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CONSTITUTION

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STATUTES AND BY-LAWS

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OF THE

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EUROPEAN MICROSCOPY SOCIETY

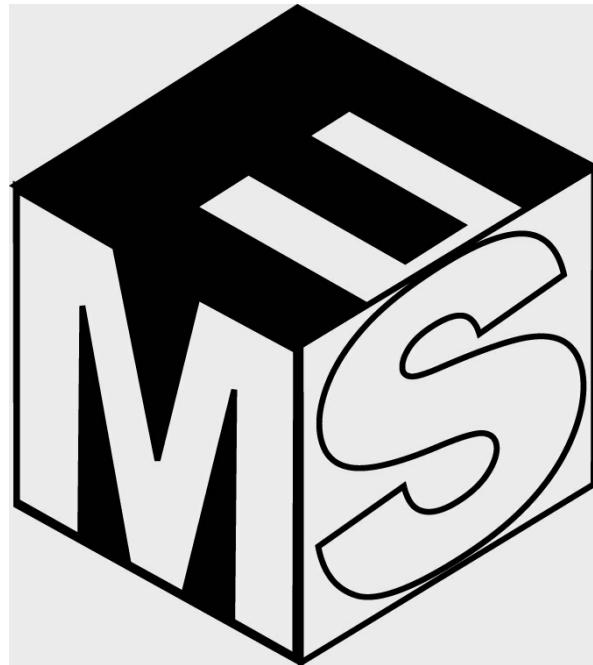
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61 **STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY**

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63 **I. NAME AND ADDRESS**

64
65 I.1. The name of The Society is the European Microscopy Society (EMS), hereafter called
66 "The Society".
67

68 I.2. The official address of The Society is given in the By-Laws, paragraph A.4
69

70
71 I.3. The EMS serves as 'Regional Society' within the International Federation of Societies for
72 Microscopy, IFSM.
73

74 **II. AIMS OF THE SOCIETY**

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

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

113

114

115 **III. MEMBERSHIP**

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

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 III.3. The EMS will encourage *en-bloc* membership of national or regional societies for
122 microscopy, whereby EMS enlisted members of a national or regional society, subject to
123 national and European privacy legislation, are considered individual members of EMS.

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

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

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

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

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

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

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

143

144

145

146

147 **IV. ADMINISTRATION**

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

- 149
- 150 a. The General Assembly
- 151 b. The General Council
- 152 c. The Executive Board and any other Committee that may be set up by it

161 d. The European Corporate Member Assembly (ECMA)

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

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

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

172
173 **V. GENERAL ASSEMBLY**

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

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

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

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

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

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

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

201
202 V.8. The General Assembly:

- 203
204 a. shall decide on the acceptability of the report of the President, describing the
205 activities of the Executive Board, the committees and the EMS during the period
206 after the previous General Assembly.
207 b. shall decide on the acceptability of the report of the Treasurer and the auditors,
208 describing the handling of the finances of the EMS during the period between two
209 EMC's.

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

219

220

221 **VI. GENERAL COUNCIL**

222

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

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

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

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

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

248 VI.8. The General Council:

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

260 solicited by the EMS board. Criteria for writing a proposal are given in the by-
261 laws (Section F).

- 262 b. shall decide on the acceptation of new societies that want to introduce the *en-bloc*
263 system.
264 c. shall determine the annual fees for individual members, *en-bloc* societies and
265 corporate members, as proposed by the Executive Board.

267

268 VII. EXECUTIVE BOARD

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

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

275 The following members of the Executive Board are members ex-officio

- 276 f. Past-President
277 g. organizer of the next EMC
278 h. organizer of the last EMC

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

282 VII.3. Candidates may be proposed by the Executive Board, national societies with *en-bloc*
283 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 VII.4. Written proposals are to be received by the Secretary nine (9) months prior to the date
290 of elections.

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

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

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

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

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

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

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

VIII. FINANCES

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

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

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

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

VIII.5. EMS receives financial contributions from:

- a. the annual fee paid by each EMS member
- b. each participant of an EMC
- c. each participant of a European extension of a multinational meeting, who is not a member of one of the organizing societies
- d. the annual fee paid by the corporate members
- e. other means of income obtained by the Executive Board.

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

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

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

363

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

368

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

372

373

374 **IX. DURATION OF THE SOCIETY**

375

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

382

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

386

387

388 **X. FINAL STATEMENT**

389

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

395

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

397
398
399 **A. GENERAL**

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

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

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

412
413 A.4. The official address of The Society is at the office of the Treasurer:
414 Prof. dr. C. Schöfer, Center for Anatomy & Cell Biology, Medical University of Vienna,
415 Schwarzspanierstraße 17, AT-1090 Vienna, Austria.

416
417 **B. MEMBERSHIP**

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

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

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

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.

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

447

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

451

452

453 **C. GENERAL ASSEMBLY AND GENERAL COUNCIL**

454

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

460

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

463

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

468

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

472

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

475

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

482

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

486

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

492

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

496

497

498 **D. EXECUTIVE BOARD**

499

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

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

507

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

509

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

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

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

518

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

523

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

- 525
- 526 a. President
- 527 b. Secretary
- 528 c. Treasurer
- 529 d. Members

530

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

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

536

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

539

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

542

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

554

555 D.11. Minutes of the meeting of the Executive Board shall be made by the Secretary.

556

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

561

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

567

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

570

571

572 E. FINANCES

573

574 E.1. After acceptance of the *en-bloc* membership by the Executive Board of EMS, the annual
575 membership fee is due by the 1st of April of each year. National societies for microscopy that
576 adopt *en-bloc* membership of EMS, collect the annual membership fee and transfer this
577 money in one sum to the Treasurer before the 1st of April of each year.

578 Individual members pay an annual fee directly to the Treasurer before the 1st of April of each
579 year.

580

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

582

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

- 584 a. the annual fee paid by each EMS member through *en-bloc* membership is 7 euro.
- 585 b. the annual fee paid by an individual EMS member is 25 euro.
- 586 c. the annual fee paid by the corporate members is 100/250/500/1000+ euro,
587 depending on the number of employees of the company (an official document
588 stating the number of employees should be provided).
- 589 d. each registered participant of an EMC pays 10 Euro to EMS.
- 590 e. each registered participant of a European extension of a multinational meeting pays
591 10 Euro to EMS, provided he/she is not a member of one of the organizing societies

593 E.4. EMS members will pay a reduced registration fee for an EMC or EMS extension.
594
595 E.5. The Treasurer of The Society is responsible for the financial transactions of The Society.
596 He/she will warn any paying body of EMS which is in arrears with its fees that it will be
597 deprived of its voting power and other rights and that it will be excluded from membership or
598 representation in The Society on July 1st of the fiscal year.

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

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

607 608 F. HOSTING THE EUROPEAN MICROSCOPY CONGRESS *

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

614
615 F. 2. The proposals should contain information about:

- 616
617 1. the city where the congress would take place
618 2. the exact dates, together with evidence that these will not clash with other microscopy or
619 related meetings, organized by other organizations in that period of the year
620 3. a description of:

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

642
643 F.3. Although a EMC will not be organized to make a profit, any profits that do emerge will
644 be shared between the EMS and the local organizers in proportions decided in advance.

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

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

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

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660
G. EMS EXTENSION

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

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665
666 - conference name, dates and venue
667 - information on organizing body
668 - www address of conference home page
669 - information on fulfilling the conditions of EMS extension (see G.2)
670 - anticipated number of participants (total, from organizing countries and from abroad)
671 - anticipated number of students and scholarships
672 - budget
673

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

677
678 G.3. EMS provides administrative support for the organization of the conference (e-mailings,
679 website links, contact addresses, ...)

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

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H. EUROPEAN CORPORATE MEMBER ASSEMBLY (ECMA)

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

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

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

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

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

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

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736 * EUREM/EMC meetings took place in: Stockholm (1956), Delft (1960), Prague (1964),
737 Rome (1968), Manchester (1972) Jerusalem (1976), The Hague (1980), Budapest (1984),
738 York (1988), Granada (1992), Dublin (1996). Brno (2000), Antwerp (2004), Aachen (2008),
739 Manchester (2012)

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744 **CHANGES TO THE CONSTITUTION**

745

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

747

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

750

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

753

754 The constitution was adjusted during the 2012 EMS General Assembly held on Thursday
755 September 20, 2012, in Manchester, UK.

756

757 The constitution was adjusted during the 2013 EMS General Assembly held on Thursday
758 August 29, 2013, in Regensburg, Germany.

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