

# Rules and Code of Practice of the European Optical Society

*Accepted by the General Assembly, Munich June 1997, modified by an Extraordinary Meeting, Delft, October 2003 and changes accepted by the General Assembly, Munich June 2007*

Article 9 of the statutes of the European Optical Society mentions the possibility of establishing rules and codes of practice for EOS. In its meeting in York on September 5, 1994 the EOS Executive Committee decided to set up such rules.

## **Article 9 of the EOS statutes. House Rules.**

*House rules can be made by the Board of Directors which then has them approved at the General Meeting.*

*Thin possible set of rules is intended to settle various points not covered by the statutes, particularly those concerning the internal administration of the Society" ;*

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### **1 - Membership and co-operating societies**

This section complements article 2 of the statutes.

\* The following are normally provided by a national European Learned Society applying for full membership:

a) a letter of application signed by the chair person or representative of the applicant Learned Society, including a statement of adherence of the Learned society to the EOS statutes.

b) a description of the organisation of the Learned Society, including the statutes.

\* The application of a non-European Learned society for Co-operating membership in the EOS shall be made to the Secretary of the Board. It may be considered and approved by the Executive Committee. Item a) and b) are required.

The Constitution states that a second society applying for membership from a country where a Branch already exists may only join as an Affiliated Society. In the event of an application being received from such a society, Execom will consult the Branch. However, the decision on whether to accept the second society as a member will be made by Execom, taking into account the views of the Branch.

### **2 - General Assembly, votes and elections**

This section complements article 6 of the statutes.

5 months ahead of the General Assembly all members receive notice for the General Assembly with a preview on the main topics to be discussed during the General Assembly and balloting material if necessary. The deadline for returning the ballot paper to the secretariat is 3 months ahead the General Assembly.

After the General Assembly, the President's report will be sent out to all members.

#### **Elections for the Board of Directors:**

1) The secretariat contacts all members who are eligible to a second term of office and checks whether they are willing to accept a second mandate.

2) The board appoints two EOS members to guarantee the regularity of the election : an Election officer and an Election deputy officer. They will be asked to serve by the President of the Scientific Advisory Committee.

3) 9 months before the general assembly, the Board makes suggestions for new Board members and sends a list to all members. Each can add to the list up to three new names together with written letters of acceptance. Each proposal shall be signed by at least three EOS members.

The proposal for new candidates have to be sent at the Main Office address to the Election Officer who will be responsible to receive, control and send the final list to the secretariat 6 months ahead of the General Assembly. If the number of proposed candidates is equal to the number of members to be replaced, they are directly elected. If the number is larger, then balloting is made by mail.

4) The opening of the envelopes will be done at the EOS secretariat with the Election Officer and the Deputy officer. The opening date of envelopes has to be known by all EOS members; they are entitled to control the regularity of the procedure. The candidates are informed immediately by letter. Official announcement is made during the next general assembly.

### **Elections for the Executive Committee**

Tradition holds that:

- \* elections are held during the new Board meeting following the General Assembly, usually one or two days after.
- \* Executive Committee (Execom) elections are held by ballot for the offices of **President Elect**, **Treasurer** and **Secretary of the Board**.
- \* whenever possible, the President Elect will come alternately from Industry, University and Research Organizations.

Two other positions on Execom are automatic:

- \* the President Elect, after his two-year term, becomes **President** for two years;
- \* the President, after his two-year term, continues to serve on Execom for two years as **Past President**

The statutes also provide for the Board to appoint other Board members to Execom to cover specific responsibilities. The Board has decided that for the present, the following should serve on Execom:

- \* the Publications Secretary (elected by the Board);
- \* the Chair of the Scientific Advisory Committee (elected from and by the Scientific Advisory Committee);

- \* the Chair of the Industrial Advisory Committee (elected from and by the Industrial Advisory Committee).

## **3 - EOS Committees**

### **Executive Committee**

- \* After each Execom meeting, minutes are sent to all Board members.

\* After each Execom meeting a summary of the decisions is sent out by the president to the members of the Scientific Advisory Committee to keep the Learned Societies informed.

\* After each Execom meeting, a summary of the decisions is sent out by the president to the Board Member in charge of the EOS Newsletter. This summary is not the same as for the Advisory Committee.

### **Scientific Advisory Committee**

The members of the Scientific Advisory Committee (AC) are the representatives of the National Optical Societies which are societal members of the EOS.

## **4 - Conferences**

### a) Topical Meeting

\* Every time an EOS topical meeting is planned, the EOS will inform the Scientific Advisory Committee member representing that society asking him for reaction. EOS will also ask the organizer to get in touch with the local learned society inviting it to comment.

\* An EOS representative, usually the chairman of the conference or an EOS member involved in the organization, will give a welcome talk on behalf of the EOS.

\* Assistance: A layout of the cover front page of the Digest is available in A4 format black and white, camera ready with the file in diskette and the references of the colours for the printer.

### b) Sponsorship

When a sponsorship is requested the applicant receives a sponsorship questionnaire to fill in. The completed questionnaire is examined by two Board members in charge of the conferences, usually the Secretary assisted by another Board member who is not an Execom member. They inform the Execom and reply to the request. Procedure and standard letters have been prepared.

In order to provide a well co-ordinated planning of conferences in Europe, please note that the request for sponsorship form has to be received at the EOS secretariat at least nine months ahead of the scheduled event.

If the conference is organised by a society which is not an EOS member, EOS may contact it and offer to designate one person to serve in the organising committee.

An EOS representative will give a welcome talk on behalf of the EOS in conferences sponsored by the EOS.

EOS does not grant any financial support but offers mailing assistance for circulation of the announcements and call for papers.

## 5 - Journal

\* Travel expenses for the EOS representative in the Editorial Board Meetings. The Executive Committee strongly recommends that Editorial Board Meetings of the journal will be held in Europe, except from time to time when there is a compelling reason, particularly in the USA, for the benefit of the JEOS image. In case of meetings outside Europe, EOS needs some additional support for travel. IOPP should cover 50 % of the airplane ticket. This payment will be set against the journal production costs.

\* Honorarium for authors of Review Articles. The Executive Committee agrees that Review Articles will enhance the value of the journal and may lead to an increase in the number of subscribers. As a principle, EOS does not pay authors for Review Articles. There could be exceptions if circumstances require.

## 6 - Technical groups

The EOS has no financial commitment.

1. Technical Groups can be established within EOS to promote European research and collaboration in a particular field of optics.

2. The creation of a Technical Group can be proposed by any individual member of EOS, if supported by at least 9 other individual members of EOS.

The proposition shall be sent in written form to the EOS Board of Directors and shall contain:

- proposed title of the Technical Group
- description of the field
- description of the aims
- procedure for the nomination of a Chairman responsible for the Group

The Board of Directors decides the creation of the proposed Technical Group.

3. All members of the Technical Groups have to be a member of the EOS and to comply to the EOS rules. However for those who do not want to be EOS members, a special reduced fee will be proposed.

Technical Groups do not represent the EOS and cannot legally bind it.

4. Technical Groups should not act against the interests of EOS or any Learned Society member of EOS.

5. The Technical Groups are open to any individual member of EOS.

6. The Chairmen of the Technical Groups report directly to the Board of Directors.

A written report of the activities is sent to the Board at least 2 months before the EOS Ordinary General Assembly.

7. The dissolution of a Technical Group can be proposed by the Group Chairman, or can be decided by the Board of Directors, if the Group is acting against the interests of EOS or if it has not been active for more than one year.

## 7 - Mailing list

\* EOS Mailing list in stick label format can be sent to IOPP for promotion of their publications.

\* EOS will provide membership list on stick label format to commercial organisations if the topic is of some benefit for the EOS members. Decision will be taken case by case by the Executive Committee.

\* The EOS has two mailing shots per year : one in the spring with notice of the General Assembly and one at the end of the calendar year with the call for fees. Updated lists of conferences are sent out twice a year and a membership list once a year with advertising material for the journal.

\* The EOS can accept to circulate to its members leaflets or promotional materials for other journal as information to its members. Decision will be taken case by case by the Executive Committee. In that case, refund for mailing cost will be requested.

## 8 - Directory - WWW politics

A directory will be printed for all members every year.

\* Only corporate members are entitled to connect home page on the EOS server.

\* Job offers of companies or institutions (members or non-members of the EOS) may be published.

\* Looking for jobs (members and non-members) will be not published.

## **9 - Newsletter**

The president of the EOS is ex officio the director of the publication.

One Board member is designated as editor. Before the publication of any issue of the Newsletter, the draft has to be approved by the President of the EOS.