

EUROPEAN AEROSOL ASSEMBLY

CONSTITUTION

I Aims and Objectives

1. To provide a forum for co-operation between National Aerosol Societies based in European countries.
2. To establish a common policy on the running of the European Aerosol Conference.
3. To co-ordinate the timetable of national meetings.
4. To establish the position of the Journal of Aerosol Science as the Journal of all European societies.
5. To act as the point of contact for non-European organisations where the IARA route is inappropriate.
6. To facilitate the flow of information between the European societies.
7. To encourage and facilitate the development of education in the field of aerosol science within the E.U.
8. To facilitate the formation of specialist working groups, where these are requested by member organisations.
9. To act as a focus in lobbying the E.U. and other funding organisations to encourage the growth of research in the field of aerosol science and technology.

II Membership

1. The members of the Assembly are:

Gesellschaft für Aerosolforschung e.V. (GAeF) - Germany [founding member]
The Aerosol Society (AS) - United Kingdom and Ireland [founding member]
Association Française d'Etudes et de Recherches sur les Aérosols (ASFERA) - France [founding member]
Nordic Society for Aerosol Research (NOSA) - Sweden [founding member]
The Dutch/Belgium Aerosol Society - The Netherlands, Belgium [founding member]
The Finnish Association for Aerosol Research (FAAR) - Finland [founding member]
Israel Association for Aerosol Research (IAAR) – Israel [elected 1997]
Hungarian Aerosol Society (HAS) – Hungary [elected 1999]
Czech Aerosol Society (CAS) [elected 2002]
Spanish Society for Aerosol Research [elected 2007]
Hellenic Association for Aerosol Research (HAAR) – Greece [elected 2006]
Societa Italiana di Aerosol [elected 2009]

(i) It shall be open to any other European Aerosol Society to apply for membership of the Assembly. All applications for membership shall be referred to the Council of the Assembly. Membership shall only be granted following a majority vote in Council.

(ii) Those countries with societies and institutions which, for a substantial period of time, have been making major written contributions to the scientific literature in the field of aerosol research are encouraged to form Representative Organisations. Such Representative Organisations will be considered for membership upon submission of a written application to the President of the Assembly. To be eligible for voting membership a Representative Organisation must:

- Be a scientific society committed to the support of research in the field of aerosol science.
- Have held at least one meeting a year for the last three years. A national Representative Organization which held one or two meetings during the last three years may be granted membership in EAA if during this period it coordinated significant aerosol activities (workshops, organization of international conferences, national/international projects, forums, consortia, etc.)
- Have a current membership of at least 50 members.

(iii) The Representative Organisation may be a national organisation or, if several countries wish to group together to meet the membership requirements, a regional or multi-national organisation.

(iv) The written application for membership shall clearly identify the Representative Organisation as to its name, its official address, any other societies and institutions it represents, the kind and number of its members, and the name of its President. If possible the name(s) of the person(s) who will form the first delegation should be included. There may also be furnished such supporting evidence of its qualifications as a Representative Organisation as those preparing the application deem to be appropriate. The applicant shall supply any additional information requested by the Assembly.

(v) Upon receipt of an adequate written application for membership, the President shall circulate the application to delegates and place it on the agenda for the next meeting.

(vi) Organisations which do not satisfy the requirements of independence, length of time in existence or number of members, but which are deemed to be representative of a country or region, may be accepted as a non-voting observer. Observers will have the same rights and responsibilities as members except that they will have no vote. They must follow the same application protocol, as that required for voting membership, to achieve observer status.

2. The membership of a society may be suspended or revoked by a majority vote in Council.

III Council of the Assembly

1. The Council of the Assembly shall consist of two representatives of each of the participating societies together with a, non-voting, representative from the specialist working groups. Each society may cast only one vote for each decision on which a vote is called for in the Council. In the event of a tie, the President has the casting vote.
2. The Council shall meet at least once each year. The principal annual meeting shall coincide with the European Aerosol Conference, the International Aerosol Conference or an agreed national conference. With the exception of those years when the International Aerosol Conference is held outside Europe, all meetings shall be held in a European country unless prior written agreement is obtained from all the member societies.
3. A meeting of the Council shall be quorate when at least one member from more than 50% of the membership is present (For example with six member organisations representation from four would form a quorum. If there are nine members five would form a quorum).
4. The Council shall have a President and a General Secretary. These offices will be held by the President and General Secretary of one of the member societies. Both the offices shall be held by the same society during one office holding period.
5. The offices of President and General Secretary shall be held sequentially by each of the member societies in turn. Each society shall hold the offices for a period of two years. The office holding periods shall begin and end at a principal annual meeting and an Assembly year shall be deemed to be the period between principal annual meetings.
6. During each period the office holding society shall arrange for the provision of such organisational and administrative services as may be required to run the Assembly.

IV Finance

1. If the Council of the Assembly resolves that funds are required for administering the Assembly then:
 - a) The costs of administering the Assembly shall be funded by the member societies on an annual basis. Each society shall contribute an equal proportion of the agreed budget.
 - b) A budget for each year shall be produced by the office holding society for that year. It shall be produced and circulated to each of the member societies at least eight weeks prior to the principal annual meeting.
 - c) The budget shall only include items associated with the organisation and administration of the Assembly. All other activities are to be self-financing or to be supported by other funds or grants.

- d) Any objections to the budget must be registered at least two weeks prior to the meeting. To sustain an objection at least one representative of the society registering the objection must attend the principal annual meeting. The budget shall only be deemed to be agreed if it has been unanimously approved by those attending that meeting.
- e) If no agreement on the budget can be reached then the Assembly shall be suspended until an appropriate financial provision is agreed.
- f) Once a budget has been agreed member societies must transfer the appropriate funds to the office holding society within eight weeks. Any society failing to provide the agreed funding shall be automatically suspended from membership.
- g) The office holding society shall also control any funds granted to the Assembly by other organisations and ensure that they are used in the manner agreed by the Council.
- h) If changes in circumstances make it necessary then the office holding society may submit a supplementary budget which would require approval by the same mechanism as the original budget.
- i) The office holding society shall hold all Assembly funds in a separate bank account or accounts. At the end of each office holding period the office holding society shall provide the Council with professionally audited accounts for the period. All surplus funds shall then be transferred to the custody of the next office holder.
- j) In the event of the winding up of the Assembly all remaining funds shall be divided between the member societies.

V The European Aerosol Conference

1. A European Aerosol Conference shall be held annually except in those years in which there is an International Aerosol Conference.
2. The Council shall consider proposals from regular National Member societies for the running of the European Aerosol Conference, prepared in accordance with guidelines specified in the Appendix. The Council shall agree on conference venues such that there are always at least two conferences in planning.
3. The organisation and financing of the conference shall be the responsibility of the host society. The Council will review the organization of European Aerosol Conference as specified in the Appendix.
4. The host society shall form an advisory panel to assist the local committee in the planning of the conference programme. The advisory panel shall include a representative from each of the working groups that are currently active.

VI The Journal of Aerosol Science

1. The Journal of Aerosol Science shall be adopted as the Journal of all the member societies.
2. The Council shall, as appropriate, negotiate with the owners of the Journal the terms and conditions for the sale of the Journal to individual members of the participating societies.

VII National Meetings

1. All member societies shall undertake to keep the General Secretary informed of all planned national meetings. The General Secretary shall keep an updated timetable of these meetings, together with non-European meetings, and disseminate this information in an appropriate way.
2. Member societies shall be encouraged to make full use of this information when planning their national meetings so as to avoid coincidence of meetings on similar subjects or which may attract similar audiences.

VIII Specialist Working Groups

1. When there is agreement on the part of at least three member societies, that there is a need for a European specialist working group, then the Council shall arrange for such a group to be formed. A clear and concise mission statement, including name and scientific scope of the new working group shall be the basis for the formation of a new EAA-working group. Working groups will be renamed by the council if the majority of the members of the working group request the change of the working groups name and a suitable mission statement is suggested. In case of insufficient participation of scientists in a working group, the council will decide if this working group shall be re-focussed, fused with another working group or terminated at all.
2. The Council shall appoint the first chair of the newly founded working group and shall ensure that all member societies are informed of the formation of the group and invite them to submit names of those who would wish to participate.
3. **Tasks of the working group chair:** The organisation of the working group shall be the responsibility of the chair. However, the President shall ensure that information on the activities of the groups is disseminated to the member societies. The chair will ensure that the tasks of the working group are performed as outlined below. The chair actively promotes the public relations of the working group via the EAA-Homepage and other EAA-related publications.
4. **Annual Working Group Meeting:** The Working Group will hold an annual meeting during the European Aerosol Conference (EAC). The organising committee will include the annual meetings into the conference program. The chair of the

working group will prepare an agenda of the Annual Meeting and invite the members at least 4 weeks in advance. The main purpose of this meeting is to prepare the contributions of the working groups for the next EAC and to discuss subjects of general interest to the working group. Minutes of the annual meeting will be kept and disseminated to the president of the EAA and the speaker of the Working Groups.

5. **Election of Chair and Co-Chair:** During the annual meeting each working group will elect a chair and a co-chair. The chair will be elected for a two-year term, which is extended to three years if and when the original two-year term coincides with an International Aerosol Conference being held outside Europe. The term may be renewed once.
6. **Annual Meeting of the chairmen of the working groups:** The chairmen of the working groups will hold an annual meeting during the European Aerosol Conference. The organising committee will provide sufficient time and conference space for the annual meeting of the chairmen. Minutes of the annual meeting will be kept and disseminated to the President of the EAA and the speaker of the Working Groups. The chairs and co-chairs of the working groups shall elect a speaker as representative of all the working groups. The speaker of the working groups is elected for a term of two years, which is extended to three years if and when the original two-year term coincides with an International Aerosol Conference being held outside Europe. The term may be renewed once.
7. **Representation of the Working Groups in the Council of the Assembly:** The Speaker of the working groups participates in the Council of the Assembly as a voting member. The speaker of the working groups brings forward the proposals of the working groups to the Council of the EAA.
8. **Conference Program:** Each working group shall be responsible for assisting the national society, hosting the European Aerosol Conference, in soliciting papers in their subject area. The working groups are responsible for submitting the list of conference topics to the organising committee, to suggest special sessions and specialist workshops in their area of expertise and to suggest the chairmen and co-chair of the scientific sessions to the organising committee. The organising committee will prepare the final conference program in close co-operation with the working groups and provide sufficient conference time.
9. **Independent review of the conference papers:** Each working group shall be responsible reviewing the papers in their respective subject area. The review of the papers will be conducted by a review panel consisting of distinguished scientists from each working group. The chair of each working group will appoint a suitable number of members of the review panel. The chair of the working group receives the abstracts from the organizing committee and distributes the abstracts to the members of the review panel. The abstracts will be reviewed by review panel according to originality, technical merit and clarity. A proposal regarding oral or poster presentation will be provided. The results of the review will be transmitted to the organizing committee and to the speaker of the working groups. Besides

organisational preferences the results of the independent review are the main basis for the preparation of the conference program.

10. **Best Poster Award:** The “best poster prize” is awarded by the EAA working groups and sponsored by the organizing committee of the conference. The posters will be selected according to scientific quality of the materials presented [50%], the clarity of the message being conveyed by the poster [25%] and the overall design of the poster and its impact from a distance [25%]. The best poster will be selected by a committee consisting of the speaker of the working groups, a member of the organising committee and up to 5 members from different working groups. The chair of each working group pre-selects 5 posters of highest scientific quality from the abstracts submitted until the submission deadline. The selection committee inspects and rates the pre-selected posters with respect to the poster prize criteria. Up to ten poster prizes will be awarded in total and each working group will receive the number of poster prizes proportional to the number of abstracts in this working group. The poster prizes are presented by the speaker of the working groups. The award consists of a certificate signed by the conference chair and the speaker of the working groups and a check over the sum of 100 €. The organising committee of the European Aerosol Conference will provide the prize money out of the conference budget.

IX Awards

1. The Council will oversee the awarding of the Junge Memorial award. The Junge award is intended to recognize the outstanding research contributions of an individual, who has shaped a completely new field of aerosol science and/or technology.

X Change to the Constitution


1. Once ratified this constitution may only be changed with the approval of at least two thirds of the member societies.
2. Proposals for changes must be notified at least eight weeks prior to the meeting at which they are to be discussed. Member societies may register their votes in Council or by post, prior to the meeting.

Appendix for the EAA Constitution
Rules for the submission and evaluation of proposals for hosting EAC Conferences

The selection of the location and the hosting Aerosol Organizations for the European Aerosol Conferences is done by the EAA at its annual meetings. The selection is done at least three years before the conference takes place.

Submissions must be sent to the EAA president no later than two months before the EAA meeting date. By this date the president circulates the information to all EAA member organizations.

The proposal must contain the information listed below. This information should be based on quotations of prices or their realistic estimates, and prepared with foresight for future rise of prices. It is assumed that the actual conference fees will only deviate slightly from the fees appearing in the proposal.

After the conference has taken place the EAA Council evaluates the conference organization including the registration fees and possibly the conference budget. If the registration fees significantly exceed (above 20%) the figures appearing in the proposal, the Council must be informed about the reasons for that deviation. **In the case that the reasons for the increased fees are found unjustified or unacceptable by the Council, it may vote for not accepting proposals from the responsible National Aerosol Association for hosting European Aerosol Conferences for the next 10 years.** 

Information required in proposals for EAC conferences

Dates and venue

Program structure: sessions, invited lectures, meetings

Short description of facilities

Size and number of lecture rooms

Size of poster area and number of poster stands available

Size of the exhibition area

Arrangements for lunch

Conference dinner: venue and price (regular and Students')

Accommodation: hotels/rooms available and price range
Student's accommodations (if available)

Non scientific program: welcome party
Events e.g. tours, receptions, concerts, etc.

Breakdown of costs should include (i) Renting of conference facilities (poster stand, audio-video equipment, etc), (ii) Organizing social events (iii) Salaries for (secretaries, technical support during the conference, manning the registration office), (iv) Printing (flyers, posters and announcements, conference proceedings), (v) Miscellaneous (Post mail, Telephone, Security, Cleaning, Welcome Party, Coffee breaks, Invited speakers, Public transportation, Student support program, Support program for participants

Income items should include (i) Conference fees (regular, EAA members, students) (ii) Expected financial (and other) support by city, government, companies (iii) Expected income from exhibition having limited travel funds