

Rules and Code of Practice of the European Optical Society

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

Second modification done by the Board of Directors and changes accepted by the General Assembly, Delft October 2018.

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.

This 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 and house rules.

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. 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 Board appoints two EOS members to guarantee the regularity of the election – an

Election Officer and a Deputy Election Officer. They will be asked to serve by the President or the Executive Director.

2) The Election Officer contacts all members who are eligible for a second term of office and checks whether they are willing to stand for re-election.

3) Nominations for the Board are opened nine months before the General Assembly and closed three months later. If the nomination is made by letter, this letter must be signed by all three (or more) members making the nomination (though separate letters are, of course, permitted). In the case of email nominations, separate emails are required from the three (or more) members making the nomination.

Nominations of candidates are to be sent to the Election Officer, who will be responsible to receive and to control them, and to send the final list to the secretariat six months before the date of the General Assembly. If the number of nominated candidates is equal to or less than the number of members to be replaced, then they are automatically elected; if the number is larger, then balloting is carried out electronically.

4) The election is supervised by the Election Officer and the Deputy Election Officer. The Election Officer immediately informs the candidates of the result of the election by email and checks that the successful candidates are still willing to serve. The Board and the membership are then informed, though the official announcement is made at the General Assembly, which is when the new Board takes over.

Elections for the Executive Committee

* Elections are held during the Board meeting held in conjunction with the General Assembly.

* 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 alternatively 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 Chair of the Scientific Advisory Committee (elected from and by the Scientific Advisory Committee, elections are held every two years);
- the Chair of the Industrial Advisory Committee (elected from and by the Industrial Advisory Committee, elections are held every two years);

The EOS President can invite external guests to meetings of the Execom or the Board, such as the Editor in Chief of the JEOS:RP.

President resignation

In case the EOS President resigns during his mandate the Execom members designate among the elected members of the Execom, an Interim President. The former President automatically leaves the Board. The interim President combines his previous function in the Execom with the Presidency. He has only single voting rights as any other Execom member.

3 - EOS Committees

Executive Committee

The President is the first among equals among the members of the Execom. Decisions taken by the Execom and proposals to be decided upon by the Board have to be agreed upon by the Execom.

* 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 Scientific Advisory Committee Chair to the members of the Scientific Advisory Committee and to the Presidents of Branches and affiliated societies to keep them informed. The chair of the Industrial Advisory Committee sends out a summary of the decisions taken during the Execom to the members of the Industrial Advisory Committee.

* 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 Scientific Advisory Committee.

The secretary of the Board is responsible for contacts with the Boards of the national societies of EOS, both branches and affiliated societies. These Boards will be kept informed by the secretary of decisions of the Execom and Board of the EOS and of any other relevant issues.

Advisory Committees

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

* The members of the Industrial Advisory Committee (IAC) are chosen by the IAC, among the employees of EOS corporate members.

4 - EOS subsidiary (EOS oy)

In 2014, EOS Society created a commercial company in Finland, named "EOS oy", under the Finish law. The company EOS oy provides support for the EOS Society, the secretariat tasks and manages the main activities for the EOS Society such as meetings and workshops. The Society is the sole shareholder of the EOS oy.

The EOS oy company has a Board of 4 Directors, all mandated by EOS to represent the interests of EOS at the EOS oy Board. The EOS President, Past President, President Elect and Treasurer are ex-officio members of the EOS oy Board. If one of these is forbidden by national law to fulfill this duty, he/she should be replaced by another EOS Board member and the EOS Board should agree with the replacement.

The Company Director of EOS oy has access to the EOS-account but cannot alone perform a financial transaction on the EOS bank accounts. A four eye principle has to be maintained for all these transactions; Two out of the three persons having access to the account have to sign each transaction. Besides the EOS oy Company Director, the EOS treasurer and another Execom member, preferably the EOS President, designed by the Execom, have access to the EOS account.

5 – Conferences

a) The (bi)annual EOSAM should preferably move from year to year to different parts of Europe. The scientific organization, in particular the choice of topics and the organization of the TOMs, is a shared responsibility of the entire EOS Board of Directors. National Societies of the territory where

EOSAM is held should help in the organization of the event.

b) Topical Meeting

* Every time an EOS topical meeting is planned in a country of an EOS Branch or Affiliated society, the EOS will inform the 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 and help in organizing the event.

c) Sponsorship

When a sponsorship is requested the applicant receives a sponsorship questionnaire to fill in. The completed questionnaire is examined by an Execom member in charge of the conferences who then replies to the request. Standard letters have been prepared. If the applicant is a branch or affiliated society, a request for sponsorship should usually be granted.

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.

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

6 - Journal

*The publication of the "Journal of the European Optical Society: Rapid Publication" was contracted to Springer International Publishing AG. It was agreed that all the intellectual property associated to this Journal remains the property of EOS. In consultation with Springer, EOS, through the Execom, nominates the Editor in Chief.

7 - 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. It is preferable that Technical Group is linked to and helps sustaining a Topical Meeting of the EOS.

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.

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.

3. 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 for anyone to
join.

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

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.

8 - Mailing list

* EOS can provide membership list to commercial
organisations if the topic is of some benefit for the
EOS members and provided that it complies with
the EU General Data Protection Regulation.
Decision will be taken case by case by the
Executive Committee.

* EOS sends its National Optical Societies annual
notice about the General Assembly and the call for
fees. A biannual Newsletter is sent to the National
Optical Societies as information on activities within
the EOS. In addition, a monthly electronic
Newsletter is sent to members with information on
current issues and upcoming events.

* 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.

9 – Newsletter in partner journals or magazines

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