

Statutes for PREPSEC International

1. GENERAL INFORMATION (addition)

1.1. INCORPORATION

PREPSEC International was incorporated as a non-share not-for-profit corporation according to the Central Coordinating Register for Legal Entities in Norway, April 4, 2018

1.2 Name

The organization is known by the name PREPSEC International (PREpare for Evidence based Practice in Social Emotional Competence)

2. Mandate

PREPSEC International is a special interest organization comprising a network of researchers and practitioners working with a base in Dr. Arnold Goldstein's combinations of programs for training in social competencies based on the PREPARE Curriculum® and other additional programs of a similar nature.

The purpose of the organization is, through empirically based theory, to develop and improve professional practice in order to help improve interaction patterns between children and adolescents and their environment. This vision will be fulfilled through the following means:

- a. Dissemination of information about the different programs by arranging conferences and seminars, and by making relevant literature known and available to members.
- b. Contributing to the dissemination of the programs outside the organization.
- c. Encouraging the validation of specific programs, program combinations, and implementation strategies.
- d. Through exchange of experience and openness, contribute to the testing and improvement of existing programs.
- e. Encouraging evidence-based practice through inclusion of research supported developments, quality in delivery and prescriptive matching.
- f. Contribute to the knowledge of program implementation, quality assurance, and description of what constitutes quality based trainer education.

3 FINANCE

3.1 Fiscal Year

Ending March 31st each year.

3.2 Financial Report

The financial report is prepared by the treasurer and adopted by the board. The general membership is informed through the website and are welcome to comment.

3.3 Contracts

Contracts between the organization and other groups or organizations have to be pre-approved by the Executive Board and then signed by the board member(s) designated to do so.

4. Organization

4.1 Executive board

The executive board is the governing body of the PREPSEC International organization and comprises 7 voting members. The eighth position will be held by the past president as a non-voting position in order to provide a mentor for the history, mission and vision of the organisation.

Decisions can be made by simple majority but decisions should be achieved by attempting to reach full consensus in the process.

The executive board will consist of voluntary not paid members.

Each executive board member shall perform the usual duties of the respective office and specific duties provided elsewhere in these by-laws or as assigned by the executive board.

- President: with overall responsibility for the development of PREPSEC International, calling meetings, organizing working parties to deal with specific issues, delegate and follow-up on attempting to have a conference every 2 years and assisting with the election process
- Vice President: with responsibility to act in support and back-up for the President, duties as assigned by the President in one's area of expertise
- Treasurer: with responsibility for managing the PREPSEC International account, collection of membership fees and conference registration fees, and to liaise with other organizations and providers with regard to any financial matters. The treasurer will be responsible for maintaining the membership list and fundraising.
- Secretary: with responsibility for liaison with those managing the PREPSEC International website, liaising with other relevant organizations, taking minutes of PREPSEC International executive board meetings, as well as conference/membership meetings and election protocols.
- Three (3) Additional executive board members: with responsibility for special assignments, liaising with other European and International organizations and promoting dissemination of, and research on, PREPSEC International programs.

4.2 Meetings of the Executive Board

Meetings of the executive board should be held periodically and no less than three meetings should be held per year. The minimum number of board members present at the meeting to endorse a decision should be four (4) out of the seven (7) voting members. The absent members will be notified of adopted resolutions immediately after the meeting. Voting by proxy will not be allowed.

4.3 Language

Due to the multi-country membership, board meetings, annual and special meetings, as well as notices will be conducted in English.

4.4 Committees

The executive board will have the responsibility of establishing committees to meet the needs of the organization and also to appoint appropriate candidates to each committee. At least one member of the executive board will be on each committee, as a liaison with the board.

Committees will be formed as needed and may include the following possibilities:

- Research and Publications
- Communications Committee (website, newsletter)
- Quality Assurance (training standards, implementation etc.)
- Program Development
- Event Planning (conferences, webinars, etc.)
- Election Support Committee
- Fund Raising
- Membership

4.5 Period of service

Each executive board member is elected for a period of four years, and can sit for maximally two consecutive periods.

A maximum of four executive board members can be replaced at each election.

Having resigned, an executive board member would be able to rerun for election after a minimum period of two years.

Should an executive board member resign prior to their term ending, the executive board could appoint an interim board member until the next election.

4.6 Election procedure

Elections are arranged via the web every second year. The executive board informs the membership at large which positions will be vacated and which countries the remaining members come from, in order that new members may be elected from other countries. Members are asked to nominate candidates, who are members of PREPSEC International, before a deadline set by the executive board. Nominated candidates must agree to run for election and if they agree, post a short biography and mission statement for the board service. Common majority elects candidates.

The first meeting of the new board establishes the new executive board positions.

4.7 Extraordinary elections

If one third of the members demand so, or if the executive board is supported by at least one third of the members, an election process can be arranged outside of the regular election process.

4.8 Amendments

These by-laws may be amended by a two-thirds vote of members who reply to an email ballot sent to the total membership. By-law amendments may be initiated by the executive board or by petition of five percent (5%) of the total membership.

The executive board may, at any time, appoint a special committee to review the by-laws and to make

recommendations with regard to any changes to them.

4.9 Dissolution

In the event of the dissolution or termination of PREPSEC International, all of the assets, titles to and possession of the property of PREPSEC International shall pass to one or more non-profit scientific and professional or membership organization as decided by the Board of Directors.

4.10 Rules of procedure

The rules and laws of the country in which PREPSEC International is established, and all relevant EU/US or other regulations, shall govern PREPSEC International, its activities and policies, including fiscal dispositions.

5. International representation

5.1 Purpose

PREPSEC International works toward the goal of good quality implementation of all relevant programs to new countries. The board wants to provide service in order to help expansion and development in new countries and, consequently, offers a network connection to one representative from a relevant milieu in each country. National representatives are welcome to join PREPSEC International committees, however, are not members of the executive board unless voted in by the PREPSEC International general members.

5.2 Appointment

Appointment to the network can be based on suggestions from a relevant milieu or a chapter organization in the actual country. The executive board shall, based upon the PREPSEC International vision and goals, formally recognize which candidate will be in the best position to disseminate PREPSEC International competency in the actual country. The national representative must also be a member of PREPSEC International.

5.3 Period of service

A reassessment of the national representative appointment shall usually be conducted after four years. The executive board may request, at their convenience, the appointment a new national representative provided that the current national representative experience changes in employment affiliation, or provided other unforeseen circumstances, and/or a conflict of interest that call for a change.

5.4 Biannual meeting

The executive board shall take initiative to arrange a biannual meeting for the national representatives. The purpose is to exchange experiences and contribute to the maintenance and development of PREPSEC International visions and goals in each country.

5.5 Responsibility:

The national representative will have no academic authority for mentoring the programs, but have obligations in conducting the national internet site, bringing specific information and issues to the board

and also meeting with the board and people representing other countries to discuss issues of common interest. The country should normally have 15 members before having an international representative.

6. Membership

6.1 Terms of membership

Membership is personal and every interested person can apply for membership in PREPSEC International. The executive board determines membership fee, and the fee may be paid annually or for a period of three years.

6.2 Types of membership

A) membership as an independent person

or

B) included as part of the fee paid to a PREPSEC national organization, where the national organization pays fees directly to PREPSEC International.

In any PREPSEC International voting process, the member only has one vote.

6.2 Membership advantages

Membership gives access to material on the PREPSEC International web site, including newsletters and other resources. A member may also run for appointments to committees or to serve in the executive board, as well as nominate candidates for the executive board, committees and national representative. Members may also vote on all PREPSEC International issues (e.g., electing board members, amending bylaws, etc.); no proxy voting is allowed.

6.3 Good standing

To remain a member in good standing an individual must adhere to the PREPSEC Internationals vision and long-term goals as well as to legal and human rights requirements. The executive board reserves the right to exclude members on the basis of non-adherence to these requirements.

Approved unanimously by the general Membership, PREPSEC International, September, 2017
Article 4.1 amended unanimously at the general Meeting, Budapest, August 2019