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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 EMS Sponsored Events**
- I EMS Patronaged Events**
- J European Corporate Member Assembly (ECMA)**

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".

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

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

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

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

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

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

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

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III. MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

IV. ADMINISTRATION

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

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

162 d. The European Corporate Member Assembly (ECMA)

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

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

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

173
174
175 **V. GENERAL ASSEMBLY**

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

180
181 V.2. The General Secretary of the Executive Board prepares the agenda for the General
182 Assembly.

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

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

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

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

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

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

204
205 V.8. The General Assembly:

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

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

224 VI. GENERAL COUNCIL

225
226 VI.1. The General Council can be held upon request of the EMS Executive Board and at
227 least once every four years. During an EMC year the General Council is held in conjunction
228 with and directly following a General Assembly at the EMC meeting. The General Council
229 is composed of:
230

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

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

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

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

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

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

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

262 VI.8. The General Council:
263

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

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

275 **VII. EXECUTIVE BOARD**

276

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

278

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

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

286

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

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

294

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

297

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

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

306

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

314

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

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

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

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

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

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

332
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334 **VIII. FINANCES**

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

338
339 VIII.2. The amount of the annual fee for national societies and individual members is
340 determined in Euro by the General Council.

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

343
344 VIII.4. Microscopists who are members of several national societies for microscopy should
345 only pay once a year to EMS. National societies should make a list available to the Treasurer
346 of EMS to enable him/her to check these memberships.
347 In case of multiple membership, the EMS member only pays his duties in the country of
348 residence.

349
350 VIII.5. EMS receives financial contributions from:

- 351
- 352 a. the annual fee paid by each EMS member
 - 353 b. each participant of an EMC
 - 354 c. the annual fee paid by the corporate members
 - 355 d. other means of income obtained by the Executive Board.
- 356

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

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

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

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

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

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379

380 **IX. DURATION OF THE SOCIETY**

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

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

392
393

394 **X. FINAL STATEMENT**

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

BY-LAWS OF THE EUROPEAN MICROSCOPY SOCIETY

A. GENERAL

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

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

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

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

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

B. MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

476
477 C.5. Each national microscopy society shall be represented at the General Council meeting
478 by its representatives. Each representative shall have only one vote.

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

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

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

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

501

502 **D. EXECUTIVE BOARD**

503

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

507

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

513

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

515

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

521

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

525

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

530

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

532

- 533 a. President
- 534 b. General Secretary
- 535 c. Treasurer
- 536 d. Members

537

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

541

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

544

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

547

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

550

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

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

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

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

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

575 **E. FINANCES** 576

577
578 E.1. After acceptance of the membership by the Executive Board of EMS, the annual
579 membership fee is due by the 1st of April of each year. National societies for microscopy
580 collect the annual membership fee and transfer this money in one sum to the Treasurer
581 before the 1st of April of each year.

582 Individual members pay an annual fee directly to the Treasurer before the 1st of April of
583 each year.
584

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

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

- 589 a. the annual fee paid by each EMS member through national society membership.
- 590 b. the annual fee paid by an individual EMS member.
- 591 c. the annual fee paid by the corporate members.
- 592 d. each registered participant of an EMC contributes a fee to EMS.
593

594 The amounts of the fees prescribed under E.3 a-d are defined in the document “EMS
595 Membership Fees” available on the EMS web page.
596

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

598

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

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

604

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

608

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

612

613

614 **F. HOSTING THE EUROPEAN MICROSCOPY CONGRESS ***

615

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

619

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

621

622 1. the city where the congress would take place

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

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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

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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)

- 699 h. the event must be advertised internationally at least one year before the event
700 starting date
701 i. the event will have its own website
702 j. the event covers a broad spectrum of topics on Instrumentation & Methodology,
703 Materials Sciences and Life Sciences
704 k. a commercial trade exhibition is an integral part of the event: this implies that the
705 location of the event and local infrastructure are suitable for trade exhibition
706 (transportation, installation requirements, ...)
707 l. the organizers provide a discounted registration fee for students
708 m. the organizers provide student fellowships that will be granted based on
709 reviewing the submitted abstracts by the scientific board
710

711 G.3. In addition to fulfilling the eligibility criteria the organizers also agree to:
712

- 713 a. provide appropriate links between their website and the EMS website
714 b. acknowledge the EMS extension on the event website and in all printed or
715 otherwise published documentation
716 c. add the EMS logo at all appropriate places (covers, lists of co-organizers and
717 sponsors, ...)
718 d. provide appropriate time slots in the program and meeting rooms at the venue
719 for EMS board, General Assembly and General Council meetings free of
720 charge, if requested by EMS
721 e. offer the same registration fees to EMS members as to the members of one of
722 the organizing societies
723 f. offer a reduction on the exhibition fee for companies that are members of
724 ECMA
725 g. use the standardized EMS internet facility for on-line registration and abstract
726 submission (if appropriate)
727 h. use the standardized EMS abstract proceedings (if appropriate)
728 i. provide EMS with the final financial balance of the meeting and the original
729 documents proving the reimbursement of or costs incurred for the selected
730 invited speakers within a year after the end of the event
731 j. sign an agreement with EMS that includes the general and financial rules for
732 EMS extensions
733

734 G.4. Written applications for EMS extension are accepted until June 30 of the year
735 preceding the year of the meeting and should be sent by e-mail to the EMS General
736 secretary. The application must contain:
737

- 738 a. conference name, dates and venue
739 b. information on organizing body
740 c. www address of conference home page
741 d. information on fulfilling the criteria of an EMS extension (see G.2)
742 e. anticipated number of participants (total, from organizing countries and
743 from abroad)
744 f. anticipated number of students and scholarships
745 g. anticipated financial plan
746

747 G.5. Organizers of an EMS extension are required to sign an agreement, setting out
748 the financial conditions, general principles and special requirements to be adhered
749 to. A template of such an agreement can be found on the website of the society.
750

751 G.6. EMS provides administrative support for the organization of the conference (e-
752 mailings, website links, contact addresses, ...). EMS can provide technical assistance in
753 the distribution of information to all EMS members. EMS may provide scholarships
754 separate from those offered by the organizers. EMS will provide financial support to the
755 organizers for invited speakers according to EMS extensions rules available on the EMS
756 web page.
757

758 G.7. The Executive Board decision is announced three months after the closing date for
759 applications. EMS reserves the right not to grant an EMS extension in a given year.
760

761 **H. EMS SPONSORED EVENTS**

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764 H.1. EMS supports local microscopy related meetings, schools, courses etc. At present this
765 support includes financial sponsoring to cover part of the costs of two invited lecturers,
766 assistance in electronic distribution of information about the meeting to the extended EMS
767 membership, etc.
768

769 H.2. Eligibility criteria:
770

- 771 a. scientifically sound event on microscopy and/or its applications with solid
772 organization background
- 773 b. an internationally recognized scientific advisory board (ISAB) or organization
774 committee (OC) has been established
- 775 c. the invited speakers cover an international spectrum
- 776 d. the official event language is English (no other languages are permitted in any of
777 the official scientific or technical presentations)
- 778 e. the event must be (or have been) advertised internationally at least 6 months before
779 the event starting date
- 780 f. the organizers provide a discounted registration fee for students
- 781 g. annual meetings of national or regional societies are, under normal circumstances,
782 not considered for sponsorship
783

784 H.3. In addition to fulfilling the eligibility criteria the organizers also agree to:
785

- 786 a. provide appropriate links between their website and the EMS website (in case the
787 event has no own website, info webpages can be placed on the EMS server)
- 788 b. acknowledge the EMS sponsoring on the event webpages and in all printed or
789 otherwise published documentation
- 790 c. add the EMS logo at all appropriate places (covers, lists of co-organizers and
791 sponsors, ...)
- 792 d. offer a reduction for EMS members to the regular registration fee (amount to be
793 agreed between EMS and organizing committee)
- 794 e. provide EMS with the original documents proving the reimbursement of or costs
795 incurred for the selected invited speakers within a year after the end of the event
- 796 f. sign an agreement between the organizers and EMS that includes the general and
797 financial rules for EMS sponsored events
798

799 H.4. Written applications are accepted twice a year and should be sent by e-mail to the
800 EMS General Secretary before:
801

- 802 a. March 31 for events taking place in the second half of the same year (i.e.,

- 803 between July 1 and December 31)
804 b. September 30 for events taking place in the first half of the following year (i.e.,
805 between January 1 and June 30)
806

807 The application must contain:

- 808
809 a. event name, type and dates
810 b. information on organizing body
811 c. www address of the event website (if existing)
812 d. information on fulfilling the eligibility criteria of an EMS sponsored event
813 e. anticipated number of participants (total, from the country where the event is
814 organized, and from abroad)
815 f. anticipated number of students
816

817 H.5. EMS support:

- 818
819 a. EMS will provide financial support to the organizers for invited speakers or lecturers
820 according to EMS sponsored events rules available on the EMS web page.
821 b. EMS can provide technical assistance in the distribution of information to all EMS
822 members
823 c. EMS may provide scholarships for people attending the event
824 d. the granted amount has to be claimed no longer than 3 months after the meeting

825 H.6. Decision:

- 826
827 a. up to 8 events per year can be sponsored
828 b. the Executive Board decision is announced one month after the closing date
829 c. the Executive Board reserves the right not to grant any sponsoring in a given year
830

831 **I. EMS PATRONAGED EVENTS**

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

- 835 a. the event is scientifically sound
836 b. the event has an internationally recognized scientific advisory board (ISAB) or
837 organization committee (OC)
838 c. the official event language is English (no other languages are permitted in any of the
839 official scientific or technical presentations)
840 d. students receive a discount on the registration fee

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

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J. EUROPEAN CORPORATE MEMBER ASSEMBLY (ECMA)

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

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

J.3. Companies interested in establishing and maintaining relations with EMS are invited to contact the General Secretary and, after approval of their application by the Executive Board, they will be offered corporate membership of EMS. Corporate members will pay an annual fee to EMS. The amount of this fee will be decided by the General Council and will be available in the document "EMS Membership Fees" available at the EMS web page. 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), Copenhagen (2024).

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CHANGES TO THE CONSTITUTION

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

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

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

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

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

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

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

The constitution was adjusted during the 2025 EMS General Assembly held on Wednesday September 10, 2025, in Portorož, Slovenia.