



**INTERNATIONAL UNION FOR VACUUM SCIENCE, TECHNIQUE AND APPLICATIONS AISBL**

**IUVSTA AISBL**

**By-Laws**

**Status** The French text is the definitive version of the By-Laws.

In this document, the term "National Committee" will normally equate to "National Vacuum Society"

**1. MEMBERSHIP**

**1.1 APPLICATION FOR MEMBERSHIP (STATUTES ARTICLE 6)**

Any proposal for membership will be prepared for discussion with the assistance of the Secretary General of the Union.

**1.2 DEFINITE ADMISSION (STATUTES ARTICLE 8)**

With regard to the special case envisaged in Article 5(c) of the Statutes, the Executive Council shall consider the procedure to be followed. In all cases, however, the constituents of the group must be clearly indicated in the application for membership.

**2. RIGHTS AND DUTIES OF MEMBERS**

**2.1 MODIFICATIONS TO NATIONAL COMMITTEES (STATUTES ARTICLE 10(A))**

The Executive Council shall determine whether or not any modification is of such significance that it affects the relationship of the National Committee to IUVSTA. If it should determine that it does, then the relevant General Meeting shall confirm (or, as the case may be, annul) the membership of any member committee having modified its statutes.

**3. GENERAL MEETINGS (STATUTES ARTICLES 11-16)**

**3.1 AGENDA**

Draft Agendas shall be detailed and all proposals to be put to a General Meeting must be stated in a precise manner.

Proposals dealing with the text of the Statutes and the By-Laws shall be circulated in all official languages of the Union.

**4. THE PRESIDENCY (STATUTES ARTICLES 23-25)**

Before the General Meeting at the end of the Period, the Secretary General of the Union shall make, in due time, the necessary contacts in order that the Executive Council may propose a candidate to the General Meeting.

The name of the President proposed by the Executive Council shall form part of the draft Agenda of the relevant General Meeting.

Any other candidatures which may arise shall be submitted by letters addressed to the President of the Union, one copy sent to the President and the other to the Secretary General of the Union at least six weeks before the date of the relevant General Meeting.

The Secretary General of the Union shall inform the members of the Union of the additional candidatures no later than four weeks before the date of the relevant General Meeting.

If the President-Elect has to relinquish his functions in the Union, he or she shall wherever possible tender his or her resignation at least six months before the end of the mandate.

In this case, the Executive Council shall present two candidatures to the relevant General Meeting, one for the Presidency, the other for the Vice-Presidency.

The necessary contacts shall be made by the Secretary General.

## **5. EXECUTIVE COUNCIL (STATUTES ARTICLES 17-22)**

By means of previous contacts with the Chairmen of all Divisions, the President Elect will make certain that the proposed candidates for the Scientific Director and the Scientific Secretary will not be in conflict with the opinion of the majority of the Chairmen of the Divisions.

Any other candidature which may arise shall be submitted by letters addressed to the President of the Union, one copy to be sent to the President and the other to the Secretary General of the Union, at least six weeks before the date of the relevant General Meeting.

The Secretary General of the Union shall, inform the members of the Union of the additional candidatures no later than four weeks before the date of the relevant General Meeting

## **6. SCIENTIFIC AND TECHNICAL DIRECTORATE (STATUTES ARTICLE 29)**

### **6.1 WORKING DIRECTIVES (STATUTE ARTICLE 29(C))**

The working directives shall specify:

- the choice of expert members by the Directorate
- the working methods
- the aims to be attained.

### **6.2 REPORTS**

The Chairman of the Scientific and Technical Directorate (Scientific Director) shall

- make a proposal to the Executive Council concerning the personal objectives which he or she sets up to the time of the Ordinary General Meeting at the end of the Period
- keep the Executive Council regularly informed of the composition of groups,
- inform the Executive Council of any decisions taken.

The general report presented to the Ordinary General Meeting at the end of the Period shall comprise two parts:

- a report of the work carried out during the Period
- a working programme to be accomplished in the forthcoming Period.

## **7. DIVISIONS**

### **7.1 DIVISIONAL COLLEGES**

(a) Each Division shall have a Divisional College composed of delegates nominated for the Period by a National Committee being a member of the Union and no such committee shall nominate more than one delegate to each Divisional College

(b) Those delegates shall be experts in the field of the relevant Division.

(c) In the case of death, permanent incapacity or resignation of such a delegate, the National Committee which had nominated this delegate shall nominate a new delegate as a member of the Divisional College.

## **7.2 DIVISIONAL OFFICERS**

- (a) The Divisional members shall elect a Chairman of the Division for the Period.
- (b) This Chairman shall be chosen from among the members of the Divisional College.
- (c) The Divisional members shall elect a Vice-Chairman of the Division for the Period.
- (d) This Vice-chairman shall be chosen from among the members of the Divisional College.
- (e) The Divisional Committee members shall elect a Divisional Secretary for the Period.
- (f) This Secretary shall be chosen from among the members of the Divisional College.
- (g) In the case of death, permanent incapacity or resignation of one of the officers the Divisional members shall elect a successor for the rest of the Period. Until this election is performed, the remaining officer(s) shall be responsible for administering the affairs of the Division.

## **7.3 DIVISIONAL CHAIRMEN**

- (a) The Chairman shall represent the Division
  - inside the Union, especially within the Executive Council and the Scientific and Technical Directorate,
  - outside the Union, especially in its relations with other international or national scientific and technical societies.
- (b) The Chairman and the Division are responsible for the conduct of all current business of the Division.
- (c) In particular, the Chairman shall submit a written report to the Executive Council and the Divisional College members at each meeting of the Scientific and Technical Directorate and the Executive Council.
- (d) Wherever practicable and certainly in respect of basic and important questions, the Chairman should consult the Divisional College as a whole.

## **7.4 DIVISIONAL ELECTIONS**

- (a) Four months before the date of the Ordinary General Meeting at the end of the Period, the Secretary General shall request Members to nominate Members of the various Divisional Colleges (Section 7.1 (a)).
- (b) Two months before the date of the Ordinary General Meeting at the end of the Period, the Scientific Secretary shall send a communication to the Current Chairs of the relevant Divisional College to initiate the electoral process of By-Law **7.2**.
- (c) The electoral processes shall be completed as soon as possible, but in any case not later than three weeks before the date of the said General Meeting.
- (d) The persons so elected shall assume their offices at the occasion of the said Ordinary General Meeting.
- (e) Their predecessors shall be responsible for any activities of the Division concerning any International Congress accompanying the said Ordinary General Meeting.

## **8. RELATIONS WITH INTERNATIONAL SCIENTIFIC COMMITTEES**

### **8.1 CONCLUSIONS OF PROTOCOLS WITH INTERNATIONAL SCIENTIFIC COMMITTEES**

The Executive Council may provisionally conclude protocols with well-established international scientific committees providing for the association of those committees with the work of the Union. Such protocols shall be subject to ratification by a General Meeting.

## **8.2 TERMS OF PROTOCOLS**

In addition to any other terms whatsoever, each such protocol shall provide:

- (a) In principle, for a financial agreement between the Union and the Committee.
- (b) For the presentation of a report on the work of the Committee to the General Meeting.
- (c) For the appointment by the Committee of an observer to participate in meetings of the Executive Council.

## UPDATE HISTORY

The Union underwent major legal changes in 2011. These changes are implemented in the present version of this document. Nonetheless smaller updates will continuously and incrementally change the content of this document. To keep track of these changes the following **Update History** was created.

Christoph Eisenmenger-Sittner  
Secretary General 2013-2016

Date:

February 2015

Updated Item:

Divisional structure:  
removal of the requirement to elect a Committee from among the members of a Divisional College as nominated by the Member Societies. Ratified by GM-18, September 2013