

Constitution of the
INTERNATIONAL SOCIETY FOR μ SR SPECTROSCOPY
(ISMS)

August 1, 2020

Article 1: Name

This non-profit Society shall be called the International Society for μ SR Spectroscopy (ISMS).

Article 2: Objectives

The purpose of the Society shall be the advancement of muon spin rotation, relaxation and resonance (μ SR) Spectroscopy worldwide. Pursuant to this purpose the ISMS shall undertake the following:

- 2.1 Identify and bring together the μ SR community on all continents.
- 2.2 Promote the scientific exchange of ideas in the field of μ SR Spectroscopy through International Conferences, Meetings and Internet communications.
- 2.3 Cultivate relations with other Societies in related disciplines.
- 2.4 Provide a central voice for the μ SR community with respect to government and other funding agencies, international scientific organisations and other bodies of relevance, and provide advice to these funding agencies, societies *etc.*
- 2.5 Identify the needs of the μ SR community, including future requirements for instrumentation and sources and optimal access to these sources, and to represent these needs to the institutions operating μ SR facilities.
- 2.6 Carry out educational activities and stimulate, promote and broaden the knowledge and use of μ SR spectroscopy by organizing schools, workshops, courses and seminars.
- 2.7 Promote young scientists in the field of μ SR spectroscopy and provide a Young Scientist Award for outstanding work in the field of μ SR spectroscopy. In exceptional cases a Senior Scientist Award may also be given.

Article 3: Membership

- 3.1 The Society is open to any individual interested in μ SR spectroscopy and/or in furthering and assisting the achievement of the objectives of the Society.
- 3.2 Membership shall be approved by the Executive Committee. (See Article 5.)
- 3.3 Members are obligated as a matter of principle to pay an annual contribution (fee), the level of which will be determined by a vote of the general Membership, either at a General Assembly (see Article 6) or *via* E-mail balloting. The membership fee may be reduced or waived for certain categories of members (*e.g.* students). The Executive Committee shall determine the logistics of fee collection.

Article 4: Organization

- 4.1 The Society consists of regional divisions or Chapters. The initial number of Chapters is 3, covering:
 - (i) Europe (including Russia), the Middle East and Africa
 - (ii) North and South America (including possessions elsewhere)
 - (iii) Asia (Japan, India, China, . . .), Australia and New Zealand.
- 4.2 Each Chapter elects from its regional Membership one representative as Vice President into the Executive Committee. (See Article 5.3)
- 4.3 The number of Chapters may be changed as deemed necessary. The Executive Committee may take the initiative on its own or by request from 20% of the Membership at large. The number of representatives (Vice Presidents) in the Executive Committee will be changed accordingly.
- 4.4 The regional Chapters may form their own organizations and may adopt subsidiary Constitutions, subject to approval by the Executive Committee.

Article 5: Executive Committee, Officers, Duties

5.1 Executive Committee

The management of the ISMS, including its day-to-day operation, shall be vested in an Executive Committee which controls and bears responsibility for the Society's funds. The Executive Committee shall consist of the President, President-Elect, the Vice Presidents (representing the Chapters), the Secretary, the Treasurer and the Electronic Communications/Internet Administrator. In addition the acting chairperson of the next International Conference on μ SR Spectroscopy shall be a member of the Executive Committee; however, if she/he is not one of the regular officers, her/his voting privileges shall be restricted to Conference issues.

5.2 Officers

5.2.1 President

He/she shall represent the Society, administrate the Society's general affairs, convene and preside at all meetings, and conduct other business necessary for the Society. Any member may be elected as President.

5.2.2 **President-Elect**

He/she shall assist the President as mutually agreed, and act in place of the President if the latter is unable to perform his/her duties. Any member may be elected as President-Elect.

5.2.3 **Vice-Presidents**

They shall assist the President as mutually agreed and act in place of the President if the President and President-Elect are unable to perform their duties. Any member may be elected as Vice-President.

5.2.4 **Secretary**

The Secretary shall be in charge of maintaining the files and records of the Society (except those required to be kept by the Treasurer) and keeping minutes of meetings. He/she shall keep track of the Membership, be in charge of recruitment of new members and oversee balloting for officers. The Secretary shall be appointed by the President.

5.2.5 **Treasurer**

He/she shall be responsible for the financial affairs of the Society and shall keep the necessary files and records. Any member may hold this office.

5.2.6 **Electronic Communications/Internet Administrator**

He/she shall be responsible for the setup, maintenance and administration of all electronic communication means, including a Web site, associated security measures *etc.* He/she shall be appointed by the President after consultation with the Vice Presidents.

5.2.7 **Terms of Office**

Each officer is elected for a three-year term which may be renewable. The President may not serve for more than one consecutive term. The President-Elect serves for three years, after which he/she assumes the office of the President.

5.3 **Elections**

The Secretary, on behalf of the Executive Committee, will be in charge of organizing elections of the President, President-Elect, the Vice Presidents and the Treasurer at least every three years; usually in concurrence with the meeting of the General Assembly at the International μ SR Conference, or *via* the ISMS Web site or by equivalent means. Nominations shall be solicited from the general Membership. Vice Presidents shall be elected only by that fraction of members belonging to the respective Chapter.

5.4 **Special Duties of Executive Committee**

- 5.4.1 Promotion and supervision of international μ SR Conferences. Appointment of International Advisory Committees in collaboration with the designated Conference chairpersons.
- 5.4.2 Promotion and supervision of μ SR schools, seminars *etc.* in collaboration with the regional Chapters.
- 5.4.3 Promoting the cause of μ SR by maintaining contact with funding agencies and other national and international science fora.
- 5.4.4 Appointing special selection committees for the ISMS Young Scientist and Senior Scientist Awards.
- 5.4.5 Appointing special committees to address issues such as compatibility of data formats, exchange of data, worldwide access to data analysis software, compatibility of instrumentation *etc.* Facilitating common technical developments and joint purchases. The Executive Committee is obliged to respond to requests from the general Membership.

Article 6: General Assembly

- 6.1 A General Assembly shall be organized by the Executive Committee and convened in conjunction with the International μ SR Conference, preferably every three years. The agenda for the General Assembly shall be devoted to future developments and important issues concerning the Society, including the election of the Executive Committee officers. Written notification shall be given to the Membership well in advance of the meeting.
- 6.2 If, for some reason, it is not possible to conduct a General Assembly in which the Membership is physically present, a substitute forum shall be arranged on the Internet by the Executive Committee.

Article 7: Internal Communication

The business of the Society in the years between Conferences, as well as communication between members and between members and the Executive Committee, shall be mainly organized *via* internet communication such as e-mail exchange, video conferencing, and by providing a home page. The Members database is maintained by the Secretary.

Article 8: Miscellaneous Provisions

8.1 Office of the Society

The Office of the Society shall be established at an address determined by the Executive Committee.

8.2 Financial Year

The financial year of the Society shall be the same as the calendar year.

8.3 Audit

The accounts of the Society shall be reviewed annually by an elected member of the Society who shall not be a member of the Executive Committee. A report shall be presented to the Executive Committee and reported to the membership. The Auditor shall be elected for three years, normally within one month following the election of the Executive Officers.

8.4 Affiliations

The Society may maintain affiliations with other appropriate organisations.

8.5 Amendments

Any provision in the Constitution may be amended or repealed by a two-thirds majority of the Members casting ballots in a mail ballot (or *via* a secure electronic ballot on the ISMS Web site).

8.6 By-Laws

By-Laws, which define procedures that may be required but which are distinct from the Constitution, may, from time to time, be changed or established by a unanimous vote of The Executive Committee.

8.7 Dissolution

The Society may be dissolved by a two-thirds majority of those members casting ballots in a mail ballot (or *via* a secure electronic ballot on the ISMS Web site). In that event the assets of the Society will be distributed by the Executive Council in a manner consistent with the non-profit status of the Society.