1. In meetings of the Annual General Meeting, each member of the association will have one vote.
2. Motions will be passed by simple majority of votes of the members present or represented.
3. To pass motions on the cessation of members, the modification of the statutes, the dissolution of the association, the constitution of a federation with similar associations or the integration into an existing federation, the number of votes required will be the equivalent of two thirds of those present. In any case, the election of members of the Co-ordinating Committee, if more than one candidature is presented, will be conducted according to the relative majority of the members present or represented.
4. Candidatures which are formally presented have the right to a copy of the list of members and their addresses, certified by the Secretary and approved by the President.

#### **Section IV. The Co-ordinating Committee**

#### *Article 14*

1. Governing, administering and representing the association is the Co-ordinating Committee, which is composed of the President, the Vice-President, the Secretary, the Treasurer and 5 Ordinary Members. These offices must be carried out by different people.
2. The election of members to the Co-ordinating Committee, who must be associates, is conducted by a vote in the Annual General Meeting. Those elected will take office after having accepted the position.
3. The nomination and cessation of offices must be certified by the outgoing Secretary, and verified by the outgoing President, and must be communicated to the Register of Associations.
4. The members of the Co-ordinating Committee may not perform any activity that is remunerated by the association.

#### *Article 15*

1. Members of the Co-ordinating Committee will hold office for a period of **three years**, without prejudicing their possibilities of re-election, and with the partial renewal of up to 3 members each year.
2. The cessation of office before the regulatory termination of its mandate may be brought about by:
  - a) Voluntary resignation presented by written letter in which the reasons for the resignation are explained
  - b) Illness which prevents the holder from carrying out his or her duties
  - c) Cessation of membership of the association
  - d) Sanction for misconduct committed during the execution of duties, imposed in accordance with the procedure established in article 13.3 of the statutes
3. Vacancies on the Co-ordinating Committee must be filled at the first meeting of the Annual General Meeting that takes place. Meanwhile a member of the association may provisionally occupy the vacant position.

#### *Article 16*

1. The Co-ordinating Committee has the following powers:
  - a) To represent, direct and administer the association in the widest sense that the Law permits, while complying with the decisions taken by the Annual General Meeting in accordance with the rules, instructions and directives established by that Annual General Meeting.
  - b) To take whatever decisions are necessary regarding appearances before public organisations and to carry out all kinds of legal actions and present the relevant actions taken.

- c) To propose to the Annual General Meeting the defence of the interests of the association.
- d) To propose to the Annual General Meeting the defence of the establishment of fees to be met by members of the association.
- e) To call general meetings and to ensure that motions passed are complied with.
- f) To present the balance and state of accounts for every tax year to the Annual General Meeting for approval and to produce the budgets for the following tax year.
- g) To contract any staff that the association may employ.
- h) To inspect the accounts and see that the services provided by the association are functioning correctly.
- i) To establish working parties to achieve the objectives of the association in the most efficient and efficacious way possible, and to authorise the activities that these groups propose to carry out.
- j) To nominate spokespersons on the Co-ordinating Committee to be responsible for each working party, at the time of proposal of the groups themselves.
- k) To carry out necessary functions before public organisations, entities and other people, in order to achieve:
  - subsidies, or other assistance
  - to open current accounts and savings accounts in any credit or savings establishment and to have at its disposal any funds that may be in such accounts. The disposition of funds is determined in article 29.
- m) To resolve provisionally any case unforeseen in the statutes and to give account of this in the first meeting of the Annual General Meeting thereafter.
- n) Any other power which is not specifically assigned to any other governing organ of the association, or that has been expressly delegated.

#### *Article 17*

1. The Co-ordinating Committee, convened in advance by the President or by the person acting in his or her place, must meet in ordinary session with the periodicity that its members decide, and which in any case may not be less than twelve months.
2. The Co-ordinating Committee must meet in extraordinary session when convened as such by the President, or when **two** of its members request such a session.

#### *Article 18*

1. The Co-ordinating Committee is validly constituted if convened with prior notice and there is a quorum of half of its members plus one.

2. The members of the Co-ordinating Committee are obliged to attend all meetings that are called, although they may be excused attending if their reasons are justified. The attendance of the President or the secretary, or persons acting in their place, is always necessary.

3. The Co-ordinating Committee will pass motions by simple majority of votes of those present.

#### *Article 19*

1. The Co-ordinating Committee may delegate some of its powers to one or more commissions or working parties provided that two thirds of its members vote in favour of such action.

2. It may also nominate, with the same quorum, one or more officers to execute any function that it sees fit to entrust to them, with the powers that it deems appropriate to confer on them in each case.

#### *Article 20*

Motions passed by the Co-ordinating Committee must be recorded in the official minutes and must be signed by the Secretary and the President. At the beginning of every meeting of the Co-ordinating Committee the minutes of the previous session must be read for approval or correction, as appropriate.

### **Section V. The President and the Vice-president**

#### *Article 21*

1. The following are functions corresponding to the office of President:

a) To direct and represent the association legally, by delegation of the Annual General Meeting and the Co-ordinating Committee.

b) To preside over and chair debates, both in the Annual General Meeting and in the Co-ordinating Committee.

c) To give a casting vote in the event of tied decisions.

d) To convene meetings of the Annual General Meeting and the Co-ordinating Committee.

e) To revise the minutes and certificates produced by the Secretary of the association.

f) All other functions pertinent to the position and those which are delegated to him or her by the Annual General Meeting or the Co-ordinating Committee.

2. In case of absence or illness, the President's place will be taken by the Vice-president or the most senior member of the Committee, in that order.

## **Section VI. The Treasurer and the Secretary**

### *Article 22*

The role of the Treasurer includes the keeping and control of the association's resources, as well as the preparation of the budget, the balance, and the liquidation of accounts. He or she will keep a ledger. He or she will sign the receipts of quotas and other treasury documents. He or she will pay those bills approved by the Co-ordinating Committee, which must first be reviewed by the President, and he or she will deposit the remainder in deposit accounts opened in credit or savings establishments.

### *Article 23*

The Secretary must keep the documentation of the association, draft, write and sign the minutes of meetings of the Annual General Meeting and the Co-ordinating Committee, write and authorise any certificates that need to be awarded, and also keep the register of members.

## **Section VII. Commissions or working parties**

### *Article 24*

The creation and constitution of any commission or working party must be proposed by the members of the association who wish to form them, who must make these intentions known to the Co-ordinating Committee and explain the activities that they propose to carry out.

The Co-ordinating Committee must undertake the assessment of the different commissions or working parties, the leaders of which must present a detailed monthly report of their actions.

For every annual conference a Scientific Committee will be created with a Chair responsible for the organisation of the Annual Conference as a representative of the Co-ordinating Committee. The President of INEBRIA will form part of the Local Scientific Committee.

The Local Scientific committee will set up an Organising Committee with subcommissions for the organisation of the conference.

## **Section VIII. The economic regime**

### *Article 25*

This association does not have foundational patrimony.

Members will cover the costs of their own participation in meetings.

### *Article 26*

The resources of the association are generated from:

a) The fees established by the Annual General Meeting for its members

b) Official or private subsidies

c) Donations, inheritances or legacies

d) Income from its own patrimony or from other sources of income which may be obtained

#### *Article 27*

The Annual General Meeting may establish quotas of income, periodic monthly fees which will be paid by months, trimesters or semesters, according to the decision of the Co-ordinating Committee, and extraordinary fees.

#### *Article 28*

The financial year will coincide with the calendar year and will close on 31 December.

#### *Article 29*

In current accounts or savings accounts opened in credit or savings establishments, the signatures of the President, the Treasurer and the Secretary must appear.

In order to access funds, two signatures are sufficient, one of which must be that of the Treasurer or, failing that, the President.

### **Section IX. The disciplinary regime**

#### *Article 30*

The governing body may sanction infractions committed by members who fail to meet their obligations.

These infractions may be classified as minor, serious and very serious, and the corresponding sanctions may range from a warning to expulsion from the association, in accordance with the internal norms.

The disciplinary procedure will be initiated as a matter of course, or as the consequence of a complaint or a report. Within ten days, the Co-ordinating Committee will nominate an instructor, who will compile the disciplinary file and propose the resolution within 15 days, with the prior awareness of the presumed offender. The final resolution, which must be justified and upheld by two thirds of the members of the Co-ordinating Committee, will be adopted by this governing body also within a period of 15 days.

Sanctions agreed by the Co-ordinating Committee for serious and very serious infractions may be contested by the interested party before the first Annual General Meeting to be held, if the internal rules establish the procedure for doing so.

### **Section X. Dissolution**

*Article 31*

The association may be dissolved if it is agreed by the Annual General Meeting, convened as an extraordinary meeting expressly with this end.

*Article 32*

1. Once the dissolution is agreed, the Annual General Meeting must take any measures it sees fit regarding both the destination of property and rights of association, and the termination and liquidation of any operations pending.

2. The Annual General Meeting is empowered to elect a commission for liquidation if it considers it necessary.

3. The members of the association will be exempt from personal responsibility. Their responsibility will be limited to the fulfilment of the obligations which they themselves have voluntarily undertaken.

4. The net balance remaining after liquidation must be awarded directly to the non-profit-making entity, public or private which, in the territorial ambit of the association's activities, has by its actions been most evident in its support of charitable works.

5. The functions of liquidation and the execution of the accords set out in the previous sections of this same article are the remit of the Co-ordinating Committee if the Annual General Meeting does not refer this task to a specially designated liquidating commission

Date:            ,

Signatures of all the founding members