ERCIM AISBL BYLAWS

(November 1, 2013 version,
drafted by Jerzy Tiuryn)

Introduction

The Statutes of the ERCIM AISBL (*Association Internationale Sans But Lucratif*), hereafter the 'Association', states at the Article 10: Internal Regulations – Bylaws:

> *The General Assembly may adopt Bylaws at the majority of two-third of the Members present or represented. Such Bylaws will complete the Statutes, without however, in any way, infringing their stipulations.*

These Bylaws are adopted, during the General Assembly of the Association held in Athens, 1st of November 2013. They are adopted according to the provisions of, and shall be complementary to, the Statutes of The Association. In the event of a conflict of any provisions of the Bylaws with any Article of the Statutes, the Article of the Statutes shall prevail. These Bylaws cover the Membership, the Structures, and the voting procedures.

The Bylaws

1 – Membership

As stated in the statutes, membership is based on criteria. These are hereby listed.

a) Potential to Contribute to the Objectives and Activities of The Association: the organisation must reach high standards of achievement relative to others in its region and to the research discipline. The potential is judged by an ad hoc panel of experts appointed by the Board from existing members;

b) Payment of the annual membership fee and commitment to continue doing so as long as membership continues. Failure of paying in full the membership fee for two consecutive years results in removal of the member from the Association;

c) While ERCIM has preference for individual institutions as members, under exceptional circumstances it will consider consortia of institutions as members of the Association. A special justification must be made of the added value of the consortium joining as a single member, over that provided by the individual institutions becoming separate members.

d) Participation: every member is assessed every 5 years and their contribution to the aims and objectives of the association is measured; an ad hoc panel of experts from existing members appointed by the Board recommends to the General Assembly whether membership should be continued, re-evaluated or discontinued. In the case that a consortium is a member of the Association, it will also be assessed on the basis of the added value provided in the justification.

2 – Member Representation

Each member nominates:

1. A representative who attends the general assembly and may stand for election to the Board;

2. A substitute representative who may attend any meeting in the absence of the representative referred to in p. 1 above, and may stand for election to the Board.
3. A Human Resource Correspondent for the ERCIM Alain Bensoussan Fellowship Program who is in charge of all the administrative contacts with the ERCIM Office.

3 – Structure and Meetings

The statutes delineate the General Assembly and the Board. Hereby the structure and meetings are defined. The Association has the following organisational structures:

3.1 – General Assembly

The General Assembly usually meets physically or electronically twice per year with one representative (or a named substitute representative) per member. Meetings are usually in May and October/November.

3.2 – Board

The Board structure is defined in the statutes. The Board members are elected to their positions from the General Assembly and meet physically or electronically usually four times per year.

President EEIG, if not already a board member, joins AISBL as a non-voting member. President AISBL, if not an EEIG member, joins EEIG board as a non-voting member.

In particular, the Board has the following non-transferable responsibilities:
- Recommend applications for membership for consideration by the General Assembly;Recommend a broad programme of activities and initiatives for the forthcoming year to further the purposes of the Association, for consideration by the General Assembly;
- Implement (via the other structures of The Association) the approved programme and take other appropriate action to promote the purposes of the Association;
- Recommend a budget for the forthcoming year proposed by the Treasurer;
- Approve accounts in accordance with the approved budget and prepare a balance sheet for consideration by the General Assembly;
- Approve an annual report for consideration by the General Assembly;
- Approve the services of the external Auditor or Auditors;
- Approve the appointment of any employees of the Association;
- Perform any other tasks entrusted to the Board by the General Assembly.

3.3 – Board Task Groups

The Board can propose to the General Assembly task groups as required with a mission defined by the Board and a specified temporal duration in quanta of 2 years (which may be extended). The General Assembly approves each task group and elects a task group leader. The leaders of these task groups are Board members. Task group membership is by nomination by the respective task group leaders. Any employee of a member organisation can serve as a member of a task group. Each member of a task group, other than the leader, should be approved by the respective representative of the member organisation mentioned above.

The following Board Task Groups are mandatory:

1. Strategy Task Group (considers ERCIM's strategy and direction overall, including strategic plan for new members, etc.), run by the Vice-President of the Association;
2. Science Task Group (deals with ERCIM project bids and activities, associated management and reporting systems as well as the Working Groups);
3. Human Capital Task Group (responsibility includes mobility of researchers in Europe, the Fellowship Programme and Cor-Baayen Award);
4. Outreach Task Group (responsibility includes seminars, conferences, publications (Including ERCIM News), ERCIM web site, outreach to community, etc.);

3.4 – Working Groups

Working Groups cooperating for excellence in research in specific subject areas can be created, managed and terminated by the Board in accordance with the criteria and procedures defined by the Science Task Group, subject to approval by the Board.

Their purpose is to provide strategic advice to the Board, to shepherd the relevant community, to advance knowledge by running workshops and to cooperate in joint research projects. Working groups should be proposed by a member to the Board or proposed by the Board itself to the members.

4 – Elections

Elections are run by the General Assembly every two years according to the following rules.

1. There are separate elections for:
   - the President
   - Three statutory Board positions (Vice-President, Treasurer, and Secretary)
   - Three task group leaders (Science, Human Capital, and Outreach)

2. Each member (representative) nominates by email, the latest one week before GeneralAssembly: one name for the President, three names for the statutory Board members, and three names for the task group leaders. The email should be sent to the Secretary. Nominated persons are representatives or substitute representatives of members.

3. Secretary contacts all the nominated candidates asking if they agree to stand for elections. In case the same name is nominated to more than one group (i.e President, Board , or TG leaders), the candidate should declare which group he/she wants to run for.

4. Based on the outcome of the above described negotiations, the Secretary prepares for the General Assembly three lists which will be given to each member (representative or substitute representative) present at the General Assembly meeting for voting. Each member has one vote.

5. The method of voting is secret ballot. The voting consists in indicating at most
   - one name for the President post
   - three names for the statutory Board positions
   - three names for the task group leaders

6. The elected persons constitute for each group (Board, or TG leaders) the assignment of posts.