

## By-laws of the European Magnetism Association

Based on the version discussed by the online Council 8 December 2020, adopted following an Email vote on 9 March 2021, and modified by Council 26 July 2022.

### Rules regarding budget

1. Purchases can be made or ordered by the President, the Vice President and the Treasurer, and by 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) needs to approve. If the President or Vice President is not available, any Officer can give their approval.
3. Purchase orders greater than €1000 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) needs to 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 bank account of the ASSOCIATION is located in Strasbourg.
6. Upon request and budget approval by the GC, the ASSOCIATION provides institutions organising the JEMS with a loan in the form of an advance payment. After the JEMS conference, the loan is repaid to the ASSOCIATION, together with a minimum of 50% of any budget surplus. In the case of a deficit, the ASSOCIATION shares 50% of this deficit, however not exceeding the initial loan. Upon request and budget approval by the GC, the ASSOCIATION supports ESM financially. Any budget surplus of ESM is kept by the ASSOCIATION.

### Officers

The role and general rules for Officers are described in the Statutes. The list of Officer positions is given below.

1. **The Officer for Honours and Awards** organises the calls, the collection of nominations, and the committee for the designation of laureates for the awards of the ASSOCIATION. 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 ASSOCIATION. This includes the European School on Magnetism (ESM), a key action of the ASSOCIATION. The mission of the ESM is higher education of young scientists in the field of Magnetism, mostly working in Europe at the time of the School, while promoting networking and creating effective links between academia and 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 programme and selection of lecturers at the Schools.

3. **The Officer for Carbon Footprint** conducts actions to raise the awareness of the Magnetism community about its professional carbon footprint, and to identify and tackle the carbon footprint related to the ASSOCIATION itself.
4. **The Officer for Digital Networking** conducts actions to connect individuals at a distance, *e.g.*, via online seminars and the online part of hybrid events.
5. **The Officer for Gender and Diversity** addresses potential biases based on gender or minority group status. The Officer is involved in all aspects of the ASSOCIATION in which a bias may exist, either in general activities such as elections, or events such as the JEMS and the ESM.
6. **The Officer for Industrial Relations** actively foster links between academic and private sectors in Europe.
7. **The Officer for Communication** is in charge of communication activities of the EMA, including the website, the newsletter, social networks and graphical supports. The Officer for Communication may be assisted by a Scientific Secretary.

## Rules regarding documents of the ASSOCIATION

1. All formal internal documents issued by the President, Vice President, the Treasurer or an Officer, are communicated 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 documents of the ASSOCIATION are conserved:
  - a. All electronic documents are archived in a cloud, with read/write access to both the President and Vice-President. Every Officer has a dedicated sub-folder with read/write access. All Officers have read access to all documents, except for a specific sub-folder of use solely by the President and Vice-President.
  - b. Physical documents are conserved by the President, and transferred to the new President after each election.

## Membership

1. Registration of Individual Members is available via the web site of the ASSOCIATION (<http://magnetism.eu/ema/register>).
2. Registration of Member Organisations is available upon request to the President of the ASSOCIATION ([ema@magnetism.eu](mailto:ema@magnetism.eu)).
3. The fees due for supporting membership are set at zero.

## Revision of the By-laws

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