

European Colloid and Interface Society (ECIS)

Statutes

§1 Name

The name of the Society is *European Colloid and Interface Society* (ECIS). The Society is registered in Mainz, Germany. The fiscal year is the calendar year. The English version is only a translation of the legally binding German version.

§ 2 Object

The object of the Society is to advance colloid and interface science and to promote cooperation between European scientists. Particular emphasis is given to the support of young scientists. The Society seeks to cooperate with national societies within Europe as well as with other international organizations.

The Society seeks to achieve its objectives by

- Organising each year a conference in a European country in the field of colloid and interface science
- Making awards at the conference to recognise and promote excellence in the field of colloid and interface science
- Organising a conference each two years in a European country for research students in the field of colloid and interface science.

The Society is a voluntary, non-profit organization of scientists. Funds of the Society can only be used for the objectives of the Society. Members are not allowed to draw any profit from being a member of the Society. Expenses are limited to the specific purpose of the Society and allowances shall be appropriate.

§ 3 Membership

Any person interested in colloid and interface science may become a personal member. The board decides about the written application to become a member. Membership requires the payment of an annual fee which will be determined by the General Assembly. Membership ends, except when a member dies,

- by a written notice of resignation, which has to be delivered at least three months before a new fiscal year begins
- when the annual fee is not paid even after two reminder letters. A member can only be excluded when at least three months have passed since the second reminder letter and the debt has not been paid. The member has to be informed about the exclusion

- by exclusion. A member can be excluded by the Board to prevent damage to the reputation or objectives of the Society.

Corporate enterprises interested in the advancement of colloid and interface science are invited to become corporate members. An annual fee will be required, which is determined by the General Assembly.

The Membership fees have the sole purpose of covering administrative expenses or to serve the explicit objectives of the Society.

§ 4 Elements of the Society

The elements of the Society are

- the General Assembly
- the Council

§ 5 Council

The Council consists of the Board and the Secretariat.

The activities of the members of the Council are entirely honorary. Expenses incurred in undertaking specific work can be compensated for.

The President of the Society is the Chair of the Council

The President represents the Society. If the President is unavailable the Vice President or the Past President represent the Society

§ 6 The Board

The Board acts as executive on behalf of the General Assembly. It is concerned with the scientific, educational and professional activities of the Society.

The Board consists of the President of the Society, the Vice President and the Past President. Each two years, a Vice President is elected to the Board. Service on the Board is for 6 years. In the first two years, service is as Vice President; in the next two years as President; and in the final two years as Past President. The term of office starts after the closure of the annual conference at which the election for Vice President has taken place. Only members of the Society are eligible for election to the Board. Nobody may serve consecutive periods as a Board member.

The Board

- Oversees the Society's activities to ensure that the objects of the Society are met

- inquires about locations for future conferences and makes recommendations to the General Assembly
- assists in the formation of a local committee for the organization of the conference
- assists the local committee in the preparation and the execution of the annual scientific conference, as described in the Contract between ECIS and the Local Organiser
- provides chairs for the committees that determine which of the nominated candidates receive the ECIS Awards.

§ 7 Secretariat

The administration of the Society is carried out by a Secretariat. The Secretariat shall consist of a Secretary, a Treasurer and a Webmaster. The posts are filled by election at the General Assembly. The terms of office for each post is 6 years and no person may serve more than two consecutive terms. Only members of the Society can be elected as members of the Secretariat.

The Secretary

- Prepares agenda for the General Assembly and writes the minutes
- Issues information by electronic or other mail to members (announcing ECIS conferences, calling for nominations for Awards, for the Board and for the Secretariat)
- Liaises with bodies of similar interests (national societies, International Association of Colloid and Interface Scientists IACIS, EU initiatives such as Marie-Curie, Networks of Excellence etc)
- Organises elections as required.

The Treasurer administers the finances of the Society. In particular

- Maintains ECIS Bank Account
- Collects the Membership fees
- Prepares the balance and presents them to the General Assembly
- Prepares the budget for the coming year
- Maintains the Membership list
- Acts as contact person for organizers of the annual conference, provides them with the Contract and other information.
- Ensures that the accounts are audited by a member independent of the Council.

The Webmaster maintains the ECIS website. In particular

- Liaises with the Council to ensure provision of timely and accurate information
- Advises the Council on matters of web-based information, e.g. security and copyright.

§ 8 The General Assembly

The General Assembly shall normally meet once in each year, preferentially at the place and the time of the annual conference. The General Assembly shall consist of all members present at the annual conference. The President of the Society will chair the General Assembly. If the President is prevented from being present at the General Assembly, another member of the Board chairs the General Assembly. If no member of the Board is present, the General Assembly elects a Chair for the duration of the General Assembly. The Secretary records the minutes. If the Secretary cannot be present, the General Assembly elects a recording Secretary for the duration of the General Assembly.

The Society is governed by the General Assembly. The General Assembly shall decide on all fundamental matters connected with the work of the Society. In particular it shall

- decide on the countries in which future conferences will be held
- decide on the Membership fee
- elect the members of the Board
- elect the Secretariat
- review the finances of the Society.

§ 9 Call for the General Assembly

The Secretary invites all members to the General Assembly. Invitation has to be three weeks in advance by e-mail. The invitation includes the agenda. The invitation counts as being issued, when it is sent to the last address given by the member. It is the responsibility of members to notify the Secretary of change of their email address.

In addition to the regular General Assemblies the President can call an extraordinary General Assembly, if this is in the interest of the Society.

The agenda is prepared by the Secretary and decided by the Council. Each member can add topics to the agenda until one week before the General Assembly by writing to the President. The Chair of the General Assembly adds these topics at the beginning of the General Assembly. Additional topics can also be proposed during the General Assembly. Then the General Assembly decides whether or not new topics should be added. New topics require a majority of 75% of the votes for inclusion.

§ 10 Decisions of the General Assembly

A vote on the resolution of the General Assembly shall be subject to the following procedure. All proposals shall require a majority of the votes cast for acceptance. Elections should be by written, secret ballot. Other matters should be by hand unless a secret written ballot is requested by 25% of the members present.

For the Board and the Secretariat, the Treasurer and the Webmaster the following applies: If during the first ballot no candidate reached more than a 50% majority, a second ballot between the first two candidates is required.

For the following decisions a 75% majority of the members present is required:

- Changes to the Statutes
- Closing the Society

In the event of a tie the vote of the President decides.

The Secretary writes the minutes on all decisions of the General Assembly. If the Secretary cannot attend the General Assembly the General Assembly selects a person as recording secretary. The minutes have to be signed by the Chair and the recording secretary. The minutes should include: Time and location of the General Assembly, the name of the Chair and the recording secretary, the number of attending members, the agenda, the results of the votes with their respective decisions and the method of voting (by hand or written). If the Statutes are changed, the explicit wording of the change is to be included in the minutes.

In urgent cases, a written decision by mail or e-mail is possible. In this case all votes received before a fixed deadline will be counted.

§ 11 Closing the Society

The Membership must be notified at least one week in advance of any proposal of a vote to close the Society. At least 75% of the members present at a General Assembly must vote for closure in a written, secret ballot before the Society can be closed: the Board is then authorized to close the Society.

In case of closing the Society the remaining capital is to be given to the Kolloidgesellschaft e.V. for using it to advance colloid and interfaces science.

§ 12 Taking Effect

The Statutes are valid with the registration in the Register of Associations.

These Statutes are prepared for the General Assembly in Berlin on September 6, 2011, in Berlin, by decision of the general assembly on September 3, 2012, in Malmö and on September 14, 2013, in Sofia.