

Statutes of the European Society for Separation Science
(01 Oct 04)

§ 1 *Name and location*

- (1) The Society shall be called „The European Society for Separation Science“, (EuSSS) herein after referred to as „the Society“. It shall be legally registered with the German Government and after registration its name will carry the addition „e.V.“ („eingetragener Verein“, German for „Registered Society“)
- (2) The administration of the Society will be located in Bayreuth, Federal Republic of Germany.

§ 2 *Objects*

- (1) To represent all national societies, associations or working groups concerned with separation science and associated fields,
- (2) To foster sciences and their utilisation for the common good, especially in the area of separation science, i.e of chromatography, electrophoresis, mass spectrometry, and associated techniques.
- (3) To sponsor congresses, symposia, lectures and discussion events.
- (4) To co-operate with other organisations having related aims.
- (5) To perform such other acts as may be conducive to the foregoing objects and may be lawfully done by a body established as a legally registered society.

§ 3 *Declarations of Intent*

Declarations of intent to join the Society must be submitted to the Steering Committee in written form or in qualified electronic form according to § 126 a of the German Civil Code (§ 126 a BGB). The receipt of a declaration of intent by one of the members of an organisation is sufficient.

§ 4 *Financial administration*

- (1) The capital and income of the Society, however derived, shall be applied solely towards the promotion of the aims of the Society
- (2) No honorary officer or member of the Society shall derive financial benefit from the activities of the Society provided that nothing herein shall prevent:
 - (a) the repayment of any expenses reasonably incurred by any honorary officer or member wholly and exclusively engaged on the business of the Society,
 - (b) the payment of remuneration to any member or employee of the Society (not being at the same time a voting member of the Steering Committee) in return for services rendered to the Society.
- (3) All cheques on the Society's account must bear the joint signatures of the Hon Treasurer and one other Officer of the Steering Committee.

§ 5 *Membership*

- (1) Membership of the Society is open to all persons and organisations supporting the objects of the Society, subject to the approval of the Steering Committee.

- (2) Decision on an application for membership is decided by the Steering Committee during their meeting following the application. In case of rejection, the reasons must be made known to the applicant as soon as possible. The applicant may lodge an appeal with the Steering Committee against its decision. In case of disagreement between applicant and the Committee a decision will be taken by the next Plenary Assembly. The applicant has the right to be present at this Plenary Assembly and to defend his case.
- (3) Changes in the details necessary for membership and administration must be made known to members of the Society without delay.

§ 6 *Termination of Membership*

- (1) Membership ends
 - a. upon dissolution of the member organisation , (for individuals upon their death);
 - b. upon resignation;
 - c. upon exclusion.
- (2) Resignation shall be by means of a written statement to the Society not later than three months before the end of a calendar year.
- (3) A member can be excluded if it is deemed necessary in view of the goals of the Society, especially when
 - a. it is in default of payment of the membership fees in spite of being reminded twice;
 - b. its mode of conduct is grossly harmful to the Society and its goals;
 - c. it publicly and untruthfully discusses internal affairs of the Society entailing damage to the Society's reputation.Exclusion is by resolution of the Steering Committee. The member has the right to lodge a complaint against exclusion.

§ 7 *Benefits of Membership*

- (1) Members shall have the right to attend any meetings or gatherings of the Society subject only to the payment of any charges that may be imposed.
- (2) Members shall have the right to attend Plenary meetings of the Society and vote upon all motions before them. Individuals who are members shall not have any voting rights except with the specific approval of the Steering Committee.
- (3) The privileges of membership may only be enjoyed by member organisations that have paid their subscription for the current year (see item 6.3a above).

§ 8 *Fees*

- (1) The Society shall raise a regular annual membership fee.
- (2) The amount and its due date are decided by the Plenary Assembly. The fiscal year will be the calendar year.

- (3) With its application for membership, the individual or organisation entitles the Society to withdraw the annual fee from their account directly to the Society.
- (4) The Society may charge any additional banking fees for eventual return of payments to the member. To cover the expenses associated with any reminders for payment, the Society may levy an appropriate financial compensation.
- (5) For financing any extraordinary activities of the Society, the Plenary Assembly may take a resolution for levying a proportional financial contribution of all members provided that a budget is presented and this is agreed by a vote passed by 2/3 of the membership.

§ 9 *Administrative Organs*

- (1) Organs of the Society are
 - a. the Steering Committee;
 - b. the Plenary Assembly.
- (2) The Plenary Assembly may vote with a simple majority for the establishment of consulting committees or working groups as well as on their compositions and tasks.

§ 10 *The Steering Committee*

- (1) The management of the Society shall be invested in a Steering Committee herein after referred to as the Committee.
- (3) The Committee shall consist of at least four Officers, the President, Vice-president, the Treasurer, and the Secretary. No person may hold more than one office simultaneously.
- (4) The Society will be represented judicially and extra-judicially by two members of the Committee, one of which should be the President or Vice-president.
- (5) The members of the Committee will be elected by the Plenary Assembly from its members for a period of four years. After serving for four consecutive years no Officer shall be eligible for re-election to the same office for a minimum of one year. Ordinary members are eligible for re-election without nomination. In order to keep continuity, half of the members of the Committee will always be newly elected. For this reason, the tenure of office of two members of the first Committee will be shortened to two years. The members required to retire under these circumstances will be decided by the Committee.
- (6) The members of the Committee remain in office until successors are elected.
- (7) The election of the President and of the Vice-president is by secret ballot at a Plenary meeting. Election of all other members shall take place by open ballot. For each position, election is done by individual ballot.

§ 11 *Duties of the Steering Committee*

- (1) The Steering Committee takes care of all duties, as long as these have not been delegated to another organ of the Society.
- (2) In particular, the Committee has to take care of
 - a. preparation and convocation of the Plenary Assembly;

- b. the execution of resolutions at the Plenary Assembly,
- c. the budget planning, accounting and financial balancing of each fiscal year;
- d. membership administration including decisions on the acceptance or rejection of applications for membership.

§ 12 *Plenary Assembly*

- (1) In the Plenary Assembly, each member representing an organisation shall have one vote. Individual members may only vote when agreed in advance by the Steering Committee (see Item 7.2). For execution of the right to vote, another member of an organisation may be authorized in writing. The authorization is valid for one session of the Plenary Assembly only. With the exception of the President, a member may not act as proxy for more than one additional member. In the case of an equal number of votes being cast for and against a motion, the Chairman shall have the right to exercise an additional vote to resolve the motion.
- (2) When and as far as the membership of a particular member including its rights and duties are concerned, the member may be represented at the Plenary Assembly by a legal representative on the basis of a written authorization; the latter need not be a member of the Society. The authorization must be submitted to the Steering Committee one week before the date of the Plenary Assembly.
- (3) The Plenary Assembly is responsible for all duties which are not delegated by these statutes to another organ of the Society, in particular:
 - a. the acceptance of the annual report of the Steering Committee;
 - b. granting discharge to the Committee members;
 - c. election and recall of Committee members;
 - d. authorisation of the budget plan
 - e. determination of the amount and due date of membership fees;
 - f. nomination of honorary members;
 - g. resolutions about changes of the statutes of the Society;
 - h. resolutions about complaints, insofar as this is in line with the statutes or relevant regulations;
 - i. order extraordinary financial examinations in case of suspicion of faulty or unlawful administration and the need of immediate action to prevent any detriment to the Society and its goals.
- (4) The Plenary Assembly may make recommendations to the Steering Committee. The Steering Committee must ask the opinion of the Plenary Assembly on all important decisions.

§ 13 *Convocation of the Plenary Assembly*

- (1) A Plenary Assembly will take place annually, preferably in the fourth quarter of the year.
- (2) The invitation is by normal letter or in electronic form. If the Society presents information via the Internet, the date of the Assembly must be mentioned also on the Internet pages of the Society.
- (3) The invitation must be publicised at least one month in advance. The time period starts with the day following the mailing date of the invitation. The

invitation is considered to be received if it has been mailed to the latest address known to the Society.

- (4) The invitation will contain the tentative agenda of the Plenary Assembly. Applications for alteration of the statutes or any other regulation must be included in full text.
- (5) The Steering Committee may call for an Extraordinary Plenary Assembly if deemed necessary in the interest of the Society. Resolutions about urgent matters which are in the responsibility of the Plenary Assembly may also be voted upon electronically if it has been verified that all voting members have been informed about the essential reasons for a forthcoming vote and when a period of at least one week has elapsed between receipt of the relevant information and the voting.
- (6) For resolutions on the statutes and the election of the first Steering Committee a procedure according to 13.(5), second sentence, is also possible.

§ 14 *The Agenda for a Plenary Assembly*

- (1) Suggestions for additions to the agenda must be received by the Steering Committee at least two weeks before the date of the Plenary Assembly.
- (2) Decisions upon additions to the agenda are taken at the Plenary Assembly.

§ 15 *Conduct of Plenary Assemblies*

- (1) The Plenary Assembly shall be chaired by the President, or in his/her absence by the Vice-president. If the latter is also absent, the assembly shall be chaired by another member of the Steering Committee.
- (2) The preparation of the Minutes of the meeting is the responsibility of the Secretary; in his/her absence a member of the assembly shall be nominated as temporary secretary by the person chairing the assembly.
- (3) If not stated otherwise, resolutions shall be passed by a simple majority of the votes cast; abstentions will not be considered. If the Plenary Assembly has not attained a quorum of 60 % of membership, the proposal(s) to be voted upon and the result(s) of such voting during the meeting must be placed on the home page of Society within one week, to give delegates who have not been able to attend the opportunity to cast their vote by e-mail to the Secretary within another week. If the quorum is still not reached then, the decision of the Plenary Assembly plus the votes submitted by e-mail is accepted as final.
- (4) For alterations of the statutes, a majority of 2/3 of the cast valid votes is necessary. For changes concerning the goals and the purpose of the Society the agreement of all members is required. Any written agreement of members not present at the assembly must be received not later than 6 weeks after the date of the assembly.
- (5) The mode of voting is determined by the chair person. If the majority of the members present at the assembly requires it for a particular resolution, the voting must take place secretly in written form.

§ 16 *Extraordinary Plenary Assemblies*

- (1) The Steering Committee can always invite to an extraordinary Plenary Assembly.

- (2) The invitation must be taken
 - a. if it is necessary in the interest of the Society;
 - b. if it is demanded by a fifth of all members in a written request to the Steering Committee detailing the reasons and purpose for the Assembly.

§ 17 *Regulations*

The Plenary Assembly can always decide on regulations of important aspects concerning the statutes or the purposes and goals of the Society, e.g. regulations on administrative aspects, fees, elections, modes and scope of operation, etc.

§ 18 *Dissolution of the Society*

- (1) The dissolution of the Society can only be decided upon by the Plenary Assembly with a majority of 4/5 of the cast valid votes.
- (2) If not otherwise decided by the Plenary Assembly, the acting President and the Vice-president act in concert as liquidators. This course of action will be followed if the Society is dissolved due to a legal action or if it loses its legal status for other reasons.
- (3) In case of the dissolution of the Society, the remaining funds (after payment of outstanding liabilities) shall be distributed in equal shares to the member national societies which must use these funds for their statutory purposes to the common good.

The above statutes have been ratified by the Plenary Assembly of