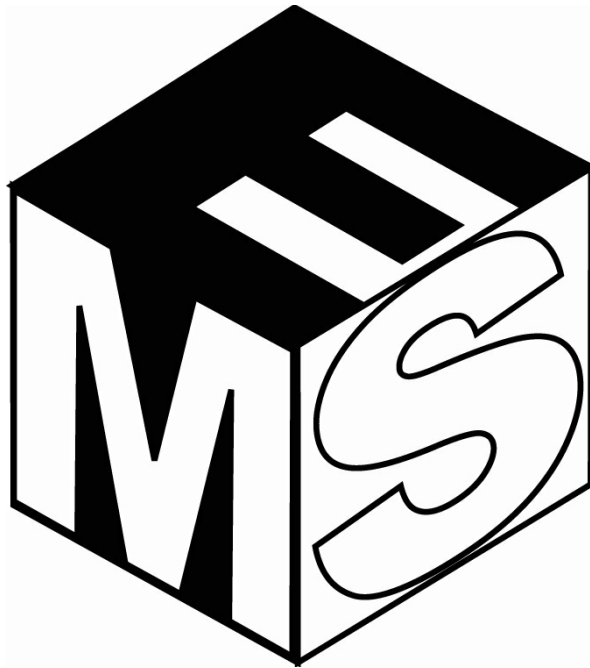


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CONSTITUTION
STATUTES AND BY-LAWS
OF THE
EUROPEAN MICROSCOPY SOCIETY



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STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY

I. NAME AND ADDRESS

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

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

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

II. AIMS OF THE SOCIETY

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

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

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

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 1st 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 1st 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 1st 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 1st of April of each year.
571 Individual members pay an annual fee directly to the treasurer before the 1st 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

- 586
587 E.4. EMS members will pay a reduced registration fee for an EMC or EMS extension.
588
589 E.5. The treasurer of The Society is responsible for the financial transactions of The Society.
590 He/she will warn any paying body of EMS which is in arrears with its fees that it will be
591 deprived of its voting power and other rights and that it will be excluded from membership or
592 representation in The Society on July 1st of the fiscal year.
593
594 E.6. The accounts of The Society shall be audited at the end of each four years before being
595 presented to the General Assembly. For this purpose two auditors shall be elected by the
596 General Assembly.
597
598 E.7. The Executive Board will examine written requests for *(partial) en-bloc* membership at a
599 reduced rate by national microscopy societies from disadvantaged countries. Favorable
600 decisions can be re-examined at two year intervals.
601
602

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

604

605 F.1. The Executive Board shall actively and on a regular basis solicit proposals from societies
606 with *(partial) en-bloc* EMS membership or an individual EMS member intending to host a
607 European Microscopy Congress (EMC).
608

609 F. 2. The proposals should contain information about:

- 610
- 611 1. the city where the congress would take place
 - 612 2. the exact dates, together with evidence that these will not clash with other microscopy or
613 related meetings, organized by other organizations in that period of the year
 - 614 3. a description of:
615
 - 616 • the Congress location
 - 617 • a description of the buildings and the number and size of the lecture halls
 - 618 • the quality and specifications of audiovisual support
 - 619 • the space available for the exhibition
 - 620 • the price (in Euro) per square meter for exhibitors
 - 621 • the space available for posters and their embedding in the scientific program
 - 622 • facilities for meals and refreshments during the congress
 - 623 • the registration fee (in Euro) and what it will include
 - 624 • the planning for the production of printed and/or digital proceedings
 - 625 • the measures to encourage the participation of young and disadvantaged participants
 - 626 • hotel and student accommodation, including prices (in Euro)
 - 627 • details about the distances and transport between (hotel) accommodation, lecture
628 halls, exhibition area and meal facilities
 - 629 • the names, addresses and proposed functions of the main organizers
 - 630 • a description of any external congress bureau to be hired to assist the organization
 - 631 • letters of support and approval by local authorities and the national society for
632 microscopy
 - 633 • a short description of the main procedure to build up the scientific program
 - 634 • 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.

639

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.

643

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.

648

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**

656

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:

659

- 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.

671

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

674

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).

683

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.

688
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.

696
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.