

**General Statutes of the  
International Network on Brief Interventions for Alcohol & Other Drugs (INEBRIA)**

Adopted by general consent of the INEBRIA Annual General Meeting on 24 September 2021.

## **Section 1. Name, aims and location**

### Article 1.1

The name of the association will be the International Network on Brief Interventions for Alcohol & Other Drugs (INEBRIA) 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. The Program on Substance Abuse, Public Health Agency of Catalonia, Spain shall serve as the INEBRIA Secretariat.

### Article 1.2

1. The aim of the association is to provide global leadership in the development, evaluation and implementation of evidence-based practice in the area of early identification and brief intervention for hazardous and harmful substance use.
2. The objectives of the association are:
  - a. To share information, experiences, research findings and expertise in the area of early identification and brief intervention for hazardous and harmful substance use.
  - b. To promote best practice in, and encourage the development of, guidelines for the wide dissemination and implementation of evidence-based early identification and brief intervention for hazardous and harmful substance use.
  - c. To identify gaps and needs for research in the fields of early identification and brief intervention for hazardous and harmful substance use, promote international research co-operation and set standards for research.
  - d. To promote the integration of the study of brief interventions for hazardous and harmful substance use with the wider context of measures to prevent and reduce substance-related harm.
  - e. To provide mentorship and guidance to students and early-career researchers on the development, evaluation, and implementation of evidence-based practice in the area of early identification and brief intervention for hazardous and harmful substance use.
3. This is a non-profit-making organization. The activities of the association are:
  - a. The organization of a meeting once a year to include a scientific conference with optional 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.
  - b. 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 brief interventions for alcohol and other drugs.
  - c. The support and minor financing of collaborative research, as funds allow.
  - d. The publication of scientific papers and other material within peer-reviewed journals, magazines and edited books produced by members of INEBRIA.
  - e. Collaboration with other scientific, policy, and practice bodies with an interest in the early identification and brief intervention for hazardous and harmful substance use.

### Article 1.3

1. The home of the association is located at C/ Roc Boronat, no. 81-95, Barcelona 08005.
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 2. Members of the association, their rights and their obligations**

### Article 2.1

1. All people over the age of 18 may form part of the association. They must complete an on-line registration form providing their data and interest in the network. The Coordinating Committee 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.
2. Membership is open to any person working in the area of brief interventions for alcohol and other drugs, either from undertaking research or from having implemented interventions in one or more settings.
3. Membership is also open to any individual with a bona fide and active interest in conducting research on or implementing in practice alcohol and other drugs brief interventions.
4. Membership is open to individuals (not institutions) although individuals may be recognized as representing the interests of their institution regarding alcohol and other drugs brief interventions.

### Article 2.2

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, subject to Article 11.
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 coordinating 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 Coordinating 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.
13. To voluntarily resign membership at any time, pursuant to Article 2.4

### Article 2.3

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 fulfill 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 2.4

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 Coordinating Committee.
2. Failure to pay established fees.
3. Failure to comply with statutory obligations.

## **Section 3. The Annual General Meeting**

### Article 3.1

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 3.2

The Annual General Meeting has the following powers:

1. To modify the statutes.
2. To select and de-select the members of the governing body, and to control their activities.
3. 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.
4. To agree the dissolution of the association.
5. To be incorporated in other groups or associations, or to leave them.
6. To request the Declaration of Public Utility.
7. To approve the rules of the internal regime.
8. To agree to the suspension or permanent cessation of members, following due process.
9. To be informed of applications for membership, and also members who join or leave the association for any reason other than a definitive cessation.
10. 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 3.3

1. The Annual General Meeting will meet in ordinary session a minimum of once per year, during the annual conference. Such meetings may be held virtually if, after good faith

efforts to organize an in-person meeting have been exhausted, an in-person meeting is deemed logistically impossible by the Coordinating Committee.

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 members. In this case, the Annual General Meeting must be held within ninety days of the request being made, given that there may be members who live abroad.

#### Article 3.4

1. The Annual General meeting will be convened by the Coordinating Committee 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 members' 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 coordinating 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 3.5

1. The Annual General Meeting is validly constituted whatever the number of members present or represented may be.
2. 10% of members may request the Coordinating Committee 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 3.6

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 Coordinating Committee, if more than one candidature is presented, will be conducted according to the relative majority of the members present or represented. 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 4. The Coordinating Committee**

### Article 4.1

1. The Coordinating Committee governs, administers, and represents INEBRIA.
2. The Coordinating Committee shall be comprised as follows:
  - a. The President, with duties pursuant to Article 5.1 and elected by the Annual General Meeting pursuant to article 11.
  - b. The President-elect with duties pursuant to Article 4.1.4 and elected by the Annual General Meeting pursuant to article 11.
  - c. The Vice President with duties pursuant to Article 5.2 and elected by the Annual General Meeting pursuant to article 11.
  - d. The Treasurer with duties pursuant to Article 6.1 and elected by the Coordinating Committee pursuant to article 6.3.1.
  - e. The Secretary with duties pursuant to Article 6.2 and elected by the Coordinating Committee pursuant to article 6.3.2.
  - f. Seven members elected by the AGM pursuant to Article 4.1.5 and Article 11, one of whom shall serve as Treasurer pursuant to Article 6.3.1.
  - g. Not more than three co-opted members appointed by the Coordinating Committee.
  - h. Five ex officio members pursuant to Article 4.3.
3. The offices of President, Vice President, Treasurer, and Secretary must be carried out by different people.
4. The President will be elected one year in advance of taking office and immediately join the Coordinating Committee as the President-Elect.
5. The election of members to the Coordinating Committee is conducted by a vote in the Annual General Meeting pursuant to Article 11. Those elected, apart from the President, will take office immediately after having accepted the position.
6. 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.
7. The members of the Coordinating Committee may not perform any activity that is remunerated by the association.
8. At no time may the combined number of ex officio and co-opted members exceed the combined number of members elected by the Annual General Meeting.

### Article 4.2

1. Members of the Coordinating 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 9 of the statutes.
3. Vacancies on the Coordinating 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 4.3

- 1. The Program on Substance Abuse, Public Health Agency of Catalonia, Spain will have two ex officio seats on the Coordinating Committee, one of whom must be the Secretary.
- 2. The Department of Mental Health and Substance Dependence, World Health Organization will have one ex officio seat on the Coordinating Committee.
- 3. A representative of INEBRIA Latina will have one ex officio seat on the Coordinating Committee.
- 4. A representative of the Conference Local organizers committee will have one ex officio seat on the Coordinating Committee.

#### Article 4.4

The Coordinating Committee has the following powers:

- 1. To review applications for membership and accept or reject membership applications, including placing provisions on membership pursuant to Article 2.1.
- 2. 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.
- 3. To take whatever decisions are necessary regarding appearances before public organizations and to carry out all kinds of legal actions and present the relevant actions taken.
- 4. To propose to the Annual General Meeting the defense of the interests of the association.
- 5. To propose to the Annual General Meeting the defense of the establishment of fees to be met by members of the association.
- 6. To call general meetings and to ensure that motions passed are complied with.
- 7. 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.
- 8. To contract any staff that the association may employ.
- 9. To inspect the accounts and see that the services provided by the association are functioning correctly.
- 10. To establish working parties to achieve the objectives of the association in the most efficient and efficacious way possible, and to authorize the activities that these groups propose to carry out.
- 11. To nominate spokespersons on the Coordinating Committee to be responsible for each working party, at the time of proposal of the groups themselves.
- 12. To carry out necessary functions before public organizations, entities and other people, in order to achieve:
  - a. subsidies, or other assistance

- b. 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 8.5.
13. 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.
14. Any other power which is not specifically assigned to any other governing body of the association, or that has been expressly delegated.

#### Article 4.5

1. The Coordinating 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. Since 2011 the Coordinating Committee has been meeting quarterly.
2. The Coordinating Committee must meet in extraordinary session when convened as such by the President, or when two of its members request such a session.

#### Article 4.6

1. The Coordinating 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 Coordinating 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 Coordinating Committee will pass motions by simple majority of votes of those present.

#### Article 4.7

1. The Coordinating Committee may delegate some of its powers to one or more commissions or working parties provided that two thirds of its members vote in favor 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 4.8

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

### **Section 5. The President and the Vice-president**

#### Article 5.1

The following are functions corresponding to the office of President:

1. To direct and represent the association legally, by delegation of the Annual General Meeting and the Coordinating Committee.

2. To preside over and chair debates, both in the Annual General Meeting and in the Coordinating Committee.
3. To give a casting vote in the event of tied decisions.
4. To convene meetings of the Annual General Meeting and the Coordinating Committee.
5. To revise the minutes and certificates produced by the Secretary of the association.
6. All other functions pertinent to the position and those which are delegated to him or her by the Annual General Meeting or the Coordinating Committee.

#### Article 5.2

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

#### Article 5.3

1. The President and Vice President shall be elected by the Annual General Meeting pursuant to Article 11.

### **Section 6. The Treasurer and the Secretary**

#### Article 6.1

1. 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.
  - a. He or she will keep a ledger.
  - b. He or she will sign the receipts of quotas and other treasury documents.
  - c. He or she will pay those bills approved by the Coordinating 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 6.2

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

#### Article 6.3

1. The Treasurer shall be elected by the Coordinating Committee and must a member of the Coordinating Committee elected by the Annual General Meeting.
2. Secretary shall be elected by the Coordinating Committee and must be an ex officio member from the Program on Substance Abuse, Public Health Agency of Catalonia, Spain.

### **Section 7. Commissions or working parties**

#### Article 7.1

1. 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 Coordinating Committee and explain the activities that they propose to carry out.

2. The Coordinating Committee must undertake the assessment of the different commissions or working parties, the leaders of which must present a detailed report of their actions.
3. For every annual conference, a Scientific Committee will be created with a Chair responsible for the organization of the Annual Conference as a representative of the Coordinating Committee. The President of INEBRIA will form part of the Local Scientific Committee.
4. The Local Scientific committee will set up an Organizing Committee with sub-commissions for the organization of the conference.

## **Section 8. The economic regime**

### Article 8.1

1. This association does not have foundational patrimony.
2. Members will cover the costs of their own participation in meetings.

### Article 8.2

1. 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
  - e. Surplus revenue generated by the annual conference.

### Article 8.3

1. 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 Coordinating Committee, and extraordinary fees.

### Article 8.4

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

### Article 8.5

1. In current accounts or savings accounts opened in credit or savings establishments, only the signature of the Secretary will appear, but written consent of the President(s) and the Treasurer will be needed.
2. To access funds the signature of the Secretary is sufficient but written consent of the President(s) and the Treasurer will be needed.

## **Section 9. The disciplinary regime**

### Article 9.1

1. The governing body may sanction infractions committed by members who fail to meet their obligations.
2. 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.

3. 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 Coordinating 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 Coordinating Committee, will be adopted by this governing body also within a period of 15 days.
4. Sanctions agreed by the Coordinating 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 10. Dissolution**

### Article 10.1

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

### Article 10.2

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 fulfillment 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 Coordinating Committee if the Annual General Meeting does not refer this task to a specially designated liquidating commission

## **Section 11. The Elections Committee**

### Article 11.1

1. The purpose of the INEBRIA Elections Committee is to coordinate the election of the President and members of the Coordinating Committee. The Elections Committee shall report to and be held accountable by the Annual General Meeting but will coordinate with the Coordinating Committee as needed to execute its duties.

### Article 11.2

1. To facilitate the work of the Elections Committee, elections can be held via electronic voting if an in-person Annual General Meeting cannot be convened pursuant to Article 3 and detailed procedures are established pursuant to Article 11.3.

### Article 11.3

In fulfilling its responsibilities, the Elections Committee should perform the following functions:

1. Upon the conclusion of the regular term of office or the resignation of the incumbent President or members of the Coordinating Committee, coordinate nominations of potential candidates for election:
  - a. Issue a call for nominations at least three months prior to the date of the election via the INEBRIA member mailing list and on the INEBRIA website.
  - b. Nominations may be proposed by any member of INEBRIA who has obtained the written consent of the nominee.
  - c. All nominations should be sent to the Elections Committee office at least two months prior to the date of the election.
  - d. Elections will take place in person at the subsequent Annual General Meeting or pursuant to Article 11.2.
2. Review all nominations and select a shortlist of candidates to stand for election, considering the:
  - a. Nominee's qualifications and suitability for the position;
  - b. Geographical spread of candidates; and
  - c. Diversity in gender and ethnicity of the Coordinating Committee.
3. In conjunction with the incumbent President and Coordinating Committee, communicate with shortlisted candidates with regards to the election process arrangements.
4. In conjunction with the incumbent President and Coordinating Committee, coordinate the conduct of the election process, to include:
  - a. Preparation of all necessary written materials, such as notices, ballots and proxies;
  - b. Issuing of ballots to attending members and registration of any proxy votes;
  - c. Counting and recording ballot papers and proxy votes; and
  - d. Advising the incumbent President and Coordinating Committee of the election outcome.
5. Adjudicate tied votes. Where there is a tie in the number of votes per candidate:
  - a. Presidential or Vice Presidential candidates should agree to arrangements through discussion with the Elections Committee, such as by equally sharing the role.
  - b. Coordinating Committee candidates receiving equal votes may both be elected pursuant to Article 4.1.1.
  - c. If no other resolution to a tied vote can be found then the Elections Committee shall select the winning candidate from among the tied candidates.
6. Any other election-related tasks as needed.

#### Article 11.4

1. Members of the Elections Committee shall be appointed by the President and approved by the Annual General Meeting:
  - a. A minimum of three active members are required at any one point.
  - b. Members must be current and active members of INEBRIA.
  - c. Members cannot be current Coordinating Committee members.
  - d. No committee member may become a candidate for any position on the Coordinating Committee while serving on the Elections Committee.
2. The Chair of the Elections Committee shall be appointed by the President and approved by the Annual General Meeting and shall have the following duties:
  - a. Coordinate and supervise the Committee activities and meetings to assure that Committee responsibilities are met;

- b. Prepare written Committee reports for submission to the Coordinating Committee;
  - c. Attend Coordinating Committee meetings in an advisory capacity concerning forthcoming elections and/or submit a written report as required.
3. Regular meetings of the committee shall be held as often as necessary to carry out the above detailed role and responsibilities.