

International Network of Social Intervention Assessment (INSIA)

Purpose

The purpose of the International Network for Social Intervention Assessment (INSIA) is:

- 1) to develop and promote methodological principles and guidelines for undertaking assessments of social interventions
- 2) to foster synergies and joint works in the production of assessments and systematic reviews
- 3) to support the use of assessments and systematic reviews in the field of social interventions produced in other contexts
- 4) to support evidence-informed decision and policy making in the field of social intervention assessment
- 5) to provide a platform to share experiences and knowledge among members.

By-laws

Adopted: 2021-11-25; Last Modified 2021-11- 25.

1.0 **Conditions of Membership**

- 1.1 The organisations represented at the 25-26 November 2021 online meeting that agreed to establish INSIA, and that contributed financially to its operation from 1 January 2022 to 31 December 2023, shall be deemed the founding members.
- 1.2 Full membership is open to organisations that fulfil all the following criteria:
 - a) Support the purpose of INSIA
 - b) Assess interventions in social welfare and/or social care using systematic reviews (for definition see glossary in appendix)
 - c) Are non-profit organisations (see glossary)
 - d) Are funded by public sources to 50% or more (see glossary)
 - e) Have a role in relation to regional or national government
 - f) Provide free access to reports to other members upon request, subject to financial, legal, and/or confidentiality issues.
- 1.3
 - a) There will be an annual membership fee determined at every second Annual Meeting, which will apply for the 2 following years.
 - b) Failing determination at an Annual Meeting, the annual membership fee will be as notified by the Board.
 - c) For new members, the application of a reduced fee for the first, and in the case of extenuating circumstances the second, year of membership, is to be determined by the Board and notified to new members to whom this applies.
 - d) The fee must be paid within six months of acceptance as a member, and in subsequent fiscal years, within 90 days of billing, in accordance with By-Law 11.2.
- 1.4 The appointed delegate is the designated representative of that organisation to INSIA. Each member organisation informs the INSIA Secretariat of any change in its representation to INSIA.
- 1.5 Each member organisation shall designate a person as the named INSIA contact. All correspondence from the Secretariat on INSIA matters that require the attention of a member organisation shall be addressed to the designated INSIA contact.
- 1.6 Each member organisation shall endeavour to be represented at the Annual Meeting and shall, if eligible to vote, have one voting representative at each meeting.
- 1.7 The voting and other rights of members who have not paid the annual membership fee by six months are suspended until the fee is paid unless the Board allows an extension of time for payment under By-Law 1.10c.
- 1.8 Any member who wishes to resign may do so at any time; however, no portion of membership fees will be refunded.
- 1.9 The Board may recommend that a member be suspended or expelled for failing to comply with the By-Laws and/or any supporting regulations or for conduct prejudicial to the interests of INSIA. The Board's recommendation must be notified primarily and individually to the concerned member who can present objections in the subsequent six-week window. The Board must notify the members a recommendation for suspension or expulsion after the six-week window. This recommendation will take effect if endorsed by a vote, in a form determined by the Board, of at least three-quarters of the voting members.
- 1.10 Membership ceases on a member organisation:
 - a) ceasing to meet the eligibility criteria for membership;
 - b) becoming insolvent or under administration; or

- c) failing to make payments to INSIA within 90 days of the billing date for payment unless the Board has expressly resolved to grant an extension (membership ceasing upon the expiration of any period of extension).
- 1.11 Any Board member associated with a member organisation that resigns or that is suspended or expelled from membership, is deemed to have given notice to resign as a Board member, with immediate effect.
- 1.12 Rights of members are not transferable, and end when the member ceases to be a member organisation.

2.0 Applications and Approval Process for Membership

- 2.1 Applications can be made at any time and must be made on the form provided by the Secretariat. Applications must include a cover letter from the organisation seeking membership and any supporting documentation required by the Board.
- 2.2 The approval process is as follows:
 - a) Membership applications must be approved by the Board
 - b) The Board, through the Secretariat, advises the INSIA members of its preliminary membership decision and provides copies of the application.
 - c) If no objection to the Board's notified preliminary decision is received by the Secretariat within 4 weeks of notification, the preliminary membership decision becomes final.
 - d) If any member organisation objects to the Board's preliminary membership decision, the objection should be made in writing (email) to the Secretariat within 4 weeks of notification of the Board's decision.
 - e) If an objection to the Board's preliminary decision is received by the Secretariat within the timeframe allowed, this information should be provided (e-mail) by the Secretariat to all members for consideration. Members should provide comments to the Secretariat regarding the objection to the Board's decision within four weeks of notification. The Board will review and consider relevant comments by all members prior to its final decision.
- 2.3 If the Board considers that the application does not meet the membership criteria the Secretariat shall notify this decision to the applicant.

3.0 INSIA Board

- 3.1 There shall be an INSIA Board comprised of 6 Board members:
 - a) a Chair;
 - b) a Vice-Chair;
 - c) three (3) other elected Directors (one of whom will be appointed by the Board for the role of Treasurer); and
 - d) an immediate Past Chair (ex-officio) for a period of two year after stepping down as Chair.

(Status as an ex-officio member of the Board confers a right to receive notice of the business of the Board and to attend and participate in meetings of the Board, but not to vote).
- 3.2 Members of the Board act as individuals, and do not represent their employing agencies. Board members unable to attend Board Meetings cannot be deputized by another representative of the associated member organisation, or by any other individual, to act in their stead.
- 3.3 There shall be no more than two (2) Board members from the same country (this excludes the ex-officio position of Past Chair), with no more than one (1) Board member from the same associated member organisation.
- 3.4 All Board members shall be democratically elected by INSIA members.

- 3.5 Subject to the By-Laws, Board members are appointed for a term of two successive Annual Meetings (being a period of approximately three (3) years).
- 3.6 The new Board's work commences the day following the Annual Meeting.
- 3.7 Former Board members may stand for re-election. An individual's Board membership shall not exceed six (6) years in total.
- 3.9 The Vice-Chair and the Chair can serve in the same Board function for a maximum of two (2) consecutive terms (4 years) and may reapply for these positions after a 2-year break.
- 3.10 In the event of a vacancy in the Chair position, the Vice-Chair shall assume the Chair position until the next Annual Meeting. In the event of a vacancy in the Vice-Chair position, an elected Director – appointed by majority vote of the Board – shall assume the Vice-Chair position until the next election.
- 3.11 In the event of a vacancy for any reason in a position of Director, the Board, by majority vote, may or may not fill in a vacancy from a representative of a member organisation to complete the unexpired term or until the next election, subject to the requirements of By-Law 3.3.

4.0 Responsibilities and Duties of the Board

- 4.1 The responsibilities of the Board are to:
 - a) perform all such acts that appear to be essential for the proper management of the affairs of INSIA (essential acts are those considered to have a profound impact on the INSIA Network itself or the members themselves)
 - b) advise INSIA members in advance of any such essential acts that it performs.
 - c) Any such acts shall be subject to review at the next Annual Meeting.
- 4.2 The Board shall:
 - a) review and approve agendas for Annual Meetings and in doing so, ensure that agenda items requiring a decision by the membership will be identified well in advance, and that supporting material will be provided well in advance of the Annual Meeting, not later than 21 days before the meeting;
 - b) oversee the implementation of any work-plan approved at the Annual Meeting;
 - c) review quarterly financial statements of INSIA, and ensure that interests of the membership are protected; and
 - d) issue directions to the Secretariat
- 4.3 The Board may delegate exclusively or non-exclusively any of its powers and/or functions in the remit of INSIA, as the Board thinks fit. The Board may:
 - a) delegate to the Secretariat; and
 - b) establish among INSIA members, sub-committees or working groups, as deemed necessary. One member of each sub-committee or working group shall be named as official liaison to the Board. All sub-committees and working groups must report, through this official liaison, to the Board, in a manner and frequency to be specified by the Board. The work of any sub-committees or working groups will be supported by the Secretariat.
- 4.4 The Board may at any time withdraw or vary any of the powers delegated pursuant to By-Law 4.3.
- 4.5 Each Board member must:
 - a) exercise their powers and discharge their duties in good faith in the best interests of INSIA;
 - b) not make improper use of their position or of any information gained;
 - c) exercise their powers and discharge their duties with a reasonable degree of care and diligence; and

- d) avoid conflicts of interest. Conflicts exist when the Board member, or family member or close colleague, has a direct personal interest (e.g., financial or academic) in a decision being made by the Board. At the start of each meeting, the Chair will ask members to declare an interest for any item on the agenda. If a conflict exists, the Board member concerned shall disclose the conflict and must not be present at a meeting while the matter is being considered or discussed and must not vote on the matter.
- 4.6 The Membership and Governance Regulations outline the roles and responsibilities of the Chair, Vice-Chair, Treasurer and Board Directors.
- 4.7 Board members will not receive any kind of payment for their services to the Board.

5.0 Nomination Process for Board members

- 5.1 The Chair, subject to the approval by the Board, shall appoint a Nomination Committee to oversee the election process for Board members before May 1st of an election year.
- 5.2 The Nomination Committee shall be chaired by the immediate Past Chair. If the immediate Past Chair is unable to serve, the chair of the Nomination Committee shall be selected by the Chair of INSIA.
- 5.3 The Chair, subject to approval by the Board, shall appoint to the Nomination Committee two (2) additional representatives of member agencies who are not currently represented on the Board. No member can be a part of the Nominations Committee at the same time as running for a Board position.
- 5.4 In appointing the members of the Committee, the Chair shall consider a wide representation.
- 5.5 Nominations for Board members may come from the Nomination Committee or from the Membership.
- 5.6 A call for nominations by the Nomination Committee will be made by August 1st of each election year.
- 5.7 A person can be nominated for only one (1) position on the Board. Each nomination must be made in writing and approved by the head of the member organisation, in the form prescribed by the Board, and sent to the Chair of the Nomination Committee.
- 5.8
 - a) Nominations are to be made by August 15th of each election year.
 - b) If the Secretariat does not receive at least one (1) nomination for each available position by August 15th, the Secretariat shall send a reminder to all members regarding any vacant positions with a second and final deadline of September 1st.
- 5.9 The Nomination Committee shall submit to the Board, via the Secretariat, by September 6th a list of candidates who have been nominated or are put forward by the Nomination Committee.

Election procedure

- 5.10 The Secretariat will provide INSIA members by September 10th of each election year an online ballot indicating all available positions on the Board and the candidates nominated for those positions.
- 5.11 Online elections are open for a 2-week period for all Board positions and the results will be provided to the membership.
- 5.12 In an election for a single position, the candidate with the most votes will be elected. When there is only one (1) nomination for an open position, the nominee shall be appointed.
- 5.13 In the event of a tie vote, a further round of voting for those who have tied votes shall take place until the tie is broken. If there is still a tie vote after three rounds, the Chair's vote decides the result, except when the tie is for the position of the Chair. If there is a tie vote after three rounds of voting for the Chair, the Past Chair's vote decides the result.

- 5.14 In the event of two persons from the same country receiving votes enough to be elected, and when the Board already has a member from that country, the order of voting is first observed; then, if necessary, the voting is repeated until the Board composition is compatible with the By-Laws.

6.0 Eligibility Criteria and Regional Restrictions

- 6.1 To be eligible for a Board position the candidate must be a member of an INSIA organisation in good standing, i.e., that has paid the annual membership fee for the year the election is held, before submitting their candidate package.
- 6.2 If there is already a Board member from one country, subject to By-Law 6.3 there remains available only one position for that country in the election for any remaining Board positions. If a country is not represented on the Board, as soon as the first two members from that country are elected to any position on the Board, the other candidates from that same country are automatically disqualified, subject to By-Law 6.3.
- 6.3 The above paragraphs of section 6 are implemented without prejudice to the host country of the Secretariat.
- a) determining eligibility and counting representation of a country; and
 - b) determining eligibility and counting the number of Board members associated with a member organisation.

7.0 Ceasing to be a Board member

- 7.1 The position of a Board member will become vacant if:
- a) the Board member resigns or is required to resign or removed from their position on the Board; (By-law 1.12.)
 - b) the Board member no longer holds a position at their member organisation;
 - c) The Board member is absent for more than six months from meetings of the Board held during that period without prior notification to the Board;
 - d) in any fiscal year the Board member fails to attend 75% of the properly convened meetings of the Board, unless a leave of absence has been approved;
 - e) by two-thirds vote of the membership it is determined that a Board member has brought INSIA into disrepute or acted contrary to the By-Laws; or
 - f) the member organisation associated with the Board member ceases to be a member.

8.0 INSIA Secretariat

There shall be an INSIA Secretariat comprised of:

- a) an appointed Secretary,
 - b) one or two network coordinator(s) as according to the Secretariat agreement.
Their status would be ex-officio. (Status as an ex-officio member of the Board confers a right to receive notice of the business of the Board and to attend and participate in meetings of the Board, but not to vote).
- 8.1
- a) The Secretariat shall be located in one of the member organisations of INSIA. A call for the Secretariat role will be made in the final year of the Secretariat's term by the Board, preferably by 31 January, or in the event of resignation or termination of the Secretariat.
 - b) Member organisations wishing to serve as Secretariat shall advise the Board in writing, preferably at least 90 days prior to the Annual Meeting.
- 8.2 The Board shall review the applications for Secretariat and provide eligible applications to the membership for voting at the Annual Meeting. The successful applicant shall be appointed the Secretariat for a term which must not exceed three-years, subject to any extension or reappointment.

- 8.3 The head of the organisation where the Secretariat is housed is accountable to the Board of INSIA for the activities of the Secretariat. The appointment of the Secretariat, including the Secretariat's tenure, shall be reviewed, and administrated by the Board.
- 8.4 Subject to the terms of the contract between INSIA and the Secretariat, the head of the Secretariat organisation will nominate the Secretary of INSIA which is to be approved by the Board.
- 8.5 The Secretary:
- a) must act in accordance with the directions of the Board;
 - b) is required to attend all or part of the meetings of the Board and those of the working groups, if so, directed by the Board;
 - c) does not have voting rights.
 - d) shall name an INSIA Network coordinator
- 8.6
- a) The Board must notify the membership if the appointment of the Secretariat ceases or is to be extended.
 - b) Such notification gives each member organisation an opportunity to provide Secretariat services either on an interim basis pending the next Annual Meeting, or on a longer-term basis following a decision at an Annual Meeting.
- 8.7
- a) The appointment of a Secretary immediately ceases on the cessation of the appointment of the nominating Secretariat (for any reason). On termination of acting as the Secretariat the institution will pay any balance in hand to the new institution acting as Secretariat.
- 8.8
- a) The Secretariat shall perform the tasks prescribed by the Board.
 - b) During the month of January, the Secretariat shall invoice member agencies for their annual memberships.
 - c) Ensure the safety and accuracy of all Board records.
 - d) Take board meeting minutes or review minutes if that task is assigned to a staff member.
 - e) Provide notice of meetings of the Board and/or of a committee when such notice is required.
 - f) Is required to have a separate account for INSIA

9.0 Annual Meetings

- 9.1 The Annual Meeting of INSIA shall be held in October or November. The location of the next annual meeting shall be decided by majority voting during the ongoing annual meeting.
- 9.2 The incumbent Chair shall preside over the annual meeting of INSIA.
- 9.3 Each member organisation with a voting right has only one vote. Additional representatives of member organisations may attend as observers, subject to space limitations and prior approval by the majority of the Board or the Chair. Permitted observers shall be allowed to participate in discussions during the meeting at the discretion of the Chair. All attendance costs of additional observers are to be met by the attendee or their member organisation.
- 9.4 The required quorum at the Annual Meeting of at least one-third of the members in good standing.

10.0 Voting of Members

- 10.1 INSIA decisions shall be adopted based on a qualified majority vote (60% of votes), unless otherwise specifically stated in the By-Laws. The Network should always aim for consensus.

- 10.2 Between Annual Meetings, voting shall take place online or by other means of communication approved by the Board and within prescribed time frames. At Annual Meetings, voting shall be in person; member agencies that are unable to be represented at an Annual Meeting may cast a vote on a decision item electronically or other means of communication approved by the Board prior to the meeting, in a form prescribed by the Board.

11.0 Finances

- 11.1 The fiscal year for INSIA shall run from 1 January to 31 December.
- 11.2
- a) Dues are payable within 90 days of billing.
 - b) Any member that has not paid its dues by the day of the Annual Meeting shall be considered not to have met its payment obligations, not a member in good standing and ineligible to vote.
 - c) All financial transactions for INSIA should be on a separate account.

12.0 Amendment of By-Laws

- 12.1 The By-Laws of INSIA may be repealed or amended only at an Annual Meeting by a two-thirds vote of the members present unless otherwise specified at the Annual Meeting by two thirds vote of the members present.
- 12.2 These By-Laws, upon date of adoption by the Membership, shall supplant all existing By-Laws of INSIA.

13.0 Supporting Regulations

- 13.1 The Board may make, amend or repeal all such regulations as it deems necessary or desirable for the proper conduct and management of INSIA, the regulation of its affairs, and the furtherance of its purposes.
- 13.2 No regulation shall be inconsistent with, nor may it affect a repeal or modification of anything contained in the By-Laws.
- 13.3 Any regulation made by the Board may be overturned by a resolution supported by a simple majority vote of the then current members eligible to vote.