

By-laws

Netherlands Society for Evolutionary Biology, NLSEB

Registered by the Chamber of Commerce, KvK 70665379

Article 1 Tasks and operational procedures of the Board

1. The Board meets at least two times a year.
2. Decisions by the Board require the presence (in person or in a distance call) of at least three Board members in the meeting. In the event of a tie, the vote of the president shall be decisive.
3. Board meetings are chaired by the president, but he or she can appoint another Board member to take over the duty. It is the president's designated task to implement the objectives of the Society, as described in Article 3 of the Constitution.
4. The Secretary keeps a membership register and makes a summary list of the decisions taken in Board meetings. The secretary processes and archives all correspondence, and informs the Board accordingly.
5. The Treasurer oversees the cash flow, and the balance of income and expense, and is responsible for an annual financial report reflecting the actual financial status of the Society. Expenses larger than € 1000,- require co-signature by the President. The President also co-signs the budget for the annual meeting.
6. One of the Board members acts as a liaison to the European Society of Evolutionary Biology and ensures adequate mutual exchange of information.

Article 2 Accountability of the Board

1. The Board provides a report of its activities during the previous financial year to the General Assembly including at least the items listed below. These items or some of them may be provided to members in digital form.
 - a. A president's report including a status assessment of the Society's position with regard to Article 3 of the Constitution. This includes a policy plan specifying how the objectives of the Society will be addressed in the coming year and if applicable, any financial obligations that follow from intended activities.
 - b. A report from the Secretary including an overview of membership and mutations, and the minutes of Board meetings.
 - c. A report from the Treasurer, including a summary of income and expenditures during the year and the state of reserves, plus a budget projection for the coming year.
 - d. A report from the liaison ESEB.
2. The Board will request the General Assembly to grant discharge from its obligations in the preceding year.

Article 3 Committees

1. The Board may install committees charged with specific tasks. Board members cannot be members of these committees. Committee members must be members of NLSEB.
2. Committees report to the Board or to the General Assembly, depending on their task.
3. The Society has at least the following committees:
 - a. Elections committee: at least two persons who, with approval of the Board, submit a proposal on new Board members to the General Meeting.
 - b. Financial committee: at least two persons who report to the General Assembly on the financial status of the Society and the dealings in the previous year, based on an inspection of the books, and an explanation by the Treasurer.
 - c. Meetings committee: at least three persons who, in collaboration with selected members of the Society and external parties, are responsible for organizing the Annual Meeting. The Meetings committee develops a scientific program, and makes a proposal to the Board regarding time, location and venue, as well as a budget.
 - d. Awards committee: this committee if applicable selects nominees and advises the Board on awards issued by the Society.
 - e. Confidentiality committee: to deal with issues of a personal nature, e.g. related to scientific integrity, equality, or complaints about individual members or the Board of the Society.
4. The composition of committees is decided annually by the Board and communicated at the General Assembly. Every member of the Society can nominate committee members. Committee members are appointed for three years and this term can be extended for another three years.

Article 4 Meetings

1. The Society organizes a scientific Annual Meeting, and other scientific meetings if so wished.
2. The budget of the Annual Meetings requires approval by the Board.
3. In case the organization of the Annual Meeting involves a contract with an external party, this must be signed by the Treasurer and the President of the Society.
4. The program of the Annual Meeting shall allocate time for a General Assembly of Society's members.

Article 5 General Assembly

1. The Board, as well as every individual member can put issues to the vote at the General Assembly. Article 13 of the Constitution applies to the admission of proposals.
2. Participants in the General Assembly may be asked to sign a register that allows their membership of the Society be checked.
3. Voting normally takes place by hand-raising. In case an individual member, or the Board requests anonymous voting, the Board arranges for a procedure by which anonymity is guaranteed. Such a request must be submitted no later than seven days before the meeting.
4. Votes submitted by electronic means (e.g. e-mail) are counted as valid votes provided these come in before the General Assembly..

Article 6 Amendments

1. The General Assembly can amend these by-laws on the basis of written proposals before or on the meeting, which require a majority of votes in accordance with article 14 of the Constitution.

Thus agreed by the NLSEB General Assembly, Ede, April 11 2018