



# International Research Network on Transitions to Adulthood from Care (INTRAC)

## CONSTITUTION

### 1. Name

- 1.1 The organisation shall be known as the 'International Research Network on Transitions to Adulthood from Care'.
- 1.2 The abbreviated name of the organisation shall be 'INTRAC'.
- 1.3 To avoid confusing of this organisation with another INTRAC (the International NGO Training and Research Centre), the organisation shall be referred to as 'Global INTRAC' in social media.

### 2. Purpose & strategic objectives

- 2.1 The purpose of INTRAC (the International Research Network on Transitions to Adulthood from Care) is to promote national and international research on the transition from care to adulthood (care-leaving).
- 2.2 INTRAC is a community of researchers that works together towards the following strategic objectives:
  - 2.2.1 Facilitating *dialogue* between care-leaving researchers across the globe.
  - 2.2.2 Promoting the *development* of emerging researchers, viz. doctoral candidates; early career academics; and researchers pioneering care-leaving research in their country.
  - 2.2.3 Promoting cross-national *research* on care-leaving.
  - 2.2.4 Creating or supporting opportunities for *publication* of national, international and comparative studies on care-leaving.
  - 2.2.5 Facilitating the *utilization* of research findings to inform policy and practice.

### 3. Membership

- 3.1 Membership of INTRAC is open to researchers who are conducting research on care-leaving. Admission to membership requires evidence of being involved in conducting research on care-leaving. Continued membership requires an ongoing record of research publications (inclusively defined as reports, articles, chapters, dissertation, co-authored, etc.) in the previous two years.

- 3.2 An individual shall be regarded as a 'member of INTRAC' if they meet the criteria set out in 3.1 and they have completed the INTRAC membership form.
- 3.3 Membership is of Global INTRAC, from which members may participate in Exco (article 5), the INTRAC Steering Group (article 6) and/or CoRiT (Community of Researchers in Transition, article 7).
- 3.4 While INTRAC is open to any individual who meets the membership criteria, INTRAC's operating language is English.
- 3.5 There is no membership fee. Members will be required to pay as they go for individual INTRAC events (e.g., a meeting or conference), to generate funds to cover costs of the events and for ongoing running costs (e.g., admin assistance, website).

## **4. INTRAC structure**

- 4.1 INTRAC comprises, but is not limited to, six sub-structures which are detailed below:
  - 4.1.1 Executive committee (Exco), with delegation to subcommittees as required
  - 4.1.2 INTRAC Steering Group
  - 4.1.3 CoRiT (Community of Researchers in Transition)
  - 4.1.4 Global INTRAC
  - 4.1.5 Thematic interest groups
  - 4.1.6 Regional chapters

## **5. Executive Committee (Exco)**

- 5.1 The Executive committee (Exco) shall comprise six members.
- 5.2 Five members of Exco shall be elected by the voting members of Steering Group from the non-CoRiT membership of Global INTRAC, to serve for a three-year term, renewable once, with representation from across the globe.
- 5.3 At least one but not more than three Exco members shall be elected annually to ensure continuity over time.
- 5.4 CoRiT shall elect one member of CoRiT to represent CoRiT on the Executive. This representative shall be a full member of the Executive.
- 5.5 Exco shall appoint from among themselves a chairperson, secretary, treasurer and other roles as they see fit.
- 5.6 Exco may co-opt additional administrative support as they require. Such co-opted persons shall not have voting rights.
- 5.7 Exco meetings shall take place at least four times per year in person where possible, and otherwise via ITC. Minutes will be kept of these meetings.

- 5.8 Exco shall oversee the functioning and finances of INTRAC, oversee the INTRAC Steering Group and Global INTRAC meetings, and promote the achievement of its objectives.
- 5.9 Exco will establish a website and other digital tools to support the activities of INTRAC (<https://globalintrac.com>).
- 5.10 Exco will utilise an INTRAC email address that can be handed over to the next Exco, to ensure an archive of INTRAC activities.
- 5.11 When specific projects that further the objectives of INTRAC require work outside of Exco meetings, a call for volunteers for a subcommittee will be issued by Exco to members of the Steering Group.
- 5.12 A subcommittee is defined as a small group that takes on specific projects with strategic relevance to INTRAC on behalf of and under the auspices of Exco. This is different from a thematic interest group, in that any member of INTRAC can initiate the latter. Thematic interest groups bring together members who wish to engage with colleagues in advancing a specific content area of care leaving research.
- 5.13 The specific mandate and length of service for each subcommittee will be determined by Exco.
- 5.14 A subcommittee shall consist of no less than 3 members, including one member of Exco whose presence ensures alignment with the overall objectives of INTRAC and who facilitates communication with Exco.
- 5.15 Each subcommittee will nominate a Chair and will determine its own method of functioning. The subcommittee member from Exco retains a liaison function and will not automatically act as Chair of the Committee.
- 5.16 The names of the subcommittee members and the Chair will be posted on the INTRAC website.
- 5.17 Subcommittees serve a consultative function and are mandated to make recommendations to Exco. Exco retains final responsibility for decision-making. Each subcommittee will bring forward recommendations in writing to Exco, and may be invited to attend a meeting.
- 5.18 In the absence of specific recommendations, each subcommittee will report in writing to Exco six weeks before the annual meeting of the Steering Group.

## **6. INTRAC Steering Group**

- 6.1 The INTRAC Steering Group is a larger sub-group of Global INTRAC members, with representation from across the globe, including doctoral or masters<sup>1</sup> students who are members of CoRiT.

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<sup>1</sup> Including masters students is important for developing countries, where many universities do not offer doctoral degrees, meaning there are few doctoral students, resulting in a barrier to Global South participation.

- 6.2 The INTRAC Steering Group comprises one INTRAC member per country. The selection of which member in a country will attend the Steering Group meeting shall be determined by the country.
- 6.3 Any disputes about who attends the Steering Group shall be resolved within the specific country. Failure to resolve such a dispute shall result in no representation on the INTRAC Steering Group.
- 6.4 In principle, members of the INTRAC steering group serve multiple years for continuity, but the country can elect an alternate country representative as needed.
- 6.5 When voting, each country has one vote, with priority to the INTRAC representative. A simple majority is required to pass a resolution. Countries who are not present at a meeting may not cast a proxy vote. Members of Exco have additional voting rights. Exco must compile a list of individuals who are authorised with voting rights for each meeting of the Steering Group.
- 6.6 The INTRAC Steering Group also comprises one CoRiT member per country. The selection of which member in a country will attend the Global Group meeting shall be determined by the CoRiT members in the country. CoRiT members do not have voting rights unless they are the elected or only country representative.
- 6.7 Any disputes about who attends the Steering Group as CoRiT member shall be resolved within the specific country. Failure to resolve such a dispute shall result in no representation on the INTRAC Steering Group.
- 6.8 In addition to the elected members of the Steering Group, all individuals who are on the list of 'former INTRAC members' (i.e., those who participated in INTRAC activities prior to 2019) have the right to participate in the INTRAC Steering Group, but do not having voting rights unless they are the elected or only country representative.
- 6.9 The INTRAC Steering Group meets annually, at members' own expense.
- 6.10 Attendance of the INTRAC Steering Group is restricted to researchers who are actively involved in care-leaving research, as evidenced by recent publications or doctoral or masters supervision or graduates.
- 6.11 The INTRAC Steering Group drives INTRAC's programme and plans and facilitates international research partnerships.
- 6.12 Members of INTRAC are required to volunteer to host a meeting of the INTRAC Steering Group, and to endeavour to generate funds to cover meeting costs (venue, catering, etc.). Upon request from the host country, the Steering Group will provide some kind of INTRAC activity to contribute to the furtherance of care-leaving research in the host country.

## **7. CoRiT (Community of Researchers in Transition)**

- 7.1 Membership of CoRiT comprises all INTRAC members who are doctoral or masters students conducting research on transitions from care, including those within 36 months of graduation.

- 7.2 The purpose of CoRiT is to develop a community of early career researchers (doctoral and masters students and recent graduates) whose primary research work is on the transition from care to adulthood.
- 7.3 CoRiT shall operate via two main ways:
  - 7.3.1 A meeting as part of the INTRAC Steering Group (section 6) or Global INTRAC meeting (section 8).
  - 7.3.2 Via an email list which will include a wider group of early career researchers, including those who cannot afford to join the meetings. Being part of this list will provide opportunities to collaborate on research, in symposia proposals, publications, etc.
- 7.4 Participation in INTRAC Steering Group meetings shall be limited to one CoRiT member from each country.
- 7.5 CoRiT members will attend and participate in some of the Steering Group/Global INTRAC meetings. CoRiT members will also meet separately during Steering Group/Global INTRAC meetings to engage in CoRiT-specific discussions and activities.
- 7.6 CoRiT invites contributions and support of CoRiT by senior members of INTRAC. Forms of support can take place through joining CoRiT meetings as advisers, as well as through inviting CoRiT members to seminars and workshops at their home universities.
- 7.7 From 36 months after graduation, CoRiT membership ends, but they remain full INTRAC members, if they continue to meet the INTRAC membership criteria.
- 7.8 CoRiT current members shall elect a minimum of two of its members to be their CoRiT Executive Committee for a three-year term. One of the two will be nominated to be the head of the CoRiT Executive committee, who will also be the representative of CoRiT in the INTRAC Executive Committee.

## **8. Global INTRAC**

- 8.1 A biennial global meeting of INTRAC members will be appended to an existing conference and is open to all INTRAC and CoRiT members.<sup>2</sup>
- 8.2 A day or more can be added before or after the existing conference for INTRAC-exclusive events.
- 8.3 The conference to which the Global INTRAC meeting is appended will be determined by Exco, with inputs from the Steering Group. It should be a conference that is aligned with the strategic objectives of INTRAC. Currently, INTRAC appends to the EUSARF conference, but efforts should be made to vary the region of the conference and to include the Global South.
- 8.5 Costs of this meeting will be covered by delegates.

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<sup>2</sup> e.g. the current link with EUSARF

- 8.7 The Global INTRAC meeting provides a broader forum for dialogue about INTRAC's objectives. It is not primarily a space for presenting research (this is done at the existing conference to which it is appended), but rather to working towards achieving INTRAC's objectives. Activities may include:
- Intercountry networking among those present.
  - Learning about research being done elsewhere in the world.
  - Encouraging the development of research in countries.
  - Generating funds for INTRAC's limited operational needs.
  - Advancing a care-leaving agenda in the country hosting the meeting.

## **9. Thematic interest groups**

- 9.1 INTRAC encourages the formation of thematic interest groups, e.g., employment, longitudinal research, LGBTQI issues, etc.

## **10. Regional chapters**

- 10.1 INTRAC encourages regions to form their own regional groups.
- 10.2 These groups could be for a single country, such as in the case of larger countries (e.g., USA), language-specific countries (e.g., Romania), or countries where members are unlikely to be able to travel to global meetings due to limited funds (e.g., countries in Africa).
- 10.3 In addition, the formation of regional chapters for a region, such as Latin America, South Asia, or the Middle East, is encouraged.
- 10.4 The purpose of these groups is to promote similar objectives to INTRAC, but at a national or regional level, and to make INTRAC activities more accessible to those who cannot join the Steering Group or fund travel to the Global INTRAC meetings.
- 10.5 Regional groups may request to affiliate to INTRAC. Affiliated groups do not have group representation on INTRAC.
- 10.6 Regional groups (e.g. the Africa Network of Care-Leaving Researchers, ANCR) are not required to adopt INTRAC's name or branding and are not regarded as subordinate or answerable to INTRAC. They can merely affiliate to INTRAC.
- 10.7 A list of INTRAC affiliates will be compiled. There are no obligations or benefits to affiliation, other than to be able to state the affiliation.
- 10.8 Membership of a Regional Group does not provide membership of INTRAC. The INTRAC membership form must be completed to obtain INTRAC membership.

## **11. Amendment to the constitution**

- 11.1 This constitution may be amended with the approval of not less than two-thirds of the members of the Association present and voting at a Steering Group Meeting of which at least 14 days notice has been given. Such notice shall include the text of the proposed alterations.

- 11.2 No amendments may be made which would have the effect of making the Association cease to exist.
- 11.3 A two-thirds majority of those who attend is required.

## **12. Dissolution**

- 12.1 The Association may be dissolved if at least two-thirds of the members present and voting at a general meeting of members convened for the purpose of considering such matter are in favour of the dissolution. Not less than twenty-one days written notice shall be given of such meeting and the notice conveying the meeting shall clearly state that the question of dissolution of the Association and disposal of its assets will be considered. If there is no quorum at such a general meeting, the meeting shall stand adjourned for not less than one week and the members attending such adjourned meeting shall constitute a quorum.
- 12.2 If upon dissolution of the Association there remain any assets whatsoever, after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed amongst its members, but shall be given to such other organisation(s) preferably having similar objectives, as may be decided either by the members at the general meeting at which it was decided to dissolve the Association.

## **13. Adoption of the constitution**

This constitution was approved and accepted by members of the INTRAC Steering Group meeting held online on 25 June 2021.

**Version 15, 2021.06.25**