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



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## **STATUTES**

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## **BY-LAWS**

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- E Finances**
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66 **STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY**

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69 **I. NAME AND ADDRESS**

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

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

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

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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 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.

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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 Secretary of the Executive Board prepares the agenda for the General Assembly.  
182 The agenda is approved by the Executive Board before it is made available three months in  
183 advance of the General Assembly.

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

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

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

193  
194 V.6. No meeting of the General Assembly shall have the power to make valid decisions  
195 unless a quorum of 30 voting members is reached, with the exception of moving particular  
196 matters to a round of electronic voting. A valid meeting of the General Assembly also has  
197 the right to move certain issues to a round of electronic voting if the number of on-site votes  
198 is deemed to be too low to be representative for the society.

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

203  
204 V.8. The General Assembly:

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

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

## VI. GENERAL COUNCIL

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

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

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

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

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

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

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

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

VI.8. The General Council:

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

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

## 274 VII. EXECUTIVE BOARD

275

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

277

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

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

285

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

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

293

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

296

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

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

305

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

312

313 VII.6. No more than two members of the Executive Board shall come from the same  
314 country, excluding the organizers of the next and last EMC and the ECMA representative,  
315 nor shall any one person be elected into two offices simultaneously. President, Secretary and

316 Treasurer should be residents of different countries.

317

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

319

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

323

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

327

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

330

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332

## VIII. FINANCES

333

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

336

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

340

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

342

343 VIII.4. Microscopists who are members of several national societies for microscopy should  
344 only pay once a year to EMS. National societies should make a list available to the Treasurer  
345 of EMS to enable him/her to check these memberships.

346

347 In case of multiple membership, the EMS member only pays his duties in the country of

348 residence.

349

VIII.5. EMS receives financial contributions from:

350

351

a. the annual fee paid by each EMS member

352

b. each participant of an EMC

353

c. the annual fee paid by the corporate members

354

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

355

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

358

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



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

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

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

378  
379 **IX. DURATION OF THE SOCIETY**  
380

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

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

392  
393 **X. FINAL STATEMENT**  
394

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

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

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

452  
453  
454 **C. GENERAL ASSEMBLY AND GENERAL COUNCIL**

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

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

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

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

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

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

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

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

494 C.9. After approval by the Executive Board and the General Assembly, two copies of the  
495 approved minutes shall be signed by the President and the Secretary and shall be kept by the  
496 President and the Secretary and handed over to their successors.  
497  
498

#### 499 **D. EXECUTIVE BOARD**

500  
501 D.1. The officers of the Executive Board are elected by the General Assembly. Those  
502 nominated for office must be in current membership of EMS.  
503

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

510 D.3. The change of mandates takes place at the closing of the General Council.  
511

512 D.4. The President of The Society shall be elected for a period of four years. At the  
513 conclusion of his/ her mandate, the President continues as Past-President for another term of  
514 four years. The President is not eligible again for President.  
515 The Secretary and Treasurer shall be elected for a period of four years and can be re-elected  
516 in their functions.

517 Membership of the Executive Board, irrespective of function, re-election, change of  
518 function, separate terms in office, should not exceed twelve years. The organizers of an  
519 EMC and the Past-President are excluded from this rule.  
520

521 D.5. In the event of the resignation, death or disability of any member of the Executive  
522 Board, the remaining members of the Executive Board are entitled to re-distribute their  
523 functions to the best of their judgment. They have the right to fill positions by co-opting new  
524 acting member(s) until the next General Assembly up to a total number of ten members.  
525

526 D.6. The election of the Executive Board shall be made in the following order:  
527

- 528 a. President
  - 529 b. Secretary
  - 530 c. Treasurer
  - 531 d. Members
- 532

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

536 Voting shall be by secret ballot and two tellers shall be appointed by the General Assembly  
537 to conduct the ballot.  
538

539 D.8. The President and Secretary communicate their business regularly to other members of  
540 the Executive Board by e-mail.  
541

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

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

556 D.11. Minutes of the meeting of the Executive Board shall be made by the Secretary.  
557

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

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

569 D.14. Members of the Executive Board are expected to act primarily in the interest of the  
570 EMS and not as representatives of their national society.  
571

## 572 573 **E. FINANCES**

574  
575 E.1. After acceptance of the membership by the Executive Board of EMS, the annual  
576 membership fee is due by the 1<sup>st</sup> of April of each year. National societies for microscopy  
577 collect the annual membership fee and transfer this money in one sum to the Treasurer  
578 before the 1<sup>st</sup> of April of each year.

579 Individual members pay an annual fee directly to the Treasurer before the 1<sup>st</sup> of April of  
580 each year.  
581

582 E.2. The fiscal year of The Society and all its committees shall be the calendar year.  
583

584 E.3. The financial contributions to the EMS are determined as follows:  
585

- 586 a. the annual fee paid by each EMS member through national society membership is  
587 7 Euro.
- 588 b. the annual fee paid by an individual EMS member is 25 Euro.
- 589 c. the annual fee paid by the corporate members is 100/250/500/1000 Euro-or more.
- 590 d. each registered participant of an EMC contributes with 10 Euro to EMS.  
591

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

593

594 E.5. The Treasurer of The Society is responsible for the financial transactions of The  
595 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  
598 or representation in The Society on July 1<sup>st</sup> of the fiscal year.

599

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

603

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

607

608

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

610

611 F.1. The Executive Board shall actively and on a regular basis solicit proposals from  
612 societies with EMS membership or an individual EMS member intending to host a  
613 European 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  
619 or related meetings, organized by other organizations in that period of the year

620

621

622 3. a description of:

623

624 • the Congress location

625 • a description of the buildings and the number and size of the lecture halls

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627 • the quality and specifications of audiovisual support

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629 • the space available for the exhibition

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631 • the price (in Euro) per square meter for exhibitors

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633 • the space available for posters and their embedding in the scientific program

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635 • facilities for meals and refreshments during the congress

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637 • the registration fee (in Euro) and what it will include

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639 • the planning for the production of printed and/or digital proceedings

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641 • the measures to encourage the participation of young and disadvantaged participants

642

• hotel and student accommodation, including prices (in Euro)

• details about the distances and transport between (hotel) accommodation, lecture

halls, exhibition area and meal facilities

• the names, addresses and proposed functions of the main organizers

• a description of any external congress bureau to be hired to assist the organization

• letters of support and approval by local authorities and the national society for  
microscopy

• a short description of the main procedure to build up the scientific program

• measures to secure the participation of well-known, high-quality speakers

• 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)

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

706 G.3. In addition to fulfilling the eligibility criteria the organizers also agree to:  
707

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

729 G.4. Written applications for EMS extension are accepted until June 30 of the year  
730 preceding the year of the meeting and should be sent by e-mail to the EMS secretary.  
731 The application must contain:  
732

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

742 G.5. Organizers of an EMS extension are required to sign an agreement, setting out  
743 the financial conditions, general principles and special requirements to be adhered  
744 to. A template of such an agreement can be found on the website of the society.  
745



746 G.6. EMS provides administrative support for the organization of the conference (e-  
747 mailings, website links, contact addresses, ...). EMS can provide technical assistance in  
748 the distribution of information to all EMS members. EMS may provide scholarships  
749 separate from those offered by the organizers. EMS will provide support for two  
750 international invited speakers (currently, Euro 1000 per speaker).  
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752 G.7. The Executive Board decision is announced three months after the closing date for  
753 applications. EMS reserves the right not to grant an EMS extension in a given year.  
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## 756 **H. EMS SPONSORED EVENTS**

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

763 H.2. Eligibility criteria:  
764

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

778 H.3. In addition to fulfilling the eligibility criteria the organizers also agree to:  
779

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

793 H.4. Written applications are accepted twice a year and should be sent by e-mail to the  
794 EMS secretary before:  
795

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

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

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The application must contain:

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a. event name, type and dates

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b. information on organizing body

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c. www address of the event website (if existing)

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d. information on fulfilling the eligibility criteria of an EMS sponsored event

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e. anticipated number of participants (total, from the country where the event is  
808                   organized, and from abroad)

809

f. anticipated number of students

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H.5. EMS support:

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a. EMS will provide support for two international invited speakers or lecturers  
(currently, maximum total of Euro 750)

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b. EMS can provide technical assistance in the distribution of information to all EMS  
816                   members

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c. EMS may provide scholarships for people attending the event

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d. the granted amount has to be claimed no longer than 3 months after the meeting

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H.6. Decision:

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a. up to 8 events per year can be sponsored

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b. the Executive Board decision is announced one month after the closing date

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c. the Executive Board reserves the right not to grant any sponsoring in a given year

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## **I. EMS PATRONAGED EVENTS**

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

829

a. the event is scientifically sound

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b. the event has an internationally recognized scientific advisory board (ISAB) or  
831                   organization committee (OC)

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c. at least 50% of the invited speakers are from outside the organizing countries

833

d. the official event language is English (no other languages are permitted in any of the  
834                   official scientific or technical presentations)

834

e. students receive a discount on the registration fee

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I.2. The organizers should write a clear statement as to why they feel their event merits EMS  
837                   patronage. The EMS patronage will be announced in all communications by the event and on  
838                   the event website, including a link to the EMS website. The following phrase will be used:  
839                   “Based on the scientific quality, educational merits, international dimension, and student  
840                   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 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.**