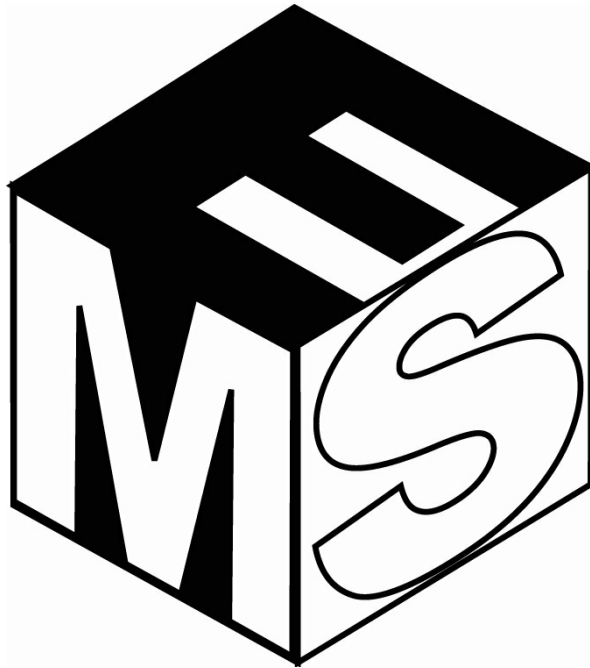


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**CONSTITUTION**  
**STATUTES AND BY-LAWS**  
**OF THE**  
**EUROPEAN MICROSCOPY SOCIETY**



16 **STATUTES**

17

18

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

20

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45

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47

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49

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51

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53

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55

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57

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## 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 or regional societies for  
123 microscopy, whereby EMS enlisted members of a national or regional society, subject to  
124 national and European privacy legislation, are considered individual members of EMS.

125

126 National or regional societies cooperate with EMS by paying to EMS an annual membership  
127 fee that corresponds to the number of EMS enlisted society members (amount determined by  
128 the General Council according to VIII.2). They will also provide EMS with an electronic list  
129 of names and addresses of their EMS enlisted members, subject to restrictions imposed  
130 by national and European privacy legislation. *En-bloc* EMS membership is not restricted to  
131 one society per country, but only one society per country can be represented at the General  
132 Council (see VI.2 of this constitution).

133

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

135

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

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

141

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

144

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

147

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

150

151

### 152 **IV. ADMINISTRATION**

153

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

155

156 a. The General Assembly

157 b. The General Council

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

159 d. The European Corporate Member Assembly (ECMA)

160

161 IV.2. All contracts and agreements involving The Society shall be signed by the President  
162 and the Secretary or, in the absence of the former, the Past-President

163

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

166

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

170

171

## 172 **V. GENERAL ASSEMBLY**

173

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

177

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

181

182 V.3. The President of the Executive Board serves as chairman of the General Assembly, or in  
183 his/her absence, the Secretary or the Past-President will serve (in that order).

184

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

187

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

190

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

196

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

200

201 V.8. The General Assembly:

202

203 a. shall decide on the acceptability of the report of the President, describing the  
204 activities of the Executive Board, the committees and the EMS during the period  
205 after the previous General Assembly.

206 b. shall decide on the acceptability of the report of the Treasurer and the auditors,  
207 describing the handling of the finances of the EMS during the period between two  
208 EMC's.

- 209 c. shall elect two auditors for a period of 4 years.  
210 d. shall approve or disapprove the budget for expenditure for a period to the next  
211 meeting of the General Assembly.  
212 e. has the power to change and amend the statutes; this requires a two thirds majority  
213 of the votes.  
214 f. has the power to change and amend the by-laws by a simple majority of the votes.  
215 g. shall decide by voting, which of the proposed candidates will become members of  
216 the Executive Board of The Society.  
217  
218

## 219 VI. GENERAL COUNCIL

220  
221 VI.1. The General Council can be held upon request of the EMS Executive Board and at least  
222 once every four years. During an EMC year the General Council is held in conjunction with  
223 and directly following a General Assembly at the EMC meeting. The General Council is  
224 composed of i) representatives of national societies for microscopy in Europe, that have  
225 adopted *en-bloc* membership of EMS, ii) the members of the Executive Board, and iii) two  
226 representatives of the European Corporate Member Assembly (ECMA).  
227

228 VI.2. National societies for microscopy that have adopted *en-bloc* membership of EMS and  
229 have less than 300 paying EMS members will have one representative with one vote.  
230 Societies with over 300 paying EMS members will have two representatives, each with one  
231 vote. Only one society per country can send representatives to the General Council. When  
232 two societies are active in one country, the society with the largest EMS membership will be  
233 represented at the General Council, unless a written document signed by all parties involved  
234 is produced at the General Council indicating that the right has been passed on to a smaller  
235 society.  
236

237 VI.3. The Secretary of the Executive Board prepares the agenda for the General Council. The  
238 agenda is made available three months before the date of the General Council.  
239

240 VI.4. The President of the Executive Board serves as chairman of the General Council, or in  
241 his/her absence, the Secretary or the Past-President will serve (in that order).  
242

243 VI.5. Representatives of national societies should be paid-up EMS members.  
244

245 VI.6. No meeting of the General Council shall have the power to make valid decisions unless  
246 more than 50% of all societies that decided for *en-bloc* membership of EMS are represented.  
247 In case of insufficient participation, decisions are postponed until the next meeting of the  
248 General Assembly or can be put-up for electronic voting by the EMS board.  
249

250 VI.7. Decisions of the General Council are taken by simple majority (> 50%) of votes. In the  
251 event of an equal division of votes, the chairman shall make the final decision.  
252

253 VI.8. The General Council:

- 254  
255 a. shall decide on the venue of the next EMS. The decision is based on a vote, taken  
256 after a presentation and discussion of proposals made by a national society or  
257 societies for microscopy that engage themselves to host an EMC after being

- 258 solicited by the EMS board. Criteria for writing a proposal are given in the by-  
 259 laws (Section F).  
 260 b. shall decide on the acceptance of new societies that want to introduce the *en-bloc*  
 261 system.  
 262 c. shall determine the annual fees for individual members, *en-bloc* societies and  
 263 corporate members, as proposed by the Executive Board.  
 264

## 265 **VII. EXECUTIVE BOARD**

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

- 270 a. President  
 271 b. Secretary  
 272 c. Treasurer  
 273 d. a representative of the European Corporate Member Assembly (ECMA).  
 274 e. members  
 275

276 The following members of the Executive Board are members *ex-officio*  
 277

- 278 f. Past-President  
 279 g. organizer of the next EMC  
 280 h. organizer of the last EMC  
 281

282 VII.2. Candidatures for the above functions are collected by the Executive Board and votes  
 283 are cast by the General Assembly; the Past-President, the two organizers of the EMC and the  
 284 ECMA representatives are not elected.  
 285

286 VII.3. Candidates may be proposed by the Executive Board, national societies with *en-bloc*  
 287 membership, or a group of twenty EMS members on the basis of:

- 288 a curriculum vitae  
 289 their achievements in microscopy  
 290 their scientific field of interest  
 291 their potential of contributing to the aims of The Society  
 292 their country of origin  
 293

294 VII.4. Written proposals are to be received by the Secretary three months prior to the date of  
 295 elections.  
 296

297 VII.5. The Executive Board will make a balanced proposal from the list of candidates to  
 298 become member of the next Executive Board, in such a way that the proposed candidates  
 299 represent different countries in Europe and represent different disciplines in microscopy from  
 300 the physical, life sciences and instrumentation areas. The complete list of all proposed  
 301 candidates will be published two months before the General Assembly. Any candidate may  
 302 be elected by the General Assembly, subject to limiting rules in other paragraphs of this  
 303 constitution and by-laws.  
 304

305 VII.6. No more than two members of the Executive Board shall come from the same country,  
 306 excluding the organizers of the next and last EMC and the ECMA representative, nor shall

307 any one person be elected into two offices simultaneously. President, Secretary and Treasurer  
308 should be residents of different countries.

309

310 VII.7. The Executive Board should not contain more than fourteen members.

311

312 VII.8. The Executive Board shall carry out the decisions of the General Assembly and the  
313 General Council. The President, Secretary and Treasurer have the right to represent the EMS  
314 in other organizations.

315

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

319

320 VII.10. The Executive Board, in particular the President and the Treasurer, shall report on  
321 their activities to the General Assembly.

322

323

## 324 VIII. FINANCES

325

326 VIII.1. The Executive Board, in particular the Treasurer, shall be responsible to the General  
327 Assembly for all the financial affairs of The Society.

328

329 VIII.2. The amount of the annual fee for *en-bloc* members and individual members is  
330 determined in Euro by the General Council for the period of four years and is recorded in the  
331 by-laws.

332

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

334

335 VIII.4. Microscopists who are members of several national societies for microscopy should  
336 only pay once a year to EMS. National societies involved in *en-bloc* membership should  
337 make a list available to the Treasurer of EMS to enable him/her to check these memberships.  
338 In case of multiple membership, the EMS member only pays his duties in the country of  
339 residence.

340

341 VIII.5. EMS receives financial contributions from:

342

a. the annual fee paid by each EMS member

343

b. each participant of an EMC

344

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

346

d. the annual fee paid by the corporate members

347

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

348

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

351

352 VIII.7. The Treasurer presents a detailed report every four years at the General Assembly  
353 held during an EMC, describing the income and expenses of The Society. This report will be  
354 published on the website of The Society, three months prior to the date of the General  
355 Assembly. The report and the financial documents will be checked by two independent  
356 auditors, members of EMS. Auditors are invited to check the budget and are provided with a

357 detailed financial report and copies of bills paid by the Treasurer. Auditors are invited by the  
358 Executive Board and elected by the General Assembly for a period of not more than 8 years.  
359 The Treasurer will be relieved from his/her financial responsibility after approval of his/her  
360 report by the General Assembly.

361

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

366

367 VIII.9. In case of difficulties with payment the Executive Board has the power to reduce  
368 financial contributions for a period of two years and to relax the related conditions of  
369 payment.

370

371

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

373

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

380

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

384

385

## 386 **X. FINAL STATEMENT**

387

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

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

394

395

396 **A. GENERAL**

397

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

401

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

406

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

410

411 A.4. The official address of The Society is at the office of the Treasurer:

412 Prof. dr. L. Ginsel, Department of Anatomy and Cell Biology, UMC St. Radboud, P.O. Box  
413 9101, 6500 HB Nijmegen, The Netherlands.

414

415

416 **B. MEMBERSHIP**

417

418 B.1. A microscopist wishing to join EMS can become a member either through *en-bloc*  
419 membership of a national society for microscopy or by sending a written application for  
420 membership to the Secretary. Application forms can be obtained from the Secretary or are  
421 available on the website of the EMS.

422

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

426

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

431

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

437

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

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

444

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

448

449

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

451

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

457

458 C.2. The agenda of the General Assembly and General Council shall be composed by the  
459 Secretary and be approved by the Executive Board before publication on the website.

460

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

465

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

469

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

472

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

479

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

483

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

489

490 C.9. After approval by the Executive Board and the General Assembly, two copies of the  
491 approved minutes shall be signed by the President and the Secretary and shall be kept by the  
492 President and the Secretary and handed over to their successors.

493  
494

#### 495 **D. EXECUTIVE BOARD**

496

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

499

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

505

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

507

508 D.4. The President of The Society shall be elected for a period of four years. At the  
509 conclusion of his/her mandate, the President continues as Past-President for another term of  
510 four years. The President is not eligible again for President.

511 The Secretary and Treasurer shall be elected for a period of four years and can be re-elected  
512 in their functions.

513 Membership of the Executive Board, irrespective of function, re-election, change of function,  
514 separate terms in office, should not exceed twelve years. The organizers of an EMC and the  
515 Past-President are excluded from this rule.

516

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

521

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

523

a. President

524

b. Secretary

525

c. Treasurer

526

d. Members

527

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

531 Voting shall be by secret ballot and two tellers shall be appointed by the General Assembly to  
532 conduct the ballot.

533

534 D.8. The President and Secretary communicate their business regularly to other members of  
535 the Executive Board by e-mail.

536

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

539

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

551  
 552 D.11. Minutes of the meeting of the Executive Board shall be made by the Secretary.  
 553

554 D.12. The President of The Society is the chairman of the General Assembly, the General  
 555 Council and the Executive Board. He/she is an ex-officio member, with voting power on all  
 556 committees of The Society. If unable to attend a particular meeting, he/she may appoint a  
 557 deputy from amongst the members of the Executive Board.  
 558

559 D.13. The Secretary is also Secretary of the General Assembly, the General Council and the  
 560 Executive Board. He/she is an ex-officio member with voting power on all committees of  
 561 The Society. He/she is responsible for conducting the ordinary business of The Society,  
 562 including the administration and for keeping its records. He/she shall also keep records of  
 563 meetings of all the committees and other bodies of The Society.  
 564

565 D.14. Members of the Executive Board are expected to act primarily in the interest of the  
 566 EMS and not as representatives of their national society.  
 567  
 568

## 569 **E. FINANCES**

570  
 571 E.1. After acceptance of the *en-bloc* membership by the Executive Board of EMS, the annual  
 572 membership fee is due by the 1<sup>st</sup> of April of each year. National societies for microscopy that  
 573 adopt *en-bloc* membership of EMS, collect the annual membership fee and transfer this  
 574 money in one sum to the Treasurer before the 1<sup>st</sup> of April of each year.  
 575 Individual members pay an annual fee directly to the Treasurer before the 1<sup>st</sup> of April of each  
 576 year.  
 577

578 E.2. The fiscal year of The Society and all its committees shall be the calendar year.  
 579

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

- 581 a. the annual fee paid by each EMS member through *en-bloc* membership is 5 euro.
- 582 b. the annual fee paid by an individual EMS member is 25 euro.
- 583 c. the annual fee paid by the corporate members is 50/200/500 euro, depending on the  
 584 number of employees of the company (an official document stating the number of  
 585 employees should be provided).
- 586 d. each registered participant of an EMC pays 10 Euro to EMS.
- 587 e. each registered participant of a European extension of a multinational meeting pays  
 588 10 Euro to EMS, provided he/she is not a member of one of the organizing societies  
 589

590 E.4. EMS members will pay a reduced registration fee for an EMC or EMS extension.  
591

592 E.5. The Treasurer of The Society is responsible for the financial transactions of The Society.  
593 He/she will warn any paying body of EMS which is in arrears with its fees that it will be  
594 deprived of its voting power and other rights and that it will be excluded from membership or  
595 representation in The Society on July 1<sup>st</sup> of the fiscal year.  
596

597 E.6. The accounts of The Society shall be audited at the end of each four years before being  
598 presented to the General Assembly. For this purpose two auditors shall be elected by the  
599 General Assembly.  
600

601 E.7. The Executive Board will examine written requests for *en-bloc* membership at a reduced  
602 rate by national microscopy societies from disadvantaged countries. Favorable decisions can  
603 be re-examined at two year intervals.  
604

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606

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

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608 F.1. The Executive Board shall actively and on a regular basis solicit proposals from societies  
609 with *en-bloc* EMS membership or an individual EMS member intending to host a European  
610 Microscopy Congress (EMC).  
611

612

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

613

614

1. the city where the congress would take place

615

2. the exact dates, together with evidence that these will not clash with other microscopy or  
616 related meetings, organized by other organizations in that period of the year

617

3. a description of:

618

- 619 • the Congress location
- 620 • a description of the buildings and the number and size of the lecture halls
- 621 • the quality and specifications of audiovisual support
- 622 • the space available for the exhibition
- 623 • the price (in Euro) per square meter for exhibitors
- 624 • the space available for posters and their embedding in the scientific program
- 625 • facilities for meals and refreshments during the congress
- 626 • the registration fee (in Euro) and what it will include
- 627 • the planning for the production of printed and/or digital proceedings
- 628 • the measures to encourage the participation of young and disadvantaged participants
- 629 • hotel and student accommodation, including prices (in Euro)
- 630 • details about the distances and transport between (hotel) accommodation, lecture  
631 halls, exhibition area and meal facilities
- 632 • the names, addresses and proposed functions of the main organizers
- 633 • a description of any external congress bureau to be hired to assist the organization
- 634 • letters of support and approval by local authorities and the national society for  
635 microscopy
- 636 • a short description of the main procedure to build up the scientific program
- 637 • measures to secure the participation of well known, high quality speakers
- 638 • a preliminary outline of the budget

639

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

642

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

646

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

651

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

656

657

## 658 **G. EMS EXTENSION**

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

662

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

670

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

674

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

677

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

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

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

686

687 H.2. The European Corporate Member Assembly (ECMA) serves to improve contacts  
688 between companies marketing microscopes and/or accessory products and EMS, with

689 particular reference to the organization of EMC's and other meetings and activities within the  
690 EMS.

691

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

699

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

704

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

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733 \* EUREM/EMC meetings took place in: Stockholm (1956), Delft (1960), Prague (1964),  
734 Rome (1968), Manchester (1972) Jerusalem (1976), The Hague (1980), Budapest (1984),  
735 York (1988), Granada (1992), Dublin (1996). Brno (2000), Antwerp (2004), Aachen (2008)

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740 **CHANGES TO THE CONSTITUTION**

741

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

743

744 The constitution was adjusted during the 2005 EMS General Assembly held on Tuesday  
745 August 30, 2005, in Davos, Switzerland.

746

747 The constitution was adjusted during the 2008 EMS General Assembly held on Thursday  
748 September 4, 2008, in Aachen, Germany.

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