

# EUROPEAN MATERIALS FORUM

## STATUTES

### Article 1. Establishment

- 1.1 EMF, the European Materials Forum, is a non-profit "association" following the Alsatian law.
- 1.2 The seat of the European Materials Forum is in Strasbourg (France), 23, rue du Loess. It is registered on the "Registre des Associations du Tribunal d'Instance de Strasbourg".

### Article 2. Aim and objectives of the Forum

- 2.1 EMF is an independent body established to represent the best interests and advocate the positions, particularly those related to public policy issues, of the European Materials science actors, and committed to provide support services to its constituent members.
- 2.2 The goal of EMF is to provide a common voice for the materials science in Europe.
- 2.3 To achieve its mission related to science policy issues EMF shall:
  - Provide expert insight on the importance of long-term materials research as a continuous source for innovation and both technological and market leadership
  - Campaign to adapt funding provisions to this vital strategy.
  - Campaign for front-line issues related to the organisation and planning of research, including the development of research infrastructures and the career structure of young scientists
  - Monitor and contribute to public policies and research programmes at the European level through recommendations and consensus positions
  - Work to improve public engagement with and public understanding of materials science, and contribute to the Science & Society debate, including its ethical aspects
- 2.4 To achieve its service mission EMF shall, notably by means of electronic infrastructures:
  - Collect and disseminate information on research policies and programmes at the European, national and regional level, as well as outside Europe, and assist its members when appropriate
  - Promote communication with the media, policy-makers, public interest organisations and other stakeholders at a national and European level
  - Help member organisations in their communication with policy makers
  - Provide information and advice to the European Commission, European and national Parliaments, national and regional governmental bodies
  - Build up a visible profile of European materials research, its relevance in the past, and above all in the present and future.

### Article 3. Membership

- 3.1 There are two categories of EMF membership:
- **Full Members;** these are scientific federations and associations, industry platforms, philanthropic institutions, and non-profit, patients' and consumers' organizations, individuals aiming to promote research in Europe, in keeping with the concepts outlined above. Priority shall be given to Europe-wide organisations and towards that end the EMF shall encourage the association of national organisations at a European level. Full Members shall:
    - Endorse the objectives of the Forum as outlined in the Mission Statement
    - Vote on all decisions of the EMF
    - Pay annual dues
    - Submit on a regular basis the relevant information concerning their own activities to the Secretary General
    - Be encouraged to publicise the activities of the Forum
  - **Observers;** these are organisations or individuals interested in the activities of the Forum and endorsing the objectives of the Forum but that, for legal or other reasons, cannot become members of EMF. Observers do not have the right to vote and do not pay an annual fee to EMF, but may pay a voluntary contribution.
- 3.2 EMF membership applications must be sent in writing to the Secretariat of the Forum at least two months before a Council Meeting. New admissions to EMF membership are to be decided by a majority vote of members present and voting at the Council Meeting.
- 3.3 Full membership depends on payment of annual fees. Members can resign from the Forum by written notification to the Secretariat at least three months before the end of the fiscal year.
- 3.4 The Council Meeting can propose or decide by a majority vote to exclude a member justifying its decision.

### Article 4. Organisation

- 4.1 EMF is governed by the **Council** of the Forum; its affairs are conducted through the **Executive Committee**, which implements the decisions of the Council assisted by a permanent **Secretariat**.
- 4.2 The **Council** of EMF is composed of one voting delegate from each of the Member Organisations plus the members of the Executive Committee, each of whom will have one vote. Member Organisations are responsible for the appointment of their delegate. Members of the Executive Committee do not represent the organization to which they are affiliated. Each full member can be assisted by 2 non voting delegates. The Council shall meet at least once a year to:
- Formulate and decide on the fundamental policies, proposals and general strategy of the Forum
  - Accept new members and exclude members
  - Elect the presidents (when the EMF will be settled: after three years) and the members of the executive committee
  - Approve the reports, statement of account and budget established by the Secretariat under the control of the three Presidents.

- Ratify changes in the statutes
  - Discuss proposed items
  - Appoint an independent auditor on an annual basis in agreement with the law.
- 4.3 The **Council Meeting** is chaired by one of the three Presidents (on annual rotation). The quorum for voting is 50% of the members. Unless otherwise stated, any matter decided by the Council shall be on the basis of a simple majority vote of those present and voting at the Council Meeting. EMF shall not be responsible for the costs for Council members in attending the Council Meetings. Member organisations should send proposals for items to be discussed to the Secretary General at least two months before the meeting. Notification of the Council Meeting must be sent at least one month before the meeting and must specify the location, date and time. The agenda must be circulated at least one month before the meeting.
- 4.4 The **Executive Committee** is composed of the three Presidents, nine Vice-presidents and four regular members assisted by the permanent secretary. They are appointed by Council by secret ballot to take office from the following January 1st to serve for a term of three years. The term of regular members can be renewed once. The Vice-presidents-elect are appointed for a period of three years. The Secretary General is an *ex officio* member of the Executive Committee without voting rights. Member Organisations must send nominations for the Executive Committee to the Secretary General at least two months prior to the Council Meeting. The Executive Committee has the authority to decide on all activities and operations of the Forum except those that explicitly require approval by Council. The Executive Committee meets at least once per year or more often if it is deemed necessary for the interests of the Forum. The Executive Committee shall make decisions on the basis of majority vote. In case of a tie, the presidents cast the deciding vote. Decisions of the Executive Committee have to be presented to Council for confirmation at the next Meeting.
- 4.5 The permanent seat of the **Secretariat** is located at the CNRS Campus, Strasbourg.

## Article 5. Administration

- 5.1 The **three Presidents** shall be responsible for the activities and affairs of the Forum, and are the legal representatives of the Forum in its dealing with authorities and other organisations. The Presidents shall call and chair the meetings of the Executive Committee and of the Council.
- 5.2 The **Secretary General** is located at the headquarters and nominated for 5 years. An Executive Coordinator can be appointed by the Secretariat. The Executive Coordinator is not necessary a member of the EMF. The Secretary General shall assist the Presidents. He/She shall:
- Conduct the daily business and co-ordinate the activities of the Forum
  - Keep a record of all members
  - Keep a minute book of all transactions, including financial transactions, and records of all meetings
  - Prepare and distribute the agenda for the Executive Committee and Council meetings at least one month before the meetings, and prepare and distribute the minutes no later than two months after the meetings
  - Prepare documents required by EMF

- Provide an annual report to Council
- Be responsible for the collection of financial income
- Render annually a complete financial account and submit a proposed budget for approval
- Have the authority to sign for purchases and administrative documents required for the day-to-day running of EMF

## **Article 6. Membership fees**

6.1 Members pay an annual membership fee, the amount of which is to be decided upon by the Council.

6.2 Payment shall be made before the 15th of January each year.

## **Article 7. Meetings**

Meetings on relevant topics shall be convened by the Secretary General with the approval of the Executive Committee.

## **Article 8. Co-operation**

When deemed necessary, the Executive Committee can decide to form alliances with other organisations to help promote the views of the EMF or advance EMF missions.

## **Article 9. Financial Year, Auditing and Income**

9.1 The fiscal year shall coincide with the calendar year.

9.2 Annual accounts of income and expenditure will be audited by an independent auditor appointed on an annual basis by the Council Meeting

9.3 EMF shall accept donations subject to approval of the Executive Committee, provided that the independence of the Forum is not compromised or directly affected.

## **Article 10. Language**

The language of the Forum for all statutory, working and other communications is English.

## **Article 11. Amendments to the statutes**

Alterations to the Statutes must be endorsed by at least two thirds of, the Council. Prepared amendments must be sent to the Executive Coordinator at least three months before the Council Meeting.

## **Article 12. Dissolution of EMF**

12.1 In the event of dissolution of the Forum, the Executive Committee shall submit a resolution to the Council at least two months before a Council Meeting.

12.2 Dissolution of EMF shall require the approval of two thirds of all Member Organisations represented at the Council Meeting.