



Society of Environmental Toxicology and Chemistry Europe

INTERNAL RULES

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Article I. Organisational Structure

1. SETAC Europe is a Geographical Unit of the Society of Environmental Toxicology and Chemistry (SETAC, hereafter the Society). SETAC is a learned scientific society, governed by the SETAC World Council (SWC) with proportional representation from the Geographical Units. SETAC Europe is governed by the SETAC Europe Council. All members of SETAC Europe belong to SETAC. SETAC Europe represents and administers SETAC members residing in a European country or in a non-European country assigned by SETAC as belonging to the territory of the Association. Regional Branches within SETAC Europe are governed by the SETAC Europe Council but may have their own governing bodies.

2. The official language of SETAC Europe shall be English.
3. The duties of the governing bodies are as follows:
 - A. SETAC WORLD COUNCIL (SWC):
 1. Co-ordinates all SETAC activities to promote global harmony of policies and approaches and to ensure that the philosophy, goals, and objectives of SETAC are maintained worldwide.
 2. Establishes membership criteria, policy, and dues and maintains related information in a secure manner.
 3. Publishes high quality scientific journals, books, websites, or other appropriate vehicles and provides regular communication among members through newsletters and electronic media.
 4. Holds regular scientific global meetings and workshops to ensure that the scientific programme, theme, and venue accommodate and encourage global participation and consideration of global issues.
 5. Manages financial resources of the Society.
 6. Interacts with other multi-national organisations on a global scale.
 7. Protects the reputation, image, and trademarks of SETAC by reviewing and limiting the use of the SETAC logo and name to those approved groups and activities that are consistent with SETAC's philosophy and goals.
 - B. SETAC EUROPE COUNCIL:
 1. Represents members that are trained or experienced in disciplines related to environmental sciences, education and management and are affiliated to SETAC Europe by virtue of geographical location.
 2. Sends representative(s) to the SWC in a manner that maintains sectorial balance.
 3. Promotes the objectives of SETAC.
 4. Holds regular meetings in English to provide forums for scientific exchange.
 5. Interacts with national and international organisations.
 6. Manages the business, functions, programmes and activities of SETAC Europe.
 7. Establishes regional policy and takes such action as seems desirable and appropriate to promote the mission and objectives of the Society.
 8. Provides evidence of financial resources and potential for revenue growth sufficient to sustain the activities of SETAC Europe.
 9. Determines the duties of the SETAC Europe Executive Director in consultation with the SETAC Executive Director and SWC.
 10. Establishes and dissolves Regional Branches

C. REGIONAL BRANCHES

1. Represents members in a specific region.
 2. Holds scientific meetings of regional interest in the local language(s).
 3. Raises funds, including setting Regional Branch dues, to support local activities. (NB, SETAC benefits are only available to SETAC Regional Branch Members that pay SETAC dues).
4. The SETAC Europe Executive Director
1. Shall record resolutions adopted by the General Assembly, the Council and the Executive Committee in a register.
 2. Shall administer the delivery of SETAC Europe activities and delegated SWC activities in support of SETAC and in co-operation with the Committee Chairs and the SETAC Europe Council and Officers.
 3. Shall administer the finances of SETAC Europe, including reporting to the SETAC Europe Council on a regular basis, and overseeing and reporting on the annual financial audit of SETAC Europe.
 4. Shall work with, and support, the committees of SETAC Europe.
 5. Shall co-ordinate, communicate with and manage SETAC Europe staff to ensure the smooth and consistent delivery of services and meeting of the objectives of SETAC Europe and SETAC.
 6. Shall oversee the preparation and delivery of an annual report (financial status, audit, major activities, etc) to the SETAC Europe Council and the SETAC Europe Membership.
 7. Shall co-ordinate the regular meetings of the SETAC Europe Council and its committees.
 8. Shall implement SWC general society policy.
 9. Shall ensure best use of SETAC and SETAC Europe resources in the provision of administrative resources.

Article II. Membership

- a. Application for Full Member, Associate Member, or Affiliate/Sustaining Member shall be made on an application authorised by the SWC. The SETAC Europe Council shall approve membership with oversight by the SWC. An Emeritus Member is selected and so honoured by the SWC but may be recommended by the SETAC Europe Council, in recognition of their contribution to the field and to the Society.
- b. Qualifications and benefits are as follows:

A. FULL MEMBER

(a) Qualifications

1. Must share the stated purpose of the Society.
2. Must have applied experience, education, or have conducted research in areas related to the Society's stated purpose.
3. Must have a primary degree (e.g. BSc) plus three years experience OR must be by special appointment by the SWC, upon recommendation from SETAC Europe Council.
4. Must pay regular Full Member dues on an annual basis OR may apply for reduced membership dues.
5. Applicants for reduced dues may be students, if their primary activity is the pursuit of an academic curriculum leading towards a degree related to the Society's stated purpose, OR members from developing countries as listed on the SETAC webpage (<http://www.setac.org>) OR other special cases.

(b) Benefits

1. May vote
1. May hold office
1. May contribute to and receive Society publications
2. May participate in Society functions, programme, committees, and activities

B. ASSOCIATE MEMBER

(a) Qualifications

1. Must share the stated purpose of the Society.
2. Must be engaged in activities leading towards meeting the education or experience requirements of a Full Member.
3. Must pay Associate Member dues on an annual basis OR may apply for reduced membership fees if they have, as a primary activity, pursuit of an academic curriculum leading toward a degree related to the Society's stated purpose.

(b) Benefits

1. May vote.
2. May participate in Society functions, programmes, committees, and activities.
3. May contribute to and receive Society publications.
4. May apply for Full Member status when qualified.

C. EMERITUS MEMBER

(a) Qualifications

1. Must share the stated purpose of the Society.
2. Must be a member in good standing for three (3) years.
3. Must be recognised for service to the Society and the profession.
4. Must be nominated by the SWC Membership Committee and may be recommended by a Geographical Unit's governing body.
5. Must be elected by the SWC.
6. Must pay Emeritus Member dues.

(b) Benefits

1. May vote.
2. May hold office.
3. May contribute to and receive Society publications.
4. May participate in Society functions, programmes, committees, and activities.

D. SUSTAINING / AFFILIATE MEMBERS

(a) Qualifications

1. A Sustaining Member may be a for-profit or not-for-profit organisation, an institution, a foundation, or an individual. Only individuals, and non-profit organisations, institutions and foundations can be an Affiliate Member.
2. Must share the stated purpose of the Society.
3. Must pay Sustaining Member or Affiliate Member dues.

(b) Benefits

1. Will receive benefits and recognition commensurate with their contribution, to be selected from membership, publications, meetings, or other benefits as proscribed by the SWC.
2. Applications and enquiries for Sustaining or Affiliate Membership may be made to the SWC or the SETAC Europe Council.
3. Applications and supporting documents about which questions or appeals arise shall be referred to the SWC Membership Committee. Appeals may be made to the full SWC.
4. All applicants shall be informed about their acceptance or rejection in a timely manner.

Article III. Dues and Finances

1. All dues shall be established annually by the SWC, with consideration to the ability of the Society membership to pay.
2. Annual dues shall be assessed on January 1 of each calendar year. Dues notices will be provided in advance of the due date.
3. Any Full, Associate, Emeritus, or Sustaining/Affiliate Member in arrears in dues for three (3) months will lose membership in the Society. Defaulting members may be reinstated provided all indebtedness to the Society is liquidated.
4. Dues and other SETAC income (e.g. publications) that is paid to SETAC Europe will be allocated among SWC activities and Geographical Units by the SWC under an annual budget subject to approval by the SWC. Contributions for, and income from, specific SETAC Europe events, functions, or activities may be accepted at the discretion of the SETAC Europe Council.
5. The SETAC Europe Council may authorise any Council Member, Officer, the SETAC Executive Director, or the SETAC Europe Executive Director or their designees to enter into any contract or to execute and deliver any instrument in the name of or on the behalf of SETAC Europe, and such authority may be general or confined to specific instances.
6. All funds of SETAC Europe, not otherwise employed, shall be deposited as reserves from time to time to the credit of SETAC Europe in such banks or other depositories as the SETAC Europe Executive Director may select, with concurrence from the SETAC Europe Treasurer and approval by the SETAC Europe Council. The SETAC Europe Council may elect to authorise the SETAC Europe Executive Director and the SETAC Europe Treasurer to make these decisions to deposit the above-stated funds without specific approval. Such reserves should equal at least 30% of the annual budget of the SETAC Europe to ensure uninterrupted services during hardship.
7. An audit of the SETAC Europe books and accounts by auditors independent of Council shall be completed and presented to the SETAC Europe Council periodically as determined by the SETAC Europe Council.

Article IV. General Assembly

1. The General Assembly shall be composed of all voting members.
2. Full members, Associate Members and Emeritus Members of SETAC Europe may become voting members.
3. Each Full Member, Associate Member and Emeritus Member of SETAC Europe shall be invited to register as a voting member in February of each year.

4. Voting members have the responsibility to participate in the General Assembly either in person or by proxy. Each voting member may hold five (5) proxy votes.
5. All members can attend the General Assembly but only registered voting members can vote, each voting member having one vote.

Article V. Elections and Formations of Committee(s)

1. The terms of the SETAC Europe Council Members shall be three (3) years and shall be staggered so that approximately one-third (1/3) of the members' terms end each year and be open for the election of new SETAC Europe Council members.
2. The SETAC Europe Council Members shall be nominated from the membership of SETAC Europe
3. All members will be informed of the nominees together with the Agenda of the General Assembly.
4. Nominees will be invited to address the General Assembly.
5. The General Assembly will elect the Council Members at the Annual General Assembly, with the goal of equal representation from government, business and academia. The election shall also take into consideration the balance of the regional membership.
6. The SETAC Europe Council will elect the Officers of SETAC Europe from the membership of the SETAC Europe Council.
7. The SETAC Europe Council shall elect the Vice-President and Treasurer. The President will serve for one (1) year. The Vice-President will become President upon completion of his/her one (1) year term of office. The Treasurer shall serve for three (3) years.
8. Council Members and Officers may vote in Council.
9. SETAC Europe Council Members should strive for consensus on all matters. In the absence of consensus, in order for a motion to be passed a simple majority of votes is required. The President shall not normally vote unless his or her vote will be decisive.
10. The SETAC Europe Council will elect representatives for the SETAC World Council. Representatives would normally include the Officers of SETAC Europe.
11. The SETAC Europe Council shall be responsible for the formation and dissolution of all SETAC Europe standing committees and special interest groups. The composition of the SETAC Europe standing committees and Special Interest Groups should strive for balance among the government, academic, and business sectors of the Society. At least one SETAC Europe Council Member should be on each standing committee. Special interest groups should be represented at council meetings.

12. The President may form *ad hoc* committees that serve at her/his discretion or term of office.

Article VI. Administration

1. Administrative support shall be provided to the SETAC Europe Council. Such support shall be at the discretion of the SETAC Europe Council and Officers and be subject to budgetary constraints.
2. The SETAC Europe Executive Director shall report to the SETAC Europe Council and the SETAC Executive Director.
3. The SETAC Europe Executive Director shall be responsible, in consultation with the Officers of SETAC Europe, for the appointment, dismissal and management of office staff that support SETAC Europe activities.
4. The SETAC Executive Director will manage all office staff that work on SWC activities, through the SETAC Europe Executive Director, and will report directly to the SWC President.

Article VII. Meetings

1. The SETAC Europe Council shall determine the number, times, and places of the SETAC Europe Council meetings. There will normally be three (3) regular meetings per year.
2. At least four (4) weeks before a regularly scheduled SETAC Europe Council meeting, the Executive Director shall send to each member a notice of the time, place, and draft agenda of the meeting.
3. The President shall convene the Executive Committee or SETAC Europe Council for a special meeting whenever the affairs of SETAC Europe require it.
4. Any SETAC Europe member can submit an agenda item for consideration by the SETAC Europe Council. This submission must occur at least six (6) weeks prior to a scheduled meeting.
5. All members can attend all governing body meetings except the executive committee sessions.

Article VIII. General Prohibitions

Notwithstanding any provision of the Articles of Association and Internal Rules which might be susceptible to a contrary construction:

1. SETAC Europe shall not be organised or operated for any purpose that is not in accordance with the goals and objectives of the organisation.
2. No part of the net earnings of SETAC Europe shall or may benefit, under any circumstance, any individual or non-SETAC organisation.
3. No substantial part of the activities of SETAC Europe shall consist of lobbying or otherwise attempting to influence legislation.
4. SETAC Europe shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
5. SETAC Europe shall not be organised or operated for profit.
6. SETAC Europe shall not end any part of its income or corpus without the receipt of adequate security and reasonable rate of interest unless deemed to be in the best interests of SETAC Europe and SETAC.
7. SETAC Europe shall not pay any compensation in excess of a reasonable allowance for salary or other compensation for personal services actually rendered.
8. SETAC Europe shall not make any part of its services available on a preferential basis.
9. SETAC Europe shall not make any purchase of securities or any other property, for more than adequate consideration in money or monies worth.
10. SETAC Europe shall not sell any securities or other property for less than adequate consideration for money or monies worth.
11. SETAC Europe shall not engage in any other transactions that result in substantial diversions of its income or corpus, to any officer, member of the SWC, SETAC Europe Council member or contributor of SETAC Europe.

Article IX. Procedures

1. Procedures and other items not specified in the Articles of Association or in these Internal Rules or actions of the SETAC Europe Council will comply with the accepted norms of common courtesy and good manners.