

By-laws

Rules regarding budget

1. Purchases can be made or ordered by the President, the Vice President and by the EMA Officers.
2. Any payment must be approved by either the President or the Vice President as well as by the Treasurer. In case the President (Vice President) has some expenses, the Vice President (President) will approve. If the President or Vice President is not available, any Officer can give their approval.
3. Purchasing orders with amounts larger than €1,000 must be approved prior to submission. They must be approved by either the President or the Vice President as well as by the Treasurer. In case the President (Vice President) wishes to submit such an order, the Vice President (President) will approve. If the President or Vice President is not available, any Officer can give their approval.
4. The treasurer keeps track of all payments, including the name of the requester and the name of the person (President, Vice President or Officer) who approved the payment. This information is part of the annual budget review.
5. The EMA bank account is in Rome.
6. Upon request and budget approval by the GC, the EMA provides institutions organising JEMS with an advance payment. After the JEMS conference, the loan is repaid to the EMA, together with a minimum of 50% of any budget surplus. In the case of a deficit, the EMA shares 50% of this deficit, however not exceeding the initial loan. Upon request and budget approval by the GC, the EMA supports the ESM financially. Any budget surplus of ESM is used to support future editions of the School.

Officers

The role and general rules for Officers are described in the Statutes. Here we list the different positions of Officers.

1. **The Officer for Honours and Awards** organises the call, the collection of nominations, and the designation of laureates for the EMA awards. The Young Scientist Award is awarded every year to a young scientist for theoretical or experimental work performed mostly in Europe, in the fields of fundamental or applied magnetism. The Dominique Givord Award for Advancing Magnetism in Europe is awarded every three years to an excellent scientist (or a group of at most three excellent Scientists), who has (have) significantly helped to push forward magnetism research and the magnetism community in Europe.
2. **The Officer for Higher Education** is in charge of educational issues and actions within the EMA. This includes the European School on Magnetism (ESM), a key action of the EMA. The mission of the ESM is higher education of young European scientists in the field of Magnetism, while promoting networking and creating effective links between academics and the industry. The Higher Education Officer acts as General Chair of the ESM, and is assisted by a Steering Committee to define the general strategy of the school, and a scientific advisory committee to provide advice on the detailed program and lecturers at the schools.
3. **The Officer for the Joint European Magnetism Symposia** is the President of the International Advisory Committee (IAC) of JEMS, elected by the IAC among its members. This Officer coordinates the IAC, and its relationships with both the local organizers of JEMS sessions, and the EMA through the President and the General Council.

4. **The Officer for Digital Networking and Carbon Footprint** conducts actions to raise the awareness of our community on its professional carbon footprint, and to identify and tackle the carbon footprint related to the EMA itself. This Officer also leads a series of online seminars and lectures to contribute widely to the dissemination of research results and the scientists conducting them, while maintaining a low carbon footprint.
5. **The Officer for Industrial Relationships** actively fosters the links between the academic and the private sectors in Europe.
6. **The Officer for Communication** is in charge of the EMA communication activities. This includes the website, newsletter, graphical supports, and possibly others. The Officer for Communication may be assisted by a Scientific Secretary.
7. **The Officer for Gender and Equity.**

Rules regarding committees

1. Regular General Council meetings are announced at least four weeks in advance. In case of absence, any GC members may delegate their votes to another GC member by email or any other written communication sent to, and reaching the President at least one week prior to the meeting. A GC member may be delegated no more than two such votes.

Rules regarding internal documents

1. All formal internal documents issued by the President, Vice President, the Treasurer or an Officer, are made public to the President and Vice President. Among these are minutes of meetings, annual reviews and reviews of specific events, when these exist, etc.
2. All EMA documents are kept long term:
 - a. All electronic documents are archived in a cloud, with read/write access to both the President and Vice President. A part has read/write access for Officers as well.
 - b. Physical documents are kept by the President, and transferred to a new President after each election.

Membership

Registration is open to individuals. It is free and comes with neither obligation nor advantage. Registration expresses the support of the EMA. Registration is open through the web site of the EMA (<http://magnetism.eu/ema/register>)

Revision in the by-laws

A Revision of the Statutes may be requested by any member of the General Council. The approval of a revision requires a simple majority vote during a GC meeting.