

International Association for the Scientific Study of Intellectual Disability  
**Proposal for a Special Interest Research Group on Comparative Policy and Practice**

Bye-laws

**Objectives and mission**

1. The Special Interest Research Group on Comparative Policy and Practice exists to further the planning, coordinating and conducting of activities relevant to all aspects of comparative policy and practice in the field of intellectual disabilities, consistent with the purposes and means of the International Association for the Scientific Study of Intellectual Disability.
2. The mission of the Special Interest Research Group on Comparative Policy and Practice is to
  - (i) Provide a focus for the worldwide exchange and dissemination of research comparing policy and practice in intellectual disability.
  - (ii) Promote cross-national, multidisciplinary collaboration in comparative policy and practice, with the aim of improving the lives of people with intellectual disabilities, their families and carers, throughout the world.
  - (iii) Serve as a medium for deliberation, exchange of ideas, knowledge, skills and experience and for compilation, publication and dissemination of information about comparative policy and practice in intellectual disability
3. In furtherance of its mission, the Comparative Policy and Practice SIRG will:
  - (i) Abide by the intent, spirit, letter, and regulations established by the Council of the IASSID for special interest research groups (SIRGs) as outlined in the Articles of Incorporation of the IASSID.
  - (ii) Organize international and regional congresses, conferences and seminars.
  - (iii) Encourage research in the field of comparative policy and practice and intellectual disabilities
  - (iv) Produce and distribute publications about the scientific study of comparative policy and practice in intellectual disabilities.
  - (v) Foster, encourage and promote membership of the SIRG in the various professional disciplines and national organizations concerned with comparative policy and practice in intellectual disabilities.
  - (vi) Collaborate with national organizations concerned with comparative policy and practice in intellectual disabilities.
  - (vii) Promote cooperation with other associations or organizations directly or closely related with comparative policy and practice in intellectual disabilities.
  - (viii) Provide information, consultation and advice to international, national, and other governmental and non-governmental bodies related to comparative policy and practice in intellectual disabilities.
  - (ix) Coordinate its activities with other SIRGs and bodies of the IASSID as applicable.
  - (x) Apply for and administer intramural and extramural funds related to its purpose and mission.

## **Organization and Administration**

4. The CPP-SIRG shall have an Steering Committee and Executive Committee.
5. CPP-SIRG members with voting rights shall elect or designate a Steering Committee that is representative of the regions of the world. Included among the Steering Committee shall be members of the CPP-SIRG with strong interest in the development of the CPP-SIRG and the Chairs of the local organizing committees of CPP-SIRG roundtables (who shall automatically become members following the roundtable for five years).
6. The Executive Committee is responsible for the administrative affairs of the CPP-SIRG. It is composed of a Chair or Co-Chairs, deputy Chair, secretary/treasurer and four members elected by CPP-SIRG members with voting rights.
7. Officers and Steering Committee members must be members of the IASSID.
8. The terms of office and composition of the Executive and Steering Committees shall be set by the Executive Committee. Officers or members of the Steering Committee may be removed for cause and after a vote of the Executive and Steering Committees.
9. The Executive Committee may co-opt members, create subcommittees, standing committees, ad hoc committees or work groups as it sees fit.
10. All members of the IASSID are eligible to join the CPP-SIRG. Non-members of the IASSID may affiliate with the CPP-SIRG upon application.
11. The CPP-SIRG shall hold, as a minimum, a meeting at the IASSID Congress (or more often as desired). At least two months advance notice of such a meeting must be given to members of the CPP-SIRG and the IASSID Council. These notices may be given by letter, facsimile, newsletter, email, or may be placed in any IASSID publication.
12. At least one member of the Executive Committee of the CPP-SIRG should attend the quadrennial meeting of the IASSID General Assembly.
13. The CPP-SIRG Executive Committee shall nominate one member to represent the CPP-SIRG on the IASSID Council, in accord with the by-laws of the IASSID. The nomination will be presented to the members for confirmation or acceptance. The CPP-SIRG Council representative shall attend all Council meetings during his or her term. The Executive Committee Chair of the CPP-SIRG may designate an alternate SIRG member to attend Council, if the representative member is unable to do so.
14. The CPP-SIRG is required to maintain a statement of Purpose and Bylaws on file with the IASSID, which should be updated as necessary.

## **Membership**

15. There shall be three categories of membership of the CPP-SIRG:
  - (i) Full members are members of the CPP-SIRG and IASSID. Such members shall pay dues, be eligible to be officers or members of the Executive or Steering Committee, and have full voting rights.

- (ii) Associate members are members of the CPP-SIRG, but not members of the IASSID. Such members shall not be eligible to be officers or members of the Steering Committee, shall pay dues, and shall have limited voting rights as set by the Executive Committee.
  - (iii) Student members are members of the CPP-SIRG and student members of the IASSID. Student members are not eligible to be officers or members of the Steering Committee, shall pay dues, and shall have limited voting rights as set by the Executive Committee.
16. Any active IASSID member is eligible for membership.
  17. Persons who are not members of the IASSID may be admitted to membership at the discretion of the CPP-SIRG Executive Committee.
  18. The secretary/treasurer of the CPP-SIRG will maintain and regularly update membership registers, noting the name and mailing address of members. A copy of the register will be filed with the Secretary of the IASSID on March 1st of each year.
  19. The CPP-SIRG shall, upon authorization by the Executive Committee, collect an annual membership fee to cover operational expenses, and set charges for attendance at CPP-SIRG functions, such as workshops or seminars.
  20. Only those persons whose memberships have been officially recorded prior to the date of an CPP-SIRG meeting (defined as the time the meeting was called to order) will be entitled to vote on matters relating to the CPP-SIRG at that meeting. The CPP-SIRG may admit visitors or guests to its meetings and may charge whatever fee appropriate for such admission.
  21. Only members of the IASSID shall be eligible to hold elected or designated office, be members of the Steering Committee or otherwise participate in the governing structure of the CPP-SIRG. The CPP-SIRG Executive Committee, in consultation with the Steering Committee and the members, may designate non-members of the IASSID as ad hoc committee or workgroup chairs or members.

### **Responsibilities**

22. The CPP-SIRG shall plan and conduct activities appropriate to its mission. These activities might include, but not be limited to conferences, roundtables, workshops, and dissemination of newsletters.
23. The CPP-SIRG may conduct its official business, including issues that need approval by vote, by electronic mail. An issue shall pass if voted on by at least 20% of the voting members.
24. The CPP-SIRG shall provide the IASSID Council with an annual report of activities. This report must be submitted no later than March 1st of each year.
25. At its annual general meeting, the CPP-SIRG Executive Committee, in consultation with the Steering Committee and the members, will nominate one of its members as its representative to the Assembly of IASSID and a representative to the Council of IASSID.

26. The Executive Committee Chair, or Co-Chairs, of the CPP-SIRG shall be responsible for coordinating SIRG activities with Council and the officers of the IASSID. A member of the Executive Committee shall assume these responsibilities in the absence of a Chair or Co-Chair. The Chair or Co-Chairs shall chair Executive and Steering Committee meetings.
27. The secretary/treasurer of the CPP-SIRG shall maintain the records of the CPP-SIRG, maintain the membership register, file reports to the IASSID Secretary, maintain all currency accounts of the CPP-SIRG, file annual (and requested) financial statements with the CPP-SIRG and the Treasurer of the IASSID, and maintain responsibility for the accounting and accuracy of all funds held by and for the CPP-SIRG. The secretary/treasurer shall prepare and ensure delivery of financial statements for the annual meeting.
28. The CPP-SIRG designated Council member shall represent the CPP-SIRG at all Council meetings and, in consultation with the Executive Committee, vote on matters of import to the CPP-SIRG at Council.
29. The CPP-SIRG designated Assembly member shall represent the CPP-SIRG at all Assembly meetings and, in consultation with the Executive, vote on matters of import to the CPP-SIRG at meetings of the General Assembly.

#### **Fiscal and Legal Status**

30. The CPP-SIRG is responsible for any financial arrangements or debts incurred by the CPP-SIRG.
31. The CPP-SIRG may, in consultation with the IASSID Treasurer, open a currency account to administer funds procured through fees, donations or extramural grants. When such an account is held, it shall be administered by the secretary/treasurer. All payments or disbursements from the CPP-SIRG account (or accounts) shall be authorized by the Chair and Vice Chair and cheques shall be issued by the CPP-SIRG secretary/treasurer. The CPP-SIRG secretary/treasurer shall submit a statement of accounts annually to the IASSID Treasurer.
32. The CPP-SIRG may pay honoraria, fees, and/or travel expenses associated with obtaining the service of lecturers or presenters at its meetings, special events, conferences, or the IASSID quadrennial congress. Such remuneration can be provided to CPP-SIRG members when appropriate and approved by the Executive Committee.
33. The CPP-SIRG may authorize reimbursement of full or partial expenses associated with the maintenance of each office or with official travel to meetings of the CPP-SIRG for officers or other members designated and authorized to represent the CPP-SIRG as prescribed by the rules of the CPP-SIRG.
34. The CPP-SIRG may request funds from the IASSID when the request is consistent with IASSID rules and operating procedures.
35. The CPP-SIRG may be dissolved only by a vote of the membership or by the IASSID Council for cause. All assets of a CPP-SIRG, on dissolution, shall become the property of the IASSID. The IASSID shall not be responsible for the payments of any debt incurred by a dissolved group in excess of the assets remaining.