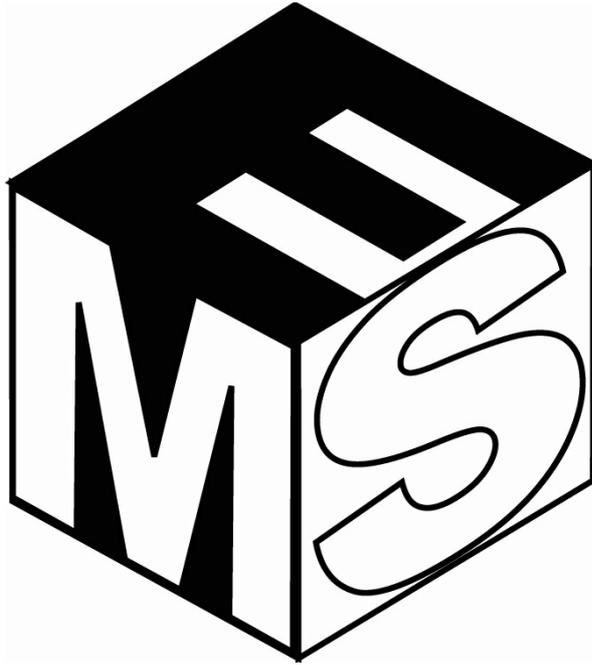


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**CONSTITUTION**  
**STATUTES AND BY-LAWS**  
**OF THE**  
**EUROPEAN MICROSCOPY SOCIETY**



16 **STATUTES**

17

18

19 **I Name and address of The Society**

20

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22

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44 **A General**

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48 **C General Assembly and General Council**

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50 **D Executive Board**

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54 **F Hosting the EMC**

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56 **G EMS extension**

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58 **H European Corporate Member Assembly**

59 **STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY**

60  
61  
62 **I. NAME AND ADDRESS**

63  
64 I.1. The name of The Society is the European Microscopy Society (EMS), hereafter called  
65 "The Society".

66  
67 I.2. The official address of The Society is given in the By-Laws, paragraph A.4

68  
69 I.3. The EMS serves as 'Regional Society' within the International Federation of Societies for  
70 Microscopy, IFSM.

71  
72  
73 **II. AIMS OF THE SOCIETY**

74  
75 II.1. The aims of The Society are to promote the use and the quality of advanced microscopy  
76 in all its aspects in Europe, with particular reference to developments in instrumentation and  
77 methodology and novel applications of all types of microscopy. Although light, electron and  
78 scanning-probe microscopy are expected to occupy a large place in the activities of The  
79 Society, no form of microscopy is excluded.

80  
81 II.2. To achieve its goals, The Society will:

- 82  
83 a. jointly organize the European Microscopy Congresses (EMC) with local  
84 organizations
- 85 b. support the organization of International Microscopy Congresses when they are  
86 held in Europe
- 87 c. initiate and support European extensions to multinational or regional conferences
- 88 d. initiate and support the organization of European topic-oriented, specialized  
89 workshops, symposia or schools in cooperation with national societies for  
90 microscopy
- 91 e. initiate and support the establishment of national societies for microscopy in  
92 countries of Europe that lack such a structure
- 93 f. support the publication of an electronic journal, proceedings of conferences, a  
94 yearbook or other publications
- 95 g. initiate and support the formation of committees that work for the realization of  
96 specialized goals, such as the European Corporate Member Assembly (ECMA)
- 97 h. cooperate with national societies and corporate members in awarding prizes to  
98 outstanding microscopists
- 99 i. promote microscopy in the broadest sense at the EC Headquarters in Brussels in an  
100 attempt to demonstrate that microscopy has an important impact on the society  
101 today. EMS will also promote activities leading to the allocation of research grants  
102 to the field of microscopy
- 103 j. promote microscopy to the general public by stimulating communication with TV  
104 and radio stations, journals and other forms of public communication
- 105 k. promote the interaction of academia and industry for the welfare of microscopy in  
106 general
- 107 l. undertake any action supporting the aims of The Society.
- 108

109 II.3. EMS will leave the structure and individual character of the national societies for  
110 microscopy intact and inviolate.

111

112

### 113 **III. MEMBERSHIP**

114

115 III.1. The Society is composed of individual members and corporate members

116

117 III.2. Any microscopist, whether or not a member of a national society for microscopy in  
118 Europe, is eligible for membership of the European Microscopy Society. Any company  
119 producing and/or selling products used in the field of microscopy, can become a corporate  
120 member.

121

122 III.3. The EMS will encourage *en-bloc* membership of national societies for microscopy,  
123 whereby every member of the national society is a member of EMS.

124 In exceptional circumstances, a national society may cooperate with EMS by submitting only  
125 part of its membership for *partial en-bloc* membership.

126

127 National societies cooperate with EMS by collecting the annual *en-bloc* membership fee and  
128 by providing EMS with an electronic list of names and addresses of the *en-bloc* members.

129 *En-bloc* or *partial en-bloc* EMS membership is not restricted to one society per country, but  
130 only one society per country can be represented at the General Council (see VI.2 of this  
131 constitution.)

132

133 III.4. Membership is available to any individual microscopist.

134

135 III.5. Any individual or corporate member may withdraw from The Society, provided that  
136 obligations are fulfilled up-to-date. When membership is cancelled in accordance with the  
137 by-laws, all rights in connection with The Society are lost.

138 The EMS cannot accept the resignation of members whose national society has adopted *en-*  
139 *bloc* membership.

140

141 III.6. Communication between EMS and its members is principally performed by electronic  
142 mail or by publishing information on The Society's website.

143

144 III.7. National societies for microscopy may freely include data provided by EMS in their  
145 newsletters or websites.

146

147 III.8. EMS will include links to the websites of national, regional and international societies  
148 for microscopy and corporate members in its own website.

149

150

### 151 **IV. ADMINISTRATION**

152

153 IV.1. The work of The Society shall be conducted by:

154

155 a. The General Assembly

156 b. The General Council

157 c. The Executive Board and any other Committee that may be set up by it

158 d. The European Corporate Member Assembly (ECMA)

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IV.2. All contracts and agreements involving The Society shall be signed by the president and the secretary or, in the absence of the former, the past president

IV.3. In dealing with other organizations and civil and legal matters, the president shall be the official representative of The Society.

IV.4. The president has the right to assign a well-defined task to another member of the Executive Board. The president informs the other members of the Executive Board of such decisions.

## **V. GENERAL ASSEMBLY**

V.1. The General Assembly is held during a European Microscopy Congress (EMC), an EMS extension when organized or the International Congress for Microscopy when organized in Europe, and is composed of paid-up members of The Society.

V.2. The secretary of the Executive Board prepares the agenda for the General Assembly. The agenda is approved by the Executive Board before it is made available three months in advance of the General Assembly.

V.3. The president of the Executive Board serves as chairman of the General Assembly, or in his/her absence, the secretary or the past-president will serve (in that order).

V.4. All paid-up EMS members, including members of the Executive Board, have one vote in the General Assembly.

V.5. Matters to be voted on by the General Assembly can be forwarded to a round of electronic voting in the month following the General Assembly.

V.6. No meeting of the General Assembly shall have the power to make valid decisions unless a quorum of 50 voting members is reached, with the exception of moving particular matters to a round of electronic voting. A valid meeting of the General Assembly also has the right to move certain issues to a round of electronic voting if the number of on-site votes is deemed to be too low to be representative for the society.

V.7. Decisions of the General Assembly are taken by a simple majority of votes, with the exception of the matter described in V.8e and in the by-laws B4 and B5. In the event of an equal division of votes, the chairman shall make the final decision.

V.8. The General Assembly:

- a. shall decide on the acceptability of the report of the president, describing the activities of the Executive Board, the committees and the EMS during the period after the previous General Assembly.
- b. shall decide on the acceptability of the report of the treasurer and the auditors, describing the handling of the finances of the EMS during the period between two EMC's.
- c. shall elect two auditors for a period of 4 years.

- 209 d. shall approve or disapprove the budget for expenditure for a period to the next  
210 meeting of the General Assembly.  
211 e. has the power to change and amend the statutes; this requires a two thirds majority  
212 of the votes.  
213 f. has the power to change and amend the by-laws by a simple majority of the votes.  
214 g. shall decide by voting, which of the proposed candidates will become members of  
215 the Executive Board of The Society.  
216  
217

## 218 VI. GENERAL COUNCIL

219  
220 VI.1. The General Council can be held upon request of the EMS Executive Board and at least  
221 once every four years. During an EMC year the General Council is held in conjunction with  
222 and directly following a General Assembly at the EMC meeting. The General Council is  
223 composed of i) representatives of national societies for microscopy in Europe, that have  
224 adopted (*partial*) *en-bloc* membership of EMS, ii) the members of the Executive Board, and  
225 iii) two representatives of the European Corporate Member Assembly (ECMA).  
226

227 VI.2. National societies for microscopy that have adopted (*partial*) *en-bloc* membership of  
228 EMS and have less than 300 paying EMS members will have one representative with one  
229 vote. Societies with over 300 paying EMS members will have two representatives, each with  
230 one vote. Only one society per country can send representatives to the General Council.  
231 When two societies are active in one country, the society with the largest EMS membership  
232 will be represented at the General Council, unless a written document signed by all parties  
233 involved is produced at the General Council indicating that the right has been passed on to a  
234 smaller society.  
235

236 VI.3. The secretary of the Executive Board prepares the agenda for the General Council. The  
237 agenda is made available three months before the date of the General Council.  
238

239 VI.4. The president of the Executive Board serves as chairman of the General Council, or in  
240 his/her absence, the secretary or the past-president will serve (in that order).  
241

242 VI.5. Representatives of national societies should be paid-up EMS members.  
243

244 VI.6. No meeting of the General Council shall have the power to make valid decisions unless  
245 more than 50% of all societies that decided for (*partial*) *en-bloc* membership of EMS are  
246 represented. In case of insufficient participation, decisions are postponed until the next  
247 meeting of the General Assembly or can be put-up for electronic voting by the EMS board.  
248

249 VI.7. Decisions of the General Council are taken by simple majority (> 50%) of votes. In the  
250 event of an equal division of votes, the chairman shall make the final decision.  
251

252 VI.8. The General Council:

- 253  
254 a. shall decide on the venue of the next EMS. The decision is based on a vote, taken  
255 after a presentation and discussion of proposals made by a national society or  
256 societies for microscopy that engage themselves to host an EMC after being  
257 solicited by the EMS board. Criteria for writing a proposal are given in the by-  
258 laws (Section F).

- 259           b. shall decide on the acceptance of new societies that want to introduce the (*partial*)  
260           *en-bloc* system.  
261           c. shall determine the annual fees for members and corporate members, as proposed  
262           by the Executive Board.  
263  
264

## 265 **VII. EXECUTIVE BOARD**

266

267 VII.1. Members of the Executive Board are elected in the following functions:  
268

- 269           a. president  
270           b. past-president  
271           c. secretary  
272           d. treasurer  
273           e. organizer of the next EMC  
274           f. organizer of the last EMC  
275           g. a representative of the European Corporate Member Assembly (ECMA).  
276           h. members  
277

278 VII.2. Candidatures for the above functions are collected by the Executive Board and votes  
279 are cast by the General Assembly; the past president, the two organizers of the EMC and the  
280 ECMA representatives are not elected.  
281

282 VII.3. Candidates may be proposed by the Executive Board, national societies with (partial)  
283 en-bloc membership, or a group of twenty EMS members on the basis of:

- 284           a curriculum vitae  
285           their achievements in microscopy  
286           their scientific field of interest  
287           their potential of contributing to the aims of The Society  
288           their country of origin  
289

290 VII.4. Written proposals are to be received by the secretary three months prior to the date of  
291 elections.  
292

293 VII.5. The Executive Board will make a balanced proposal from the list of candidates to  
294 become member of the next Executive Board, in such a way that the proposed candidates  
295 represent different countries in Europe and represent different disciplines in microscopy from  
296 the physical, life sciences and instrumentation areas. The complete list of all proposed  
297 candidates will be published two months before the General Assembly. Any candidate may  
298 be elected by the General Assembly, subject to limiting rules in other paragraphs of this  
299 constitution and by-laws.  
300

301 VII.6. No more than two members of the Executive Board shall come from the same country,  
302 nor shall any one person be elected into two offices simultaneously. President, secretary and  
303 treasurer should be residents of different countries.  
304

305 VII.7. The Executive Board should not contain more than twelve members, regardless of their  
306 function.  
307

308 VII.8. The Executive Board shall carry out the decisions of the General Assembly and the  
309 General Council. The president, secretary and treasurer have the right to represent the EMS in  
310 other organizations.

311  
312 VII.9. During the periods between meetings of the General Assembly, the Executive Board  
313 shall have full power to carry on the business of The Society. If necessary it may make  
314 interim arrangements in addition to all matters described by the constitution.

315  
316 VII.10. The Executive Board, in particular the president and the treasurer, shall report on  
317 their activities to the General Assembly.

318  
319

## 320 **VIII. FINANCES**

321

322 VIII.1. The Executive Board, in particular the treasurer, shall be responsible to the General  
323 Assembly for all the financial affairs of The Society.

324

325 VIII.2. The amount of the annual fee for (partial) en-bloc members and individual members is  
326 determined in euro by the General Council for the period of four years and is recorded in the  
327 by-laws.

328

329 VIII.3. Each EMS member shall pay his/her annual fee before the 1<sup>st</sup> of April of each year.

330

331 VIII.4. Microscopists who are members of several national societies for microscopy should  
332 only pay once a year to EMS. National societies involved in (partial) en-bloc membership  
333 should make a list available to the treasurer of EMS to enable him/her to check these  
334 memberships. In case of multiple membership, the EMS member only pays his duties in the  
335 country of residence.

336

337 VIII.5. EMS receives financial contributions from:

338

a. the annual fee paid by each EMS member

339

b. each participant of an EMC

340

c. each participant of a European extension of a multinational meeting, who is not a  
341 member of one of the organizing societies

342

d. the annual fee paid by the corporate members

343

e. other means of income obtained by the Executive Board.

344

345 VIII.6. The Executive Board shall prepare a budget, to be approved by the General Assembly,  
346 for the four-year period following the General Assembly.

347

348 VIII.7. The treasurer presents a detailed report every four years at the General Assembly held  
349 during an EMC, describing the income and expenses of The Society. This report will be  
350 published on the website of The Society, three months prior to the date of the General  
351 Assembly. The report and the financial documents will be checked by two independent  
352 auditors, members of EMS. Auditors are invited to check the budget and are provided with a  
353 detailed financial report and copies of bills paid by the Treasurer. Auditors are invited by the  
354 Executive Board and elected by the General Assembly for a period of not more than 8 years.  
355 The treasurer will be relieved from his/her financial responsibility after approval of his/her  
356 report by the General Assembly.

357

358 VIII.8. The finances of The Society shall be used to further the aims of The Society as  
359 expressed in this constitution. Such uses may include the payment of expenses incurred by  
360 officers in carrying out the business of The Society and the establishment of a permanent  
361 office with administrative personnel.

362  
363 VIII.9. In case of difficulties with payment the Executive Board has the power to reduce  
364 financial contributions for a period of two years and to relax the related conditions of  
365 payment.

366  
367

## 368 **IX. DURATION OF THE SOCIETY**

369

370 IX.1. The duration of The Society is not limited. The Society shall not be dissolved, except  
371 on a motion presented at the General Assembly. Such a motion shall be put to a vote of the  
372 General Assembly. At least two thirds of the votes shall be required for dissolution. In the  
373 event that a quorum is not present, or when two thirds of the number of votes is not realized,  
374 an e-mail ballot should be organized. In such a ballot two thirds of the votes shall be required  
375 for dissolution.

376

377 IX.2. In the event of dissolution of The Society, the General Assembly shall appoint a special  
378 committee for the liquidation of the assets of The Society. The net assets shall be donated to  
379 one or more International organizations.

380

381

## 382 **X. FINAL STATEMENT**

383

384 X.1. Amendments or changes to these statutes can only be made after a two thirds legal vote  
385 of the members of EMS at a General Assembly. The Executive Board or a group of 20 EMS  
386 members has the right to propose amendments or changes to the statutes at the General  
387 Assembly by a written proposal to be received by the secretary three months before the  
388 meeting.

389 **BY-LAWS OF THE EUROPEAN MICROSCOPY SOCIETY**

390

391

392 **A. GENERAL**

393

394 A.1. Amendment or change of the by-laws requires a majority (> 50 %) of the votes at the  
395 General Assembly. The Executive Board or a group of 20 EMS members has the right to  
396 propose amendments to the by-laws at the General Assembly.

397

398 A.2. The present English text of the constitution and by-laws is the only authoritative text.  
399 Where disputes arise concerning the interpretation, the matter shall be decided by the General  
400 Assembly or, during the period in between General Assemblies, by the Executive Board.  
401 Such a ruling shall be reported to the General Assembly at its next meeting.

402

403 A.3. If the procedure for holding elections cannot be followed, owing to circumstances  
404 beyond the control of The Society, the Executive Board shall remain in office and the  
405 business of The Society shall be carried out until a new General Assembly can take place.

406

407 A.4. The official address of The Society is at the office of the Treasurer:  
408 Prof. dr. L. Ginsel, Department of Anatomy and Cell Biology, UMC St. Radboud, P.O. Box  
409 9101, 6500 HB Nijmegen, The Netherlands.

410

411

412 **B. MEMBERSHIP**

413

414 B.1. A microscopist wishing to join EMS can become a member either through (*partial*) *en-*  
415 *bloc* membership of a national society for microscopy or by sending a written application for  
416 membership to the secretary. Application forms can be obtained from the secretary or are  
417 available on the website of the EMS.

418

419 B.2. Without further notice, automatic renewal of the membership and the obligation to pay  
420 the membership fee is assumed, unless the member explicitly notifies the secretary of EMS in  
421 writing before the date of 1<sup>st</sup> of April of the current year.

422

423 B.3. Communication between the Executive Board and the membership will be performed by  
424 e-mail and publication of data on the website. Members specifically requesting  
425 communication by surface (traditional) mail will be liable to pay the annual individual  
426 membership (see E3).

427

428 B.4. The General Assembly shall rule on the acceptability of any change in the nature of the  
429 EMS membership. The Executive Board shall examine any membership application and  
430 changes in the membership. It will convey to the General Assembly its recommendations. A  
431 two-thirds majority vote of the delegates present at the General Assembly is required for any  
432 changes in the conditions for membership of EMS.

433

434 B.5. A two-thirds majority of the votes at the General Assembly is necessary to terminate the  
435 membership of a member of EMS. A member to be considered for termination shall receive a  
436 written note from the secretary indicating the reason for the proposed termination. The note  
437 will be sent to the member at least three months prior to the General Assembly.

438 The member has to be given the opportunity to address the General Assembly. During the  
439 voting, the member concerned should leave the room.

440

441 B.6. Failure to pay the annual membership fee for two consecutive years automatically leads  
442 to the cancellation of any type of membership of the EMS. Members in arrears with their  
443 contribution are warned only once.

444

445

## 446 **C. GENERAL ASSEMBLY AND GENERAL COUNCIL**

447

448 C.1. The General Assembly should meet at least once a year, the General Council at least  
449 every four years. During an EMC year or an IMC year in Europe, these meetings are held in  
450 conjunction with the EMC or IMC. The date, the place and the agenda of the meeting shall be  
451 announced by the secretary at least three months in advance by publication of the available  
452 data on the website of The Society.

453

454 C.2. The agenda of the General Assembly and General Council shall be composed by the  
455 secretary and be approved by the Executive Board before publication on the website.

456

457 C.3. Any group of twenty EMS members may propose subjects for discussion at the meeting  
458 of the General Assembly. Such proposals shall reach the secretary at least three months  
459 before the meeting. A subject not placed on the agenda can be discussed at the General  
460 Assembly only if approved by at least half of the delegates with voting rights present.

461

462 C.4. Corporate members (see section G) and national microscopy societies with (*partial*) *en-*  
463 *bloc* membership shall make known (in writing) to the secretary, not later than one day before  
464 the General Council meeting, the name(s) of their representatives.

465

466 C.5. Each national microscopy society shall be represented at the General Council meeting by  
467 its representatives. Each representative shall have only one vote.

468

469 C.6. On each particular matter, electronic voting can replace the on-site voting when so  
470 decided by the General Assembly and General Council. Electronic voting has no quorum and  
471 will be conducted in a pre-defined period of time immediately after the respective General  
472 Assembly or General Council (with a maximum delay of one month after the date of the  
473 General Assembly and General Council for the closing of the e-voting procedure). The  
474 majority rules remain the same as with on-site voting.

475

476 C.7. The president of the Executive Board may invite observers, representing scientific  
477 bodies, organizations or individuals to attend a meeting of the General Assembly and General  
478 Council. Such invited guests may take part in the discussion but have no voting powers.

479

480 C.8. Minutes of meetings of the General Assembly and General Council shall be made by the  
481 secretary within three months of the adjournment of the meeting. The minutes shall be  
482 published on the website and sent by e-mail to the secretaries of societies for microscopy in  
483 Europe and officers of the Executive Board of IFSM, the International Federation of Societies  
484 for Microscopy.

485

486 C.9. After approval by the Executive Board and the General Assembly, two copies of the  
487 approved minutes shall be signed by the president and the secretary and shall be kept by the  
488 president and the secretary and handed over to their successors.  
489

490  
491 **D. EXECUTIVE BOARD**

492  
493 D.1. The officers of the Executive Board are elected by the General Assembly. Those  
494 nominated for office must be in current membership of EMS.  
495

496 D.2. At least 1 year before the meeting of the General Assembly, the president and members  
497 of the Executive Board will start preparing a list of possible candidates for the functions in  
498 the Executive Board that should be filled by election. The candidates must provide the  
499 material as mentioned in VII.4. of the statutes. The list of candidates should be made known  
500 to the membership at least three months before the meeting of the General Assembly.  
501

502 D.3. The change of mandates takes place at the closing of the General Council.  
503

504 D.4. The president of The Society shall be elected for a period of four years. At the  
505 conclusion of his/her mandate, the president continues as past-president for another term of  
506 four years. The president is not eligible again for president.

507 The secretary and treasurer shall be elected for a period of four years and can be re-elected in  
508 their functions.

509 Membership of the Executive Board, irrespective of function, re-election, change of function,  
510 separate terms in office, should not exceed twelve years. The organizers of an EMC and the  
511 past-president are excluded from this rule.  
512

513 D.5. In the event of the resignation, death or disability of any member of the Executive  
514 Board, the remaining members of the Executive Board are entitled to re-distribute their  
515 functions to the best of their judgment. They have the right to fill positions by co-opting new  
516 acting member(s) until the next General Assembly up to a total number of ten members.  
517

518 D.6. The election of the Executive Board shall be made in the following order

- 519 a. President
  - 520 b. Secretary
  - 521 c. Treasurer
  - 522 d. Members
- 523

524 D.7. Should there be more than two candidates for any function in the Executive Board, and  
525 should one candidate not receive a single majority of votes in the first ballot, a second ballot  
526 shall be held among the two candidates that collected most votes.

527 Voting shall be by secret ballot and two tellers shall be appointed by the General Assembly to  
528 conduct the ballot.  
529

530 D.8. The president and secretary communicate their business regularly to other members of  
531 the Executive Board by e-mail.  
532

533 D.9. The Executive Board can at any time put particular matters that fall outside the  
534 jurisdiction of the General Assembly or General Council up for electronic voting.  
535

536 D.10. The Executive Board shall meet in advance of the General Assembly. The Executive  
537 Board may also meet at conferences with a European extension, or at international meetings  
538 organized by IFSM or at any other time and place of their choosing. At a meeting of the  
539 Executive Board a single majority of the officers shall constitute a quorum. The agenda of an  
540 Executive Board meeting will be distributed by e-mail to all members of the Executive  
541 Board, enabling the members to give their opinion on points on the agenda prior to the  
542 meeting. During the periods between meetings of the Executive Board, voting may take place  
543 by e-mail. Decisions of the Executive Board shall be made by a simple majority. The  
544 president or the secretary may invite an individual to be present at the meeting of the  
545 Executive Board. Such an invited guest may take part in the discussion, but shall have no  
546 voting power.

547  
548 D.11. Minutes of the meeting of the Executive Board shall be made by the secretary.  
549

550 D.12. The president of The Society is the chairman of the General Assembly, the General  
551 Council and the Executive Board. He/she is an ex-officio member, with voting power on all  
552 committees of The Society. If unable to attend a particular meeting, he/she may appoint a  
553 deputy from amongst the members of the Executive Board.  
554

555 D.13. The secretary is also secretary of the General Assembly, the General Council and the  
556 Executive Board. He/she is an ex-officio member with voting power on all committees of  
557 The Society. He/she is responsible for conducting the ordinary business of The Society,  
558 including the administration and for keeping its records. He/she shall also keep records of  
559 meetings of all the committees and other bodies of The Society.  
560

561 D.14. Members of the Executive Board are expected to act primarily in the interest of the  
562 EMS and not as representatives of their national society.  
563  
564

## 565 **E. FINANCES** 566

567 E.1. After acceptance of the (*partial*) *en-bloc* membership by the Executive Board of EMS,  
568 the annual membership fee is due by the 1<sup>st</sup> of April of each year. National societies for  
569 microscopy that adopt (*partial*) *en-bloc* membership of EMS, collect the annual membership  
570 fee and transfer this money in one sum to the treasurer before the 1<sup>st</sup> of April of each year.  
571 Individual members pay an annual fee directly to the treasurer before the 1<sup>st</sup> of April of each  
572 year.  
573

574 E.2. The fiscal year of The Society and all its committees shall be the calendar year.  
575

576 E.3. The financial contributions to the EMS are determined as follows:

- 577 a. the annual fee paid by each EMS member through (*partial*) *en-bloc* membership is  
578 5 euro.
- 579 b. the annual fee paid by an individual EMS member is 25 euro.
- 580 c. the annual fee paid by the corporate members is 50/200/500 euro, depending on the  
581 number of employees of the company (an official document stating the number of  
582 employees should be provided).
- 583 d. each registered participant of an EMC pays 10 euro to EMS.
- 584 e. each registered participant of a European extension of a multinational meeting pays  
585 10 euro to EMS, provided he/she is not a member of one of the organizing societies

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E.4. EMS members will pay a reduced registration fee for an EMC or EMS extension.

E.5. The treasurer of The Society is responsible for the financial transactions of The Society. He/she will warn any paying body of EMS which is in arrears with its fees that it will be deprived of its voting power and other rights and that it will be excluded from membership or representation in The Society on July 1<sup>st</sup> of the fiscal year.

E.6. The accounts of The Society shall be audited at the end of each four years before being presented to the General Assembly. For this purpose two auditors shall be elected by the General Assembly.

E.7. The Executive Board will examine written requests for (*partial*) *en-bloc* membership at a reduced rate by national microscopy societies from disadvantaged countries. Favorable decisions can be re-examined at two year intervals.

## **F. HOSTING THE EUROPEAN MICROSCOPY CONGRESS**

F.1. The Executive Board shall actively and on a regular basis solicit proposals from societies with (*partial*) *en-bloc* EMS membership or an individual EMS member intending to host a European Microscopy Congress (EMC).

F. 2. The proposals should contain information about:

1. the city where the congress would take place
2. the exact dates, together with evidence that these will not clash with other microscopy or related meetings, organized by other organizations in that period of the year
3. a description of:
  - the Congress location
  - a description of the buildings and the number and size of the lecture halls
  - the quality and specifications of audiovisual support
  - the space available for the exhibition
  - the price (in Euro) per square meter for exhibitors
  - the space available for posters and their embedding in the scientific program
  - facilities for meals and refreshments during the congress
  - the registration fee (in Euro) and what it will include
  - the planning for the production of printed and/or digital proceedings
  - the measures to encourage the participation of young and disadvantaged participants
  - hotel and student accommodation, including prices (in Euro)
  - details about the distances and transport between (hotel) accommodation, lecture halls, exhibition area and meal facilities
  - the names, addresses and proposed functions of the main organizers
  - a description of any external congress bureau to be hired to assist the organization
  - letters of support and approval by local authorities and the national society for microscopy
  - a short description of the main procedure to build up the scientific program
  - measures to secure the participation of well known, high quality speakers

- 635           • a preliminary outline of the budget

636

637 F.3. Although a EMC will not be organized to make a profit, any profits that do emerge will  
638 be shared between the EMS and the local organizers in proportions decided in advance.

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640 F.4. EMS will provide limited capital to local organizers, helping them to commence their  
641 organization. This amount of money has to be returned as soon as registration fees or any  
642 other revenues are received by the local organizers.

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644 F.5. Organizers of an EMC are required to sign an agreement, setting out the financial  
645 conditions, general principles and special requirements to be adhered to. An example of such  
646 an agreement can be found on the website of the society. EMC is organized under the  
647 auspices of IFSM.

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649 F.6. All matters concerning the budget and the scientific content of the meeting will be settled  
650 jointly by the local organizing committee and the Executive Board of the EMS. The EMS  
651 will provide support and guidance to local organizers and in no sense supplant them or limit  
652 their action.

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## 655 **G. EMS EXTENSION**

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657 G.1. Applications for EMS extension are accepted until June 30 of the year preceding the  
658 year of the meeting. The application must contain:

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- 660       - conference name, dates and venue
- 661       - information on organizing body
- 662       - www address of conference home page
- 663       - information on fulfilling the conditions of EMS extension (see G.2)
- 664       - anticipated number of participants (total, from organizing countries and from abroad)
- 665       - anticipated number of students and scholarships
- 666       - budget

667

668 G.2. Organizers of an EMS extension are required to sign an agreement, setting out the  
669 financial conditions, general principles and special requirements to be adhered to. An  
670 example of such an agreement can be found on the website of the society.

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672 G.3. EMS provides administrative support for the organization of the conference (e-mailings,  
673 website links, contact addresses, ...)

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675 G.4. EMS reserves the right not to grant an EMS extension in a given year

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## 678 **H. EUROPEAN CORPORATE MEMBER ASSEMBLY (ECMA)**

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680 H.1. In order to give the industrial partners in microscopy a voice within the EMS, the  
681 corporate members of EMS are organized in a European Corporate Member Assembly  
682 (ECMA).

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684 H.2. The European Corporate Member Assembly (ECMA) serves to improve contacts  
685 between companies marketing microscopes and/or accessory products and EMS, with  
686 particular reference to the organization of EMC's and other meetings and activities within the  
687 EMS.

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689 H.3. Companies interested in establishing and maintaining relations with EMS are invited to  
690 contact the secretary and, after approval of their application by the Executive Board, they will  
691 be offered corporate membership of EMS. Corporate members will pay an annual fee to  
692 EMS. The amount of this fee will be decided by the Executive Board and will be recorded in  
693 the by-laws. Corporate members of EMS will pay a reduced fee per square meter for  
694 exhibition space, will receive a number of free registrations, and will pay a reduced fee for  
695 extra participants in a European Microscopy Congress.

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697 H.4. The European Corporate Member Assembly (ECMA) will define its own rules to  
698 optimize its activity. This activity includes the election of representatives towards the EMS.  
699 The Executive Board will receive a copy of the written text describing the structure and  
700 working of the Trade Committee.

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702 H.5. The European Corporate Member Assembly (ECMA) elects two representatives for the  
703 General Council and one representative acting as a member of the Executive Board. These  
704 representatives have full voting rights.

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735 CHANGES TO THE CONSTITUTION

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737 First distribution August 2, 2000, final version February 28, 2001 (written by Eddie Wisse).

738 The constitution was adjusted during the 2005 EMS General Assembly held on Tuesday

739 August 30 in Davos, Switzerland.