**Bylaws of the International Society for Policy Research and Evaluation in School-Based Counseling**

**Adopted December 3, 2016**

**Article I Name and Purpose**

1. The name of this organization shall be "The International Society for Policy Research and Evaluation in School-Based Counseling (ISPRESC): “The International Society for Policy Research and Evaluation in School-Based Counseling” shall be used in all public references to the section.

2. The purpose of ISPRESC is to promote the development, wellbeing and rights of children and youth to a high quality education, worldwide, through the assurance of their access and to high quality school-based counseling services.

ISPRESC is a society of university-based researchers, counselor educators, school-based counseling administrators, school leaders, graduate students, educational policy-makers and educational policy advocates.

ISPRESC members recognize that high quality policy research is the key to accomplishing this purpose. Government has legitimate interests in encouraging, supporting and regulating, the practice of school-based counseling to the extent to which it contributes to the public good. Government enacts laws and policies and creates institutions and agencies in order to promote its legitimate interests. Increasingly, school-based counseling is being seen as an influential mechanism to enhance students’ access to and engagement in the educational process. Similarly, it is being recognized as an essential component of education systems with strong links to equity in access, academic achievement, academic attainment, and successful transitions to work and higher education. Decision-makers in the public sector, however, need good information in order to know what to do and whether actions they take to promote school-based counseling are achieving their intended effects. Policy research provides educational decision-makers with information that supports effective action.

ISPRESC members also recognize that while the need for high quality policy research related to school-based counseling is widely recognized around the world, the discipline of policy research in school-based counseling is still in its infancy. Furthermore, the developing field is hampered by the fact that few attempts have been made so far to look at policy issues and policy research from an international perspective because policy research has been referenced to specific national (or even subnational) contexts and issues.

ISPRESC members also recognize that school-based counseling exists in many different forms around the globe. The delivery of preventive and/or remedial counseling services for students and caregivers/parents in schools is used to address a diverse set of societal issues including: poverty, threats to public health, violence, educational inequity, mental health, workforce development, and economic development. Diverse services are organized by several different implicit or explicit models and are delivered by individuals from diverse disciplinary backgrounds including: teaching, psychology, social work and professional counseling.

ISPRESC is a democratic organization that operates by the consensus of its members and is committed to advancing the human rights of all children regardless of race, sexual orientation, class, nationality, ethnicity, age, disability, or spiritual/religious orientation.

Specific goals of ISPREC include:

a) To promote the use of high quality research and evaluation methods in policy studies related to school-based counseling so that the value of the information is valid and directly applicable to all educational stakeholders.

b) To enable international collaborations on critical policy research and evaluation projects in school-based counseling.

c) To facilitate cross-national research and evaluation projects related to school-based counseling to generate new knowledge and understanding.

d) To disseminate the findings of important policy research and evaluation projects.

e) To facilitate communication among policy researchers/evaluators, policy makers and policy advocates to help identify research and evaluation needs related to school-based counseling and to enable the generation of valid and useful information and the effective use of findings.

f) To encourage and enable graduate students to focus their developing research programs on policy research and evaluation.

**Article II Membership**

1. The membership of the ISPREC is open to Policy Researchers and Evaluators, Government-based Policy Makers, and Policy Advocates whose work is related to school-based counseling. In addition, membership is open to counselor educators and graduate students who are interested in policy work related to school-based counseling.

2. There are two categories of ISPREC members: Professional Members and Student Members.

a) Professional Members are employed as researchers, policy makers and/or policy advocates in universities, government professional associations or NGOs. Professional Members can serve in elected and appointed offices. They may chair and serve on committees and task forces, and are eligible to vote in elections.

(b) Student Members are graduate students who are enrolled in formal educational programs associated with school-based policy research. Student members may not hold elected or appointed offices. Student members may serve on committees and task forces. They may vote in elections.

**Article III Officers**

1. The officers of the ISPRESC shall be a Chair, a Chair-Elect, a Treasurer, a Communications Officer, a Journal Editor, a Past Chair, and two Student Representatives. All officers of the ISPRESC shall serve as its Executive Committee. This creates an eight person Executive Committee. The term of office of the Chair shall be two years. The term of office of the Chair-Elect shall be two years. The term of office of the Treasurer shall be two years. The term of office for the Communications Officer shall be two years. The term of office for the Past Chair shall be two years. The term of office of the Journal Editor will be 3 years. Student members of ISPRESC are nominated by a Professional Member for the consideration of the executive committee. The executive committee selects and appoints the Student Representatives to for two-year terms. Terms for the Student Representatives end on alternate years. All terms of office will run from the end of the annual business meeting of the ISPRESC following the election to the end of the annual business meeting two years later.

2. The Chair shall be the individual who has served as Chair-Elect. The Chair's responsibilities shall include but not be limited to the following tasks:

a) Maintaining proper relationships with national and international professional counseling organizations.

b) Planning and chairing the annual business meeting.

c) Appointing task forces or standing committees to address the goals of the organization;

d) Ensuring that regular web-based communications tools to keep membership informed of ISPRESC activities and accomplishments.

e) Coordinating activities with chairs of relevant groups or committees to promote the attainment of ISPRESC goals.

3. The Chair-Elect shall perform all duties as assigned by the Chair. In the event that the Chair shall not serve the full term of office, the Chair Elect shall succeed to the unexpired remainder thereof and continue to serve through the next full term.

4. The Treasurer shall be responsible for maintaining the funds and financial records of ISPRESC and for preparing the reports and performing the duties and responsibilities outlined in Article VIII. The Treasurer shall maintain appropriate financial records and procedures. The Treasurer shall, upon request and at reasonable times, make the financial records available to the ISPRESC membership. The Executive Committee will have the authority to make all financial decisions.

5. The Communications Officer shall keep the records of the ISPRESC (including, but not limited to, minutes of meetings Members and the Executive Committee), conduct the official correspondence of the ISPRESC, oversee the content on the ISPRESC website and keep membership informed about activities through the ISPRESC Listserve and website. The Communications Officer also will maintain an updated membership roster.

6. The Journal Editor shall oversee the development of editorial policy, the review of manuscripts and the publication of the ISPRESC journal. The Journal Editor will appoint and lead the Editorial Board, lead the board in developing recommended journal policies, present recommendations to the full executive committee, oversee the review of manuscripts submitted for publication, make final decisions regarding manuscript publication, and communicate with authors regarding revisions and acceptance of manuscripts.

7. The Past Chair is the most immediately retired Chair of the ISPRESC and shall serve as a member of the Executive Committee for the two years immediately following the term of office as Chair. If for any reason the Past Chair cannot complete the term of office, the office shall remain vacant through the balance of the term in which it occurs and the Chair will carry out the duties of the Past Chair. The Past Chair shall be responsible for organizing and conducting elections in coordination with the executive committee. The Past Chair shall be responsible for coordinating any ISPRESC awards presentations, including student awards.

**Article IV Governing Committee**

1. The Executive Committee of the ISPRESC shall function as the governing committee for the Society. The Executive Committee shall be comprised of the Chair, Chair-Elect, Treasurer, Communications Officer, Journal Editor, immediate Past Chair of the Section, and two student members. A majority of the Executive Committee will constitute a quorum. Actions taken by the Executive Committee shall be based on a majority vote.

2. The Executive Committee shall be authorized to act on behalf of the ISPRESC between ISPRESC meetings. The Executive will hold bimonthly virtual meetings. All actions of the Executive Committee will be reported during the annual meeting of ISPRESC.

**Article V Committees and Task Forces**

1. The Chair shall appoint and charge such committee and task force chairs as may be needed to conduct the affairs of ISPRESC.

2. The Chair will report on the activities and outcomes of all committees and task forces at the annual meeting of ISPRESC.

3. The Journal Editor will appoint and lead an editorial board that will make recommendations for ISPRESC journal editorial policy to the executive committee and make decisions about articles submitted for publication in the journal. Board members must be ISPRESC members and will be appointed for 2-year terms that are renewable with consent by both parties.

**Article VI Meetings**

1. ISPRESC shall hold an annual meeting at the time and place of a major international or national counseling conference as determined by the Executive Committee and shall thereafter sponsor or conduct other scientific and professional events as the executive committee deems appropriate. The membership present at this annual meeting will constitute a quorum. The agenda for the meeting will be set by the Chair with due regard for member input and will be published on the website and distributed through the listserve prior to the meeting. Members not attending the meeting may forward to the Chair their comments on any agenda items. The Chair will share these comments with members present at the meeting.

2. Business at this meeting will be conducted in a collegial manner and decisions other than elections and bylaws changes (which are detailed elsewhere in these Bylaws) will be accomplished through consensus. If consensus cannot be reached, the Chair may take a vote of members in attendance and a simple majority will rule. Occasionally, business decisions may be referred by the Chair to a mail ballot of the entire ISPRESC membership. In such situations a simple majority of those responding to the ballot will determine the course to be taken.

**Article VII Nominations and Elections**

1. The Chair-Elect, the Treasurer, and the Communications Officer shall be elected by a plurality ballot vote of all ballots cast by all Members in good standing. The Journal Editor shall be appointed by the Executive Committee.

2. It shall be the duty of the Executive Committee to conduct and supervise the elections of the Section. The Past Chair will oversee the elections process.

3. The Executive Committee shall issue a call for nominations to membership via either the ISPRESC Listserve or website.

4. The following schedules of terms of office shall govern the call for nominations and election:

a) Chair-Elect: to serve a term of two years, followed by a term of two years as Chair for the two immediately subsequent years and finally a term of two years as Past Chair subsequent to the term as Chair.

b) Treasurer: to serve a term of two years.

c) Communications Officer: to serve a term of two years.

d) Journal Editor: to serve a term of three years, renewable with the consent of both the Executive Committee and the Journal Editor.

5. The Executive Committee, under the Past Chair's direction, shall certify a list of names of persons who are nominated for each office, secure permission of the candidates to be placed on the ballot, and prepare an electronic ballot for the membership. All nominees must be members. The top three nominations for each office shall stand for election.

**Article VIII**

**Finances**

1. ISPRESC with the approval of the majority of its members may set and collect dues from Professional members. Dues for Professional Members shall not exceed $50 per year. Student Members shall not be required to pay dues. The Treasurer shall be responsible for the billing and collection of dues which shall be payable during the first quarter of the current fiscal year.

2. The Treasurer shall keep a full record of all funds received and all funds disbursed and shall work with the Executive Committee to develop and review the ISPRESC’s budget.

The Treasurer shall prepare: (a) an annual report of income and expenditures, and

(b) a proposed budget for the subsequent year. This information will be reported to the membership at the annual meeting.

3. The Treasurer shall submit semi-annual reports to showing income and expenditures. These reports are due July15 and December 1 of each year.

4. The Treasurer is authorized to disburse funds (including signing checks) that have been duly authorized by the Executive Committee in the approved budget. In the event of the inability of the Treasurer (due to unavailability or incapacity) to disburse funds, the Chair is authorized to disburse funds (including signing checks) on behalf of ISPRESC under the same provisions. The Chair and the Treasurer as noted above, shall sign all other financial documents, other than direct payment disbursements. Electronic signatures are acceptable on these financial documents.

5. ISPRESC, in keeping with its not-for-profit status, will disburse funds by policies and methods consistent with relevant statutes and regulations for organizations with not- for- profit status of similar standing.

6. The Section's fiscal year shall be from January 1 thru December 31.

7. Members who have not paid dues during the current fiscal year may be considered as having tendered their resignation from ISPRESC by non-payment.

8. In the event of the dissolution of ISPRESC, all unencumbered funds in the treasury at that time shall be donated to a charity concerned with the welfare of children.

**Article IX Amendments**

1. These Bylaws may be amended by a two thirds (2/3) majority of the voting membership on an electronic ballot. Proposals to amend these Bylaws may be introduced to the Executive Committee and they will determine whether to put the proposal on a ballot. The balloting shall close not less than one month after the ballot notification via the listserve or publication of the proposed amendment.