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



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## **STATUTES**

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66 **STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY**

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69 **I. NAME AND ADDRESS**

70  
71 I.1. The name of The Society is the European Microscopy Society (EMS), hereafter called  
72 "The Society".

73  
74 I.2. The official address of The Society is given in the By-Laws, paragraph A.4.

75  
76 I.3. The EMS serves as 'Regional Society' within the International Federation of Societies  
77 for Microscopy, IFSM.

78  
79  
80 **II. AIMS OF THE SOCIETY**

81  
82 II.1. The aims of The Society are to promote the use and the quality of advanced microscopy  
83 in all its aspects in Europe, with particular reference to developments in instrumentation and  
84 methodology and novel applications of all types of microscopies. Although light, electron  
85 and scanning-probe microscopy are expected to occupy a large place in the activities of The  
86 Society, no form of microscopy is excluded.

87  
88 II.2. To achieve its goals, The Society will:

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

113  
114 II.3. EMS will leave the structure and individual character of the national societies for  
115 microscopy intact and inviolate.

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### **III. MEMBERSHIP**

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

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

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

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

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

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

The EMS cannot accept the resignation of members whose national society has adopted membership at the level of society.

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

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

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

### **IV. ADMINISTRATION**

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

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

162 d. The European Corporate Member Assembly (ECMA)

163  
164 IV.2. All contracts and agreements involving The Society shall be signed by the President  
165 and the General Secretary or, in the absence of the former, the Past-President.  
166

167 IV.3. In dealing with other organizations and civil and legal matters, the President shall be  
168 the official representative of The Society.  
169

170 IV.4. The President has the right to assign a well-defined task to another member of the  
171 Executive Board. The President informs the other members of the Executive Board of such  
172 decisions.  
173

174  
175 **V. GENERAL ASSEMBLY**  
176

177 V.1. The General Assembly is held during a European Microscopy Congress (EMC), an  
178 EMS extension when organized or the International Congress for Microscopy when  
179 organized in Europe, and is composed of paid-up members of The Society.  
180

181 V.2. The General Secretary of the Executive Board prepares the agenda for the General  
182 Assembly.

183 The agenda is approved by the Executive Board before it is made available three months in  
184 advance of the General Assembly.  
185

186 V.3. The President of the Executive Board serves as chairman of the General Assembly, or  
187 in his/her absence, the General Secretary or the Past-President will serve (in that order).  
188

189 V.4. All paid-up EMS members, including members of the Executive Board, have one vote  
190 in the General Assembly.  
191

192 V.5. Matters to be voted on by the General Assembly can be forwarded to a round of  
193 electronic voting in the month following the General Assembly.  
194

195 V.6. No meeting of the General Assembly shall have the power to make valid decisions  
196 unless a quorum of 30 voting members is reached, with the exception of moving particular  
197 matters to a round of electronic voting. A valid meeting of the General Assembly also has  
198 the right to move certain issues to a round of electronic voting if the number of on-site votes  
199 is deemed to be too low to be representative for the society.  
200

201 V.7. Decisions of the General Assembly are taken by a simple majority of votes, with the  
202 exception of the matter described in V.8e and in the by-laws B4 and B5. In the event of an  
203 equal division of votes, the chairman shall make the final decision.  
204

205 V.8. The General Assembly:

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

- 213 c. shall elect two auditors for a period of 4 years.  
214 d. shall approve or disapprove the budget for expenditure for a period to the next  
215 meeting of the General Assembly.  
216 e. has the power to change and amend the statutes; this requires a two thirds  
217 majority of the votes.  
218 f. has the power to change and amend the by-laws by a simple majority of the  
219 votes.  
220 g. shall decide by voting, which of the proposed candidates will become members  
221 of the Executive Board of The Society.  
222  
223

## 224 VI. GENERAL COUNCIL 225

226 VI.1. The General Council can be held upon request of the EMS Executive Board and at  
227 least once every four years. During an EMC year the General Council is held in conjunction  
228 with and directly following a General Assembly at the EMC meeting. The General Council  
229 is composed of:  
230

- 231 i) representatives of national societies for microscopy in Europe, that have  
232 adopted membership of EMS,  
233 ii) the members of the Executive Board, and  
234 iii) two representatives of the European Corporate Member Assembly (ECMA).  
235

236 VI.2. National societies for microscopy that have adopted membership of EMS and have less  
237 than 300 paying EMS members will have one representative with one vote.  
238 Societies with over 300 paying EMS members will have two representatives, each with one  
239 vote. Only one society per country can send representatives to the General Council. When  
240 two societies are active in one country, the society with the largest EMS membership will be  
241 represented at the General Council, unless a written document signed by all parties involved  
242 is produced at the General Council indicating that the right has been passed on to a smaller  
243 society.  
244

245 VI.3. The General Secretary of the Executive Board prepares the agenda for the General  
246 Council. The agenda is made available three months before the date of the General Council.  
247

248 VI.4. The President of the Executive Board serves as chairman of the General Council, or in  
249 his/her absence, the General Secretary or the Past-President will serve (in that order).  
250

251 VI.5. Representatives of national societies should be paid-up EMS members.  
252

253 VI.6. No meeting of the General Council shall have the power to make valid decisions  
254 unless more than 50% of all societies that decided for membership of EMS are represented.  
255 In case of insufficient participation, decisions are postponed until the next meeting of the  
256 General Assembly or can be put-up for electronic voting by the  
257 Executive Board.  
258

259 VI.7. Decisions of the General Council are taken by simple majority (> 50%) of votes. In the  
260 event of an equal division of votes, the chairman shall make the final decision.  
261

262 VI.8. The General Council:  
263

- 264 a. shall decide on the venue of the next EMC. The decision is based on a vote, taken

- 265 after a presentation and discussion of proposals made by a national society or  
266 societies for microscopy that engage themselves to host an EMC after being  
267 solicited by the Executive Board. Criteria for writing a proposal are given in the  
268 by-laws (Section F).
- 269 b. shall decide on the acceptance of new societies that want to introduce the national
  - 270 society membership.
  - 271 c. shall determine the annual fees for individual members, national societies and
  - 272 corporate members, as proposed by the Executive Board.
- 273  
274

## 275 **VII. EXECUTIVE BOARD**

276

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

278

- 279 a. President
  - 280 b. General Secretary
  - 281 c. Treasurer
  - 282 d. a representative of the European Corporate Member Assembly (ECMA).
  - 283 e. members
- 284

285 The following members of the Executive Board are members ex-officio:

286

- 287 f. Past-President
  - 288 g. organizer of the next EMC
  - 289 h. organizer of the last EMC
- 290

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

294

295 VII.3. Candidates may be proposed by the Executive Board, national societies with  
296 collective membership, or a group of twenty EMS members on the basis of:

297

- 298 a. curriculum vitae
  - 299 b. their achievements in microscopy
  - 300 c. their scientific field of interest
  - 301 d. their potential of contributing to the aims of The Society
  - 302 e. their country of origin
- 303

304 VII.4. Written proposals are to be received by the General Secretary nine (9) months prior to  
305 the date of elections.

306

307 VII.5. The Executive Board will make a balanced proposal from the list of candidates for the  
308 next Executive Board, in such a way that the proposed candidates represent different  
309 countries in Europe, different disciplines in microscopy from the physical, life sciences and  
310 instrumentation areas, and gender balance. The complete list of all proposed candidates will  
311 be published two months before the General Assembly. Any candidate may be elected by the  
312 General Assembly, subject to limiting rules in other paragraphs of this constitution and by-  
313 laws.

314

315 VII.6. No more than two members of the Executive Board shall come from the same  
316 country, excluding the organizers of the next and last EMC and the ECMA representative,

317 nor shall any one person be elected into two offices simultaneously. President, General  
318 Secretary and Treasurer should be residents of different countries.

319  
320 VII.7. The Executive Board should not contain more than fourteen members.

321  
322 VII.8. The Executive Board shall carry out the decisions of the General Assembly and the  
323 General Council. The President, General Secretary and Treasurer have the right to represent  
324 the EMS in other organizations.

325  
326 VII.9. During the periods between meetings of the General Assembly, the Executive Board  
327 shall have full power to carry on the business of The Society. If necessary, it may make  
328 interim arrangements in addition to all matters described by the constitution.

329  
330 VII.10. The Executive Board, in particular the President and the Treasurer, shall report on  
331 their activities to the General Assembly.

332  
333

### 334 **VIII. FINANCES**

335  
336 VIII.1. The Executive Board, in particular the Treasurer, shall be responsible to the General  
337 Assembly for all the financial affairs of The Society.

338  
339 VIII.2. The amount of the annual fee for national societies and individual members is  
340 determined in Euro by the General Council for the period of four years and is recorded in the  
341 by-laws.

342  
343 VIII.3. Each EMS member shall pay his/her annual fee before the 1<sup>st</sup> of April of each year.

344  
345 VIII.4. Microscopists who are members of several national societies for microscopy should  
346 only pay once a year to EMS. National societies should make a list available to the Treasurer  
347 of EMS to enable him/her to check these memberships.  
348 In case of multiple membership, the EMS member only pays his duties in the country of  
349 residence.

350  
351 VIII.5. EMS receives financial contributions from:

- 352  
353 a. the annual fee paid by each EMS member  
354 b. each participant of an EMC  
355 c. the annual fee paid by the corporate members  
356 d. other means of income obtained by the Executive Board.

357  
358 VIII.6. The Executive Board shall prepare a budget, to be approved by the General  
359 Assembly, for the four-year period following the General Assembly.

360  
361 VIII.7. The Treasurer presents a detailed report every four years at the General Assembly  
362 held during an EMC, describing the income and expenses of The Society. This report will be  
363 published on the website of The Society, three months prior to the date of the General  
364 Assembly. The report and the financial documents will be checked by two independent  
365 auditors, members of EMS. Auditors are invited to check the budget and are provided with a



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

370  
371 VIII.8. The finances of The Society shall be used to further the aims of The Society as  
372 expressed in this constitution. Such uses may include the payment of expenses incurred by  
373 officers in carrying out the business of The Society and the establishment of a permanent  
374 office with administrative personnel.

375  
376 VIII.9. In case of difficulties with payment the Executive Board has the power to reduce  
377 financial contributions for a period of two years and to relax the related conditions of  
378 payment.

379  
380  
381 **IX. DURATION OF THE SOCIETY**

382  
383 IX.1. The duration of The Society is not limited. The Society shall not be dissolved, except  
384 on a motion presented at the General Assembly. Such a motion shall be put to a vote of the  
385 General Assembly. At least two thirds of the votes shall be required for dissolution. In the  
386 event that a quorum is not present, or when two thirds of the number of votes is not realized,  
387 an e-mail ballot should be organized. In such a ballot two thirds of the votes shall be  
388 required for dissolution.

389  
390 IX.2. In the event of dissolution of The Society, the General Assembly shall appoint a  
391 special committee for the liquidation of the assets of The Society. The net assets shall be  
392 donated to one or more international organizations.

393  
394  
395 **X. FINAL STATEMENT**

396  
397 X.1. Amendments or changes to these statutes can only be made after a two thirds legal vote  
398 of the members of EMS at a General Assembly. The Executive Board or a group of 20 EMS  
399 members have the right to propose amendments or changes to the statutes at the General  
400 Assembly by a written proposal to be received by the General Secretary three months before  
401 the meeting.

## BY-LAWS OF THE EUROPEAN MICROSCOPY SOCIETY

### A. GENERAL

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

A.2. The present English text of the constitution and by-laws is the only authoritative text. Where disputes arise concerning the interpretation, the matter shall be decided by the General Assembly or, during the period in between General Assemblies, by the Executive Board.

Such a ruling shall be reported to the General Assembly at its next meeting.

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

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

### B. MEMBERSHIP

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

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

B.3. Communication between the Executive Board and the membership will be performed by e-mail and publication of data on the website.

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

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

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

450

451 B.6. Failure to pay the annual membership fee for two consecutive years automatically leads  
452 to the cancellation of any type of membership of the EMS. Members in arrears with their  
453 contributions are warned only once.

454

455

456

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

457

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

463

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

467

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

473

474 C.4. Corporate members (see section G) and national microscopy societies shall make  
475 known (in writing) to the General Secretary, not later than one day before the General  
476 Council meeting, the name(s) of their representatives.

477

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

480

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

487

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

492

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

498 C.9. After approval by the Executive Board and the General Assembly, two copies of the  
499 approved minutes shall be signed by the President and the General Secretary and shall be  
500 kept by the President and the General Secretary and handed over to their successors.  
501

502

#### 503 **D. EXECUTIVE BOARD**

504

505 D.1. The officers of the Executive Board are elected by the General Assembly. Those  
506 nominated for office must be in current membership of EMS.  
507

508

509 D.2. At least 1 year before the meeting of the General Assembly, the President and members  
510 of the Executive Board will prepare a list of possible candidates for the functions in the  
511 Executive Board that should be filled by election. The candidates must provide the material  
512 as mentioned in VII.4. of the statutes. The list of candidates should be made known to the  
513 membership at least three months before the meeting of the General Assembly.

514

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

516

517 D.4. The President of The Society shall be elected for a period of four years. At the  
518 conclusion of his/ her mandate, the President continues as Past-President for another term of  
519 four years. The President is not eligible again for President.  
520 The General Secretary and Treasurer shall be elected for a period of four years and can be  
521 re-elected in their functions.

522

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

526

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

531

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

533

534 a. President

535

536 b. General Secretary

537

538 c. Treasurer

539

540 d. Members

541

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

545

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

548

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

551

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

554

548 D.10. The Executive Board shall meet in advance of the General Assembly. The Executive  
549 Board may also meet at conferences with a European extension, or at international meetings  
550 organized by IFSM or at any other time and place of their choosing. At a meeting of the  
551 Executive Board a single majority of the officers shall constitute a quorum. The agenda of  
552 an Executive Board meeting will be distributed by e-mail to all members of the Executive  
553 Board, enabling the members to give their opinion on points on the agenda prior to the  
554 meeting. During the periods between meetings of the Executive Board, voting may take  
555 place by e-mail. Decisions of the Executive Board shall be made by a simple majority. The  
556 President or the General Secretary may invite an individual to be present at the meeting of  
557 the Executive Board. Such an invited guest may take part in the discussion, but shall have no  
558 Voting power.  
559

560 D.11. Minutes of the meeting of the Executive Board shall be made by the General Secretary.  
561

562 D.12. The President of The Society is the chairman of the General Assembly, the General  
563 Council and the Executive Board. He/she is an ex-officio member, with voting power on all  
564 committees of The Society. If unable to attend a particular meeting, he/she may appoint a  
565 deputy from amongst the members of the Executive Board.  
566

567 D.13. The General Secretary is also General Secretary of the General Assembly, the General  
568 Council and the Executive Board. He/she is an ex-officio member with voting power on all  
569 committees of The Society. He/she is responsible for conducting the ordinary business of  
570 The Society, including the administration and for keeping its records. He/she shall also keep  
571 records of meetings of all the committees and other bodies of The Society.  
572

573 D.14. Members of the Executive Board are expected to act primarily in the interest of the  
574 EMS and not as representatives of their national society.  
575

## 576 577 **E. FINANCES** 578

579 E.1. After acceptance of the membership by the Executive Board of EMS, the annual  
580 membership fee is due by the 1<sup>st</sup> of April of each year. National societies for microscopy  
581 collect the annual membership fee and transfer this money in one sum to the Treasurer  
582 before the 1<sup>st</sup> of April of each year.

583 Individual members pay an annual fee directly to the Treasurer before the 1<sup>st</sup> of April of  
584 each year.  
585

586 E.2. The fiscal year of The Society and all its committees shall be the calendar year.  
587

588 E.3. The financial contributions to the EMS are determined as follows:  
589

- 590 a. the annual fee paid by each EMS member through national society membership is  
591 7 Euro.
- 592 b. the annual fee paid by an individual EMS member is 25 Euro.
- 593 c. the annual fee paid by the corporate members is 100/250/500/1000 Euro-or more.
- 594 d. each registered participant of an EMC contributes with 10 Euro to EMS.  
595

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

597  
598 E.5. The Treasurer of The Society is responsible for the financial transactions of The  
599 Society.

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

603  
604 E.6. The accounts of The Society shall be audited at the end of each four years before  
605 being presented to the General Assembly. For this purpose, two auditors shall be elected  
606 by the General Assembly.

607  
608 E.7. The Executive Board will examine written requests for membership at a reduced rate  
609 by national microscopy societies from disadvantaged countries. Favorable decisions can  
610 be re-examined at two-year intervals.

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

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

618

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

620

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

625

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

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

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

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

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

## **G. EMS EXTENSION**

G.1. EMS has designed several ways in which the society supports the organization of microscopy related events in Europe. In addition to involvement in the organization of the quadrennial European Microscopy Congresses (EMC series, successor of EUREM), EMS also explicitly supports extended regional meetings organized by at least two national or one regional European society. At present this support includes financial sponsoring to cover the costs of two invited lecturers, assistance in electronic distribution of information about the meeting to the extended EMS membership, support in arranging contacts and contracts with the ECMA (EMS corporate members), use of a road-map for organizing international microscopy meetings etc. Meetings receiving this type of support agree to be referred to as "EMS extension", a term which indicates the strong involvement of, and support from, EMS. In principle, EMS expects to be involved in a single EMS extension per year, but on exceptional cases more than one extension can be supported in a given year providing the societies involved do not cover overlapping geographical areas. In principle, no extension will be organized in the years of EMC and IMC congresses.

G.2. Eligibility criteria:

- a. scientifically sound event on microscopy and/or its applications with solid organizational background
- b. officially organized by more than one national society or by one regional society that covers more than one country
- c. at least one of the organizing societies should be a collective member of EMS in the year of submitting the proposal
- d. meetings with significant number of anticipated participants will be favored
- e. an internationally recognized scientific advisory board (ISAB) will be established
- f. the invited speakers cover an international spectrum
- g. the official event language is English (no other languages are permitted in any of the official scientific or technical presentations)

- 698 h. the event must be advertised internationally at least one year before the event  
699 starting date  
700 i. the event will have its own website  
701 j. the event covers a broad spectrum of topics on Instrumentation & Methodology,  
702 Materials Sciences and Life Sciences  
703 k. a commercial trade exhibition is an integral part of the event: this implies that the  
704 location of the event and local infrastructure are suitable for trade exhibition  
705 (transportation, installation requirements, ...)  
706 l. the organizers provide a discounted registration fee for students  
707 m. the organizers provide student fellowships that will be granted based on  
708 reviewing the submitted abstracts by the scientific board  
709

710 G.3. In addition to fulfilling the eligibility criteria the organizers also agree to:

- 711  
712 a. provide appropriate links between their website and the EMS website  
713 b. acknowledge the EMS extension on the event website and in all printed or  
714 otherwise published documentation  
715 c. add the EMS logo at all appropriate places (covers, lists of co-organizers and  
716 sponsors, ...)  
717 d. provide appropriate time slots in the program and meeting rooms at the venue  
718 for EMS board, General Assembly and General Council meetings free of  
719 charge, if requested by EMS  
720 e. offer the same registration fees to EMS members as to the members of one of  
721 the organizing societies  
722 f. offer a reduction on the exhibition fee for companies that are members of  
723 ECMA  
724 g. use the standardized EMS internet facility for on-line registration and abstract  
725 submission (if appropriate)  
726 h. use the standardized EMS abstract proceedings (if appropriate)  
727 i. provide EMS with the final financial balance of the meeting and the original  
728 documents proving the reimbursement of or costs incurred for the selected  
729 invited speakers within a year after the end of the event  
730 j. sign an agreement with EMS that includes the general and financial rules for  
731 EMS extensions  
732

733 G.4. Written applications for EMS extension are accepted until June 30 of the year  
734 preceding the year of the meeting and should be sent by e-mail to the EMS General  
735 secretary. The application must contain:

- 736  
737 a. conference name, dates and venue  
738 b. information on organizing body  
739 c. www address of conference home page  
740 d. information on fulfilling the criteria of an EMS extension (see G.2)  
741 e. anticipated number of participants (total, from organizing countries and  
742 from abroad)  
743 f. anticipated number of students and scholarships  
744 g. anticipated financial plan  
745

746 G.5. Organizers of an EMS extension are required to sign an agreement, setting out  
747 the financial conditions, general principles and special requirements to be adhered  
748 to. A template of such an agreement can be found on the website of the society.  
749



750 G.6. EMS provides administrative support for the organization of the conference (e-  
751 mailings, website links, contact addresses, ...). EMS can provide technical assistance in  
752 the distribution of information to all EMS members. EMS may provide scholarships  
753 separate from those offered by the organizers. EMS will provide support for two  
754 international invited speakers (currently, Euro 1000 per speaker).  
755

756 G.7. The Executive Board decision is announced three months after the closing date for  
757 applications. EMS reserves the right not to grant an EMS extension in a given year.  
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## 760 **H. EMS SPONSORED EVENTS**

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762 H.1. EMS supports local microscopy related meetings, schools, courses etc. At present this  
763 support includes financial sponsoring to cover part of the costs of two invited lecturers,  
764 assistance in electronic distribution of information about the meeting to the extended EMS  
765 membership, etc.  
766

767 H.2. Eligibility criteria:  
768

- 769 a. scientifically sound event on microscopy and/or its applications with solid  
770 organization background
- 771 b. an internationally recognized scientific advisory board (ISAB) or organization  
772 committee (OC) has been established
- 773 c. the invited speakers cover an international spectrum
- 774 d. the official event language is English (no other languages are permitted in any of  
775 the official scientific or technical presentations)
- 776 e. the event must be (or have been) advertised internationally at least 6 months before  
777 the event starting date
- 778 f. the organizers provide a discounted registration fee for students
- 779 g. annual meetings of national or regional societies are, under normal circumstances,  
780 not considered for sponsorship  
781

782 H.3. In addition to fulfilling the eligibility criteria the organizers also agree to:  
783

- 784 a. provide appropriate links between their website and the EMS website (in case the  
785 event has no own website, info webpages can be placed on the EMS server)
- 786 b. acknowledge the EMS sponsoring on the event webpages and in all printed or  
787 otherwise published documentation
- 788 c. add the EMS logo at all appropriate places (covers, lists of co-organizers and  
789 sponsors, ...)
- 790 d. offer a reduction for EMS members to the regular registration fee (amount to be  
791 agreed between EMS and organizing committee)
- 792 e. provide EMS with the original documents proving the reimbursement of or costs  
793 incurred for the selected invited speakers within a year after the end of the event
- 794 f. sign an agreement between the organizers and EMS that includes the general and  
795 financial rules for EMS sponsored events  
796

797 H.4. Written applications are accepted twice a year and should be sent by e-mail to the  
798 EMS General Secretary before:  
799

- 800 a. March 31 for events taking place in the second half of the same year (i.e.,  
801 between July 1 and December 31)

- 802                   b. September 30 for events taking place in the first half of the following year (i.e.,  
803                   between January 1 and June 30)  
804

805 The application must contain:  
806

- 807                   a. event name, type and dates  
808                   b. information on organizing body  
809                   c. www address of the event website (if existing)  
810                   d. information on fulfilling the eligibility criteria of an EMS sponsored event  
811                   e. anticipated number of participants (total, from the country where the event is  
812                   organized, and from abroad)  
813                   f. anticipated number of students  
814

815 H.5. EMS support:  
816

- 817                   a. EMS will provide support for two international invited speakers or lecturers  
818                   (currently, maximum total of Euro 750)  
819                   b. EMS can provide technical assistance in the distribution of information to all EMS  
820                   members  
821                   c. EMS may provide scholarships for people attending the event  
822                   d. the granted amount has to be claimed no longer than 3 months after the meeting

823 H.6. Decision:  
824

- 825                   a. up to 8 events per year can be sponsored  
826                   b. the Executive Board decision is announced one month after the closing date  
827                   c. the Executive Board reserves the right not to grant any sponsoring in a given year  
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## 829 **I. EMS PATRONAGED EVENTS**

830 I.1. Upon general request, EMS has established the concept of patronage of scientific events.  
831 Upon request of the organizers, the Board of EMS can grant patronage to a certain event under  
832 the strict conditions that:

- 833                   a. the event is scientifically sound  
834                   b. the event has an internationally recognized scientific advisory board (ISAB) or  
835                   organization committee (OC)  
836                   c. at least 50% of the invited speakers are from outside the organizing countries  
837                   d. the official event language is English (no other languages are permitted in any of the  
838                   official scientific or technical presentations)  
839                   e. students receive a discount on the registration fee

840 I.2. The organizers should write a clear statement as to why they feel their event merits EMS  
841 patronage. The EMS patronage will be announced in all communications by the event and on  
842 the event website, including a link to the EMS website. The following phrase will be used:  
843 "Based on the scientific quality, educational merits, international dimension, and student  
844 support of the present event, EMS has granted patronage over "title of the event".

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## **J. EUROPEAN CORPORATE MEMBER ASSEMBLY (ECMA)**

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

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

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

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

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

\* EUREM/EMC meetings took place in: Stockholm (1956), Delft (1960), Prague (1964), Rome (1968), Manchester (1972) Jerusalem (1976), The Hague (1980), Budapest (1984), York (1988), Granada (1992), Dublin (1996), Brno (2000), Antwerp (2004), Aachen (2008), Manchester (2012), Lyon (2016).

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## CHANGES TO THE CONSTITUTION

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

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

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

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

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

The constitution was adjusted during the 2022 EMS General Assembly held on Wednesday September 7, 2022, in Brno, Czechia.

**The constitution was adjusted during the 2024 EMS General Assembly held on Thursday August 29th 2024 at EMC2024 in Copenhagen, Denmark.**