

STATUTES OF THE SMS

as accepted by the General Assembly in Basel on the 1st of December 2015.

1. GENERAL DEFINITIONS

1.1 Name, Location, Fiscal Year

1.1.1 The name "Swiss Metabolomics Society (SMS)" ("Schweizerische Metabolomics Gesellschaft", "Société métabolomique Suisse", "Svizzera Metabolomica Società") represents a society with statutes in agreement with **Art. 60 ff of the Swiss Civil Law**. Its activity is not time limited.

1.1.2 The location is identical with the domicile of the president.

1.1.3 The fiscal year follows the calendar year.

1.2 Goal

The group supports contacts among scientists interested in all aspects metabolomics.

1.3 Representation of the group to external parties

The group will be represented by the president or the vice president, as well as a second member of the committee. Authorized signature consists of the president's or the vice president's, as well as a second committee member's signature.

1.4 Liability of the members

The members of the group cannot be held personally liable for obligations of the group. The group is only liable with its assets and other possessions.

1.5 Elections and voting

1.5.1 Elections and voting are performed by "raising hands". The president of the general assembly or the president of the meeting can ask for a voting by ballot. A voting by ballot must take place if at least 25 % of the members present ask to do so. The president may give the casting vote in cases of equality of votes, or he/she may ask for a second voting.

1.5.2 A change of the statutes requires the approval of at least 2/3 of the members present.

1.5.3 The dissolution of the group can only be realized if a majority of the members of the group is present. The resolution to do so requires the approval of at least 2/3 of the members present.

1.5.4 A simple majority is sufficient for all other voting.

2. MEMBERSHIP

2.1 Conditions for membership

2.1.1 The group consists of

- active individual members
- active sponsoring members
- honorary members

All members have the right to vote. Only active sponsoring members have the right to be represented by another person. The representatives of the active sponsoring members must fulfill the condition mentioned under 2.1.1.1.

2.1.1.1 Persons working in the field of mass spectrometry are eligible to apply for enrollment as active individual members.

2.1.1.2 Industrial companies, as well as private and university research institutes, are eligible to apply for enrollment as active sponsoring members.

2.1.1.3 The committee can propose to the general assembly to accept persons, having a valuable influence on the group or providing excellent contributions in the field of mass spectrometry, as honorary members.

2.1.2 The procedure for application of membership is as follows:

- a) active individual members: The committee checks all applications submitted and makes a proposal to the general assembly.
- b) active sponsoring members: The committee decides upon acceptance, by simple voting upon request of a company fulfilling the conditions stated under 2.1.1.2..

The new members must pay the membership fee upon acceptance. The honorary members do not need to pay a membership fee.

2.2 Application for membership

The application is to be submitted to the president in written form. It must contain the full name and address of the applicant. The enrollment as a member also requires the acceptance of these statutes.

Application form: [PDF](#), [Word document](#).

2.3 Exclusion from membership

The general assembly can decide upon the exclusion of a member from the group in extreme situations.

2.4 Termination of membership

2.4.1 Members must submit their written notice of withdrawal to the president at least 15 days before the end of the fiscal year.

2.4.2 Members who do not pay their membership fee are considered to have withdrawn from the group. One reminder will be sent out before termination of membership.

3. FINANCES

3.1 Assets of the group

The assets of the group consist of the membership fees, sponsor fees and donations.

3.2 Membership fee

The active members must pay an annual membership fee. The committee proposes the amount to the general assembly, which may discuss and change it. The membership fee must be approved annually by the general assembly. The active sponsoring members must contribute an annual sponsoring fee communicated to the committee.

4. GENERAL ASSEMBLY

4.1 Responsibilities of the general assembly

4.1.1 The general assembly has the full power of authority while being in line with the law and these statutes.

4.1.2 The responsibilities include:

- the approval of the activity report about the past year presented by the committee
- the approval of the auditor's report
- the discharge of the committee for the activities of the past year
- the decision about the new membership fee presented by the committee
- the nomination of the scrutineers
- the election of the president, the other members of the committee and the auditors
- the decision about admission or exclusion of members, as proposed by the committee
- the decision/discussion of individual proposals submitted by members (the proposals must be submitted to the committee in writing and at least 14 days prior to the general assembly.)
- the revision of statutes
- the decision about the dissolution of the group.

4.2 Announcement of the general assembly

4.2.1 The regular general assembly will be announced by the committee once per year, with the date being fixed at least one month in advance.

4.2.2 If needed, the committee can announce an extraordinary general assembly. It is obliged to do so if at least 20% of all the members submit a written and signed request. The extraordinary general assembly must take place within two months after the submission of the request.

4.2.3 The invitation for the general assembly must be sent by mail containing the agenda.

4.3 Organization of the general assembly

The president will lead the general assembly. The vice president will be in charge for the lead if the president cannot participate. The vice president will nominate another member of the committee as deputy if he/she cannot participate too.

5. THE COMMITTEE

5.1 Composition of the committee

5.1.1 The committee consists of five to nine members:

- the president
- the vice president
- the treasurer
- the secretary
- one to five members-at-large

5.1.2 The members of the committee work on an honorary base.

5.2 Election of the committee

The general assembly elects the president first, followed by the election of the other members of the committee for a term of two years. Every member can be re-elected after each term.

5.3 Responsibilities of the committee

5.3.1 The committee is responsible for the business of the group and the representation towards third parties. It is fully authorized, unless the matter is in the responsibilities of the general assembly according to the law and these statutes.

5.3.2 The responsibilities of the committee include:

- the realization of decisions made by the general assembly
- the decision in matters not being in the responsibilities of the general assembly
- the announcement of the general assembly
- the book-keeping and administration of the group's assets
- the proposal to admit or to exclude members
- the representation of the group towards third parties
- the preparation of scientific meetings

5.4 Delegation

The committee can form commissions, including regular members and/or other persons as consultants, in special cases.

6. AUDITORS

The general assembly appoints two auditors to audit the book-keeping. Their term of office is limited to two years. It can be renewed immediately.

7. DISSOLUTION OF THE GROUP

The assets of the group will be transferred to an organization with similar goals, or to a public institution dealing with mass spectrometry, in case the group will dissolve. The general assembly must decide on this matter and to do so, the same regulations apply as for the decision to dissolve the group.

These statutes were written in English and approved by the general assembly in Basel, on the 1st of December 2015.

A hardcopy of the Statutes of the SMS can be downloaded [here](#).

Swiss Metabolomics Society
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Société métabolomique Suisse
Svizzera Metabolomica Società
