



European Microscopy Society

EMS

www.euremicsoc.org

Agenda of the GENERAL ASSEMBLY of EMS

To be held at the [16th Multinational Congress on Microscopy \(MCM\)](#) on **Wednesday September 7th 2022 at 12:45 pm local time** at the Best Western Premier Hotel International Brno (Brno, Czech Republic).

For those who are not able to attend in person, the meeting will also be available virtually. Please see hereunder the information to register and participate:

Link:

Topic: EMS General Assembly

Time: Sep 7, 2022 12:45 Prague Bratislava

Join Zoom Meeting

<https://cesnet.zoom.us/j/92429848039?pwd=UXBoWVQ2bGU3OWd1d3oxVDUvUzVSdz09>

Meeting ID: 924 2984 8039

Passcode: 576704

According to the Constitution, a General Assembly of all individual EMS members will be held at least once a year. The EMS is a European Society with over 5.000 members. It is important that EMS members gather, discuss and determine the framework in which they communicate and cooperate. For details on the Constitution, see the EMS website: <http://www.euremicsoc.org>.

Summary of the rules: All paid-up EMS members, including members of the Executive Board, have one vote. A quorum of 50 members is needed. The General Assembly will be chaired by the President of EMS. Decisions of the General Assembly are taken by a simple majority of votes (except for changes of the statutes). Two representatives of ECMA (European Corporate Member Assembly) have voting rights in the General Assembly.

1. Welcome and confirmation of the agenda of the General Assembly
2. Approval of the minutes of the 2021 General Assembly (vote)
3. Report of the President, describing the activities of the Executive Board and the EMS in the period Sep. 2021 – Aug. 2022, José María Valpuesta
4. Report from the Treasurer, Christian Schöfer (vote)

President EMS

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Secretary EMS

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sec@euremicsoc.org



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5. Report of the status of EMC2024 Copenhagen, Klaus Qvortrup
6. Changes in the EMS constitution
7. Prospect on EMS activities and future meetings
8. Any further matter to be discussed
9. Closing of the meeting

José María Valpuesta
EMS President

Virginie Serin
EMS Secretary

Annexes:

- Minutes of the previous GA (Virtual 2020):

https://www.euremicsoc.org/medias/files/Minutes_EMS_GA_24082021.pdf

- Report from the EMS Treasurer:

https://www.euremicsoc.org/medias/files/EMS%20Budget%20report_Brno%202022.pdf

- EMS Constitution modifications:

Annexe 1

President EMS

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Annexe 1

CONSTITUTION

STATUTES AND BY-LAWS

OF THE

EUROPEAN MICROSCOPY SOCIETY



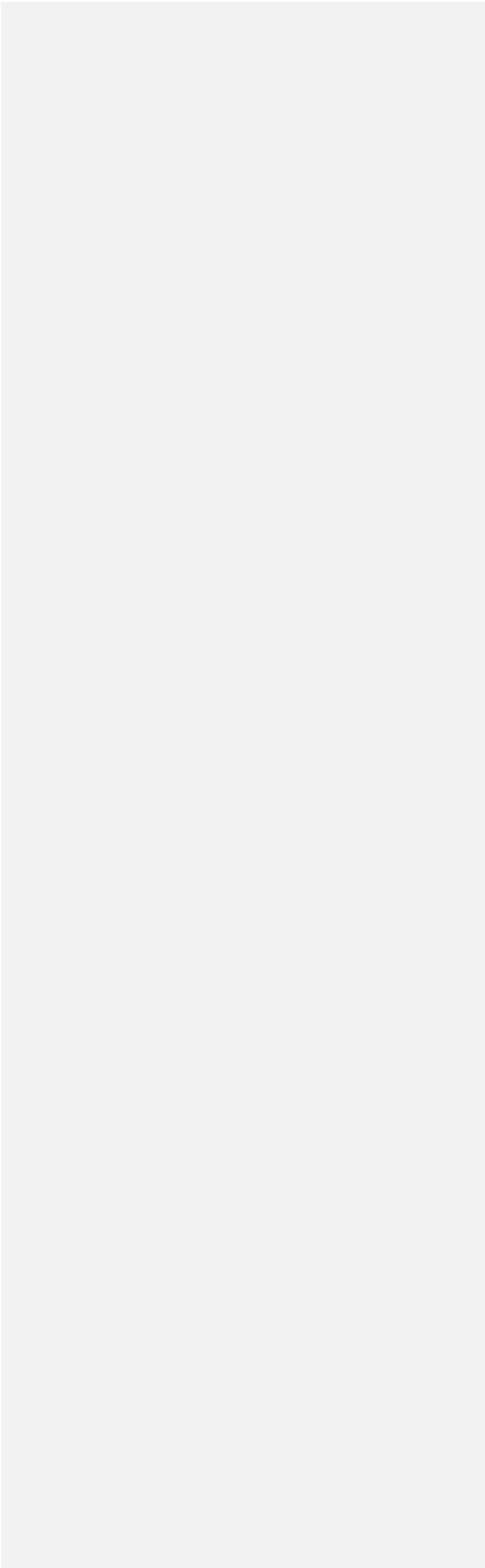
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STATUTES

- I Name and address of The Society**
- II Aims**
- III Membership**
- IV Administration**
- V General Assembly**
- VI General Council**
- VII Executive Board**
- VIII Finances**
- IX Duration of The Society**
- X Final Statement**

BY-LAWS

- A General**
- B Membership**
- C General Assembly and General Council**
- D Executive Board**
- E Finances**
- F Hosting the EMC**
- G EMS extension**
- H European Corporate Member Assembly**



STATUTES OF THE EUROPEAN MICROSCOPY SOCIETY

I. NAME AND ADDRESS

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

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

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

II. AIMS OF THE SOCIETY

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

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

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

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

Commenté [j1]: We believe that this part is not necessary

112 **III. MEMBERSHIP**

113
114 III.1. The Society is composed of individual members and corporate members

115
116 III.2. Any microscopist, whether or not a member of a national society for microscopy in
117 Europe, is eligible for membership of the European Microscopy Society. Any company
118 producing and/or selling products used in the field of microscopy, can become a corporate
119 member.

120
121 III.3. The EMS will encourage membership of national or regional societies for
122 microscopy, whereby EMS enlisted members of a national or regional society, subject to
123 national and European privacy legislation, are considered individual members of EMS.

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

132
133 III.4. Membership is available to any individual microscopist.

134
135 III.5. Any individual or corporate member may withdraw from The Society, provided that
136 obligations are fulfilled up-to-date. When membership is cancelled in accordance with the
137 by-laws, all rights in connection with The Society are lost.
138 The EMS cannot accept the resignation of members whose national society has adopted
139 membership at the level of society.

140
141 III.6. Communication between EMS and its members is principally performed by electronic
142 mail or by publishing information on The Society's website.

143
144 III.7. National societies for microscopy may freely include data provided by EMS in their
145 newsletters or websites.

146
147 III.8. EMS will include links to the websites of national, regional and international societies
148 for microscopy and corporate members in its own website.

150
151 **IV. ADMINISTRATION**

152
153 IV.1. The work of The Society shall be conducted by:

- 154
155 a. The General Assembly
156 b. The General Council
157 c. The Executive Board and any other Committee that may be set up by it

Commenté [j2]: We have removed all the references to en bloc membership throughout the document

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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 the
168 _____ 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 EMS
178 extension when organized or the International Congress for Microscopy when organized in
179 _____ 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 in
186 _____ 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 in
189 _____ 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 the
197 right to move certain issues to a round of electronic voting if the number of on-site votes is
198 _____ 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 two
211 EMC's.

Commenté [j3]: Based on our experience, we think that 50
is too high a number

a supprimé: 5

- 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 after a presentation and discussion of proposals made by a national society or societies for microscopy that engage themselves to host an EMC after being

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Commenté [j4]: We believe this is more correct

a supprimé: EMS board

solicited by the ~~Executive Board~~. Criteria for writing a proposal are given in the by-laws (Section F).

b. shall decide on the acceptance of new societies that want to introduce the ~~national society membership~~.

c. shall determine the annual fees for individual members, ~~national societies and~~ corporate members, as proposed by the Executive Board.

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system

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VII. EXECUTIVE BOARD

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

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

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

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

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

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

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

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

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

a supprimé: to
become member of

a supprimé: represent

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

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

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

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

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

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

VIII. FINANCES

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

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

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

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

VIII.5. EMS receives financial contributions from:

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

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

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

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Commenté [j5]: This has never been done and it is unrealistic

a mis en forme : Barré

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

377
378 VIII.8. The finances of The Society shall be used to further the aims of The Society as
379 expressed in this constitution. Such uses may include the payment of expenses incurred by
380 officers in carrying out the business of The Society and the establishment of a permanent
381 office with administrative personnel.

382
383 VIII.9. In case of difficulties with payment the Executive Board has the power to reduce
384 financial contributions for a period of two years and to relax the related conditions of
385 payment.

386 387 388 **IX. DURATION OF THE SOCIETY**

389
390 IX.1. The duration of The Society is not limited. The Society shall not be dissolved, except
391 on a motion presented at the General Assembly. Such a motion shall be put to a vote of the
392 General Assembly. At least two thirds of the votes shall be required for dissolution. In the
393 event that a quorum is not present, or when two thirds of the number of votes is not realized,
394 an e-mail ballot should be organized. In such a ballot two thirds of the votes shall be required
395 for dissolution.

396
397 IX.2. In the event of dissolution of The Society, the General Assembly shall appoint a special
398 committee for the liquidation of the assets of The Society. The net assets shall be donated to
399 one or more international organizations.

400 401 402 **X. FINAL STATEMENT**

403
404 X.1. Amendments or changes to these statutes can only be made after a two thirds legal vote
405 of the members of EMS at a General Assembly. The Executive Board or a group of 20 EMS
406 members have the right to propose amendments or changes to the statutes at the General
407 Assembly by a written proposal to be received by the Secretary three months before the
408 meeting.

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

112 **A. GENERAL**

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

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

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

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

128 Prof. dr. C. Schöfer, Center for Anatomy & Cell Biology, Medical University of Vienna,
129 Schwarzspanierstraße 17, AT-1090 Vienna, Austria.

132 **B. MEMBERSHIP**

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

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

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

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

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

Commenté [j6]: As it is now (with the address of the current treasurer), the bylaws should be changed with each new treasurer

a mis en forme : Anglais (E.U.)

a supprimé: en-bloc

Commenté [j7]: This is nowadays unnecessary

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

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

C. GENERAL ASSEMBLY AND GENERAL COUNCIL

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

Commenté [j8]: We believe that this part is unnecessary

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

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

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

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470 → membership

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

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

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

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

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

D. EXECUTIVE BOARD

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

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

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

D.4. The President of The Society shall be elected for a period of four years. At the conclusion of his/her mandate, the President continues as Past-President for another term of four years. The President is not eligible again for President. The Secretary and Treasurer shall be elected for a period of four years and can be re-elected in their functions. Membership of the Executive Board, irrespective of function, re-election, change of function, separate terms in office, should not exceed twelve years. The organizers of an EMC and the Past-President are excluded from this rule.

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

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

- a. President
- b. Secretary
- c. Treasurer
- d. Members

D.7. Should there be more than two candidates for any function in the Executive Board, and should one candidate not receive a single majority of votes in the first ballot, a second ballot shall be held among the two candidates that collected most votes. Voting shall be by secret ballot and two tellers shall be appointed by the General Assembly to conduct the ballot.

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

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

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

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

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

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

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

E. FINANCES

E.1. After acceptance of the membership by the Executive Board of EMS, the annual membership fee is due by the 1st of April of each year. National societies for microscopy collect the annual membership fee and transfer this money in one sum to the Treasurer before the 1st of April of each year. Individual members pay an annual fee directly to the Treasurer before the 1st of April of each year.

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

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

- a. the annual fee paid by each EMS member through national society membership is 5-7 Euro.
- b. the annual fee paid by an individual EMS member is 25 euro.
- c. the annual fee paid by the corporate members is 100/250/500/1000 euro, depending on the number of employees of the company (an official document stating the number of employees should be provided) or more.
- d. each registered participant of an EMC contributes with 10 Euro to EMS.
- e. each registered participant of a European extension of a multinational meeting pays 10 Euro to EMS, provided he/she is not a member of one of the organizing societies

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adopt en-bloc membership of EMS,

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Commenté [j9]: We believe this is a very cumbersome procedure.

a supprimé: pays

Commenté [j10]: This has never been done. It should be deleted.

a supprimé: 591-

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

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

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

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

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F. HOSTING THE EUROPEAN MICROSCOPY CONGRESS *

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

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F. 2. The proposals should contain information about:

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

- the Congress location
- a description of the buildings and the number and size of the lecture halls
- the quality and specifications of audiovisual support
- the space available for the exhibition
- the price (in Euro) per square meter for exhibitors
- the space available for posters and their embedding in the scientific program
- facilities for meals and refreshments during the congress
- the registration fee (in Euro) and what it will include
- the planning for the production of printed and/or digital proceedings
- the measures to encourage the participation of young and disadvantaged participants
- 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

F.3. Although a 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.

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a supprimé: example

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

Commenté [j11]: This section has been updated and rewritten

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)
- h. the event must be advertised internationally at least one year before the event starting date
- i. the event will have its own website
- j. the event covers a broad spectrum of topics on Instrumentation & Methodology, Materials Sciences and Life Sciences
- k. a commercial trade exhibition is an integral part of the event: this implies that the

location of the event and local infrastructure are suitable for trade exhibition
(transportation, installation requirements, ...)

- l. the organizers provide a discounted registration fee for students
- m. the organizers provide student fellowships that will be granted based on reviewing the submitted abstracts by the scientific board

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

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

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

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

G.5. Organizers of an EMS extension 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.

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

G.7. The Executive Board decision is announced three months after the closing date for applications. EMS reserves the right not to grant an EMS extension in a given year.

H. EMS SPONSORED EVENTS

a supprimé: conditions

a supprimé: budget

a supprimé: 2

a supprimé: 3

a supprimé: 4

Commenté [j12]: The concept of "EMS sponsored event", used for many years by the EMS, was not defined in the bylaws but only described in the EMS web page. We believe it should also officially regulated.

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

H.2. Eligibility criteria:

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

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

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

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

- a. March 31 for events taking place in the second half of the same year (i.e., between July 1 and December 31)
- b. September 30 for events taking place in the first half of the following year (i.e., between January 1 and June 30)

The application must contain

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

H.5. EMS support:

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

H.6. Decision:

- a. up to 8 events per year can be sponsored
- b. the Executive Board decision is announced one month after the closing date
- c. the Executive Board reserves the right not to grant any sponsoring in a given year

I. EMS PATRONAGED EVENTS

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

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

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

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.

Commenté [j13]: The concept of "EMS patronaged event" was not defined in the bylaws but only described in the EMS web page. We believe it should also be officially regulated

a supprimé: the Trade Committee

* 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 \(2016\)](#).

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.

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