



Local Sections'

Start-up Kit

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Introduction

Euroscience has developed this start-up kit with the aim of informing the Local Sections about its organisation, its structure, the activities it carries out and what Euroscience expects from the Local Sections.

The start-up kit is an overview of the operations of Local Sections.

It includes:

- Details on the structure and operation of a Local Section
- What the benefits are to members of a Local Section
- What support the Head Office gives to Local Sections
- How the Local Sections link up with the work of the Head Office
- How the Local Sections link up with the work of other Local Sections

To help you get started you may also find useful a model Constitution and a checklist which are in the annexe of this document.

1. Basic facts about Euroscience

1.1 Euroscience Mission Statement

Euroscience – Your Voice on Research in Europe

Euroscience is an independent grassroots body that reflects the opinions of those who believe in the significance of European research in building a better future for the citizens of Europe.

Euroscience welcomes anyone who is concerned with the way that European research is funded, how it operates and which direction its development is taking. Whether you are a researcher, student, engineer, politician, teacher, a member of the media or just interested in research, Euroscience is here to reflect your opinions.

Euroscience consults its members via meetings, bulletin boards and e-mails and speaks to policy makers and funding organisations. If you want your voice heard on any topic relating to European research, development and innovation you should join Euroscience.

Euroscience was founded in 1997 by members of Europe's research community to:

- *Strengthen and promote links between science and society*
- *Strengthen and promote links between research organisations and policies at national and EU level*
- *Provide an open forum for debate on science and technology and research policies in Europe*
- *Contribute to the creation of an integrated space for science and technology in Europe*
- *Influence science and technology policies and strive for a greater role for EU in research*
- *Recognise European Research and strive for its greater role in the international arena*

Euroscience is a pan-European association of individuals interested in constructing a scientific Europe "from the bottom-up".

Euroscience represents European scientists of all disciplines (natural sciences, mathematics, medical sciences, engineering, social sciences, humanities and the arts), institutions of the public sector, universities, research institutes as well as the business and industry sector.

Euroscience organises meetings of all sizes at the international level as well as regional levels; publishes position papers; and uses the Internet to discuss science within a public agenda.

1.2 Contact Details of the Euroscience Head Office

Euroscience

1 quai Lezay Marnésia
67000 Strasbourg

Email: office@euroscience.org

Tel: +33 (0)3 88 24 11 50

Web: www.euroscience.org



2. Operations of Local Sections

2.1 The objectives of the Local Sections of Euroscience

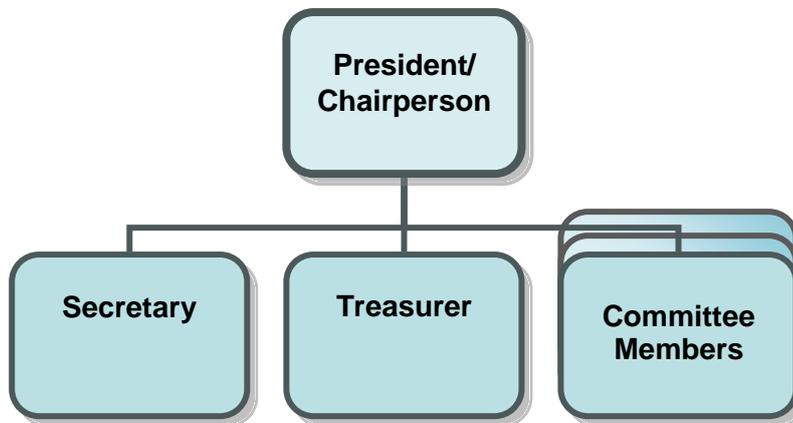
The objectives of the Local Sections are:

- *To be the representative body of the wider Euroscience organisation in the region or country where the Local Section is set up.*
- *To provide opportunities and activities for all individuals interested in science and directly engage them by initiating vital scientific discussions of common interest and promoting the aims of Euroscience.*
- *To raise awareness of research and science related issues where the Local Section is set up, e.g. helping to improve scientific education.*
- *To directly support Euroscience's activities through fundraising.*
- *To work with and support Euroscience to achieve the organisation's mission, goals and projects.*

2.2 Details on the structure and operations of a Local Section

At the end of this start-up kit is a Model Constitution to help the setting-up of Local Sections of Euroscience. All Local Sections are obliged to have a set of rules so as to ensure democracy and legitimacy; however, you are not obliged to follow the Model Constitution.

2.2.1 The basic structure of a Local Section can look as follows:



Chairperson/President:

The Chairperson/President is ultimately responsible for the organisation's activities and for its external relations, meaning the region or country where the section is located, as well as for its internal relations within the organisation and to the Euroscience Head Office.

Roles and responsibilities can include:

- Overseeing the members of the Executive Committee
- Being the main point of contact between the Euroscience Head Office and the Local Section including playing a role in Euroscience decisions that affect Local Sections
- Chairing all Local Section Committee Meetings
- Being jointly responsible, with the Treasurer, for the Local Section's finances
- Representing the Local Section at meetings and conferences in Europe
- Encouraging and supporting all members of the Local Section and developing a sense of team spirit within the organisation.

Secretary:

Roles of the secretary can include:

- Taking minutes at meetings
- Setting the agenda for the meetings together with the President/Chairperson
- Forwarding the agenda of meetings at least 3 days in advance to ensure all committee members are aware of it
- Organising all Local Section- related paperwork, ensuring it is correct and in order
- Being responsible for the Local Section Constitution
- Being responsible for General Communications within the organisation
- Acting as a link between the Local Section and the Euroscience Head Office
- Registering information on Local Section activities
- Registering all meetings and organisational developments
- Keeping an up-to-date and accurate list of the committee and of all other Local Section members.

Treasurer:

Responsibilities of the treasurer *can* include:

- Being jointly responsible for managing the Local Section finances together with the Chairperson/President
- Keeping simple but detailed records of all organisational expenditure and income
- Acting as a signatory on the bank account if one is set up
- Being involved in money management and resource allocation
- Being involved in completing any grant/budget applications
- Regularly reporting to the Euroscience Treasurer about the state of finances.

2.2.2 Meetings

An appropriate number of meetings for the Committee could be four times a year during the start-up of the Local Section and at least twice a year once it is well established. More meetings than this is, of course, preferable but not obligatory.

The General Assembly meeting should be held once every two years. At the meeting there shall be a report of the Local Section's annual activities, and the election of a new Committee shall take place.

Why to have meetings?

- To make decisions
- To plan events, activities and other projects
- To share information
- So that all members can have an opportunity to voice their ideas
- To allow everyone to get to know each other and build good team relations

Meetings can be informal get-togethers, formal structured meetings and anything in between. The structure of the meeting should be adjusted to the aim of the meeting and the aim of the meeting depends on what your Local Section needs to get out of the meeting.

Before the Meeting:

- Make sure the meeting has a clear purpose and make this known when inviting to the meeting (either on the agenda or/and in the invitation)
- Choose a structure: Is it an informal discussion/ formal meeting? (General Assembly or a Committee meeting)
- Set an agenda and forward it to all those who will be participating in the meeting beforehand
- Allow members to contribute to the agenda well in advance before the meeting then the Secretary should send out the agenda along with details of the meeting's purpose, date, start time, end time and location. E-mail is the simplest way of doing this
- Timing is important: Set a definite end time as well as a start time of the meeting
- Have a list of tasks to be delegated
- Consider special needs of individuals (disabilities, allergies etc.)

During the Meeting: Who does what?

Chairperson/President:

The chairperson is responsible for ensuring that all members can have their say, that the agenda is followed and that the debate is constructive.

Pointers for the Chairperson/President:

1. Open the meeting
2. Greet new members
3. Introduce any new members and guests
4. Set ground rules
5. Stick to the Agenda and make sure that you keep within the time limits without preventing interesting discussions
6. Delegate and report on tasks
7. Summarize
8. Thank the participants for attending and for their engagements

Secretary:

The Secretary is responsible for issuing the agenda and recording the minutes.

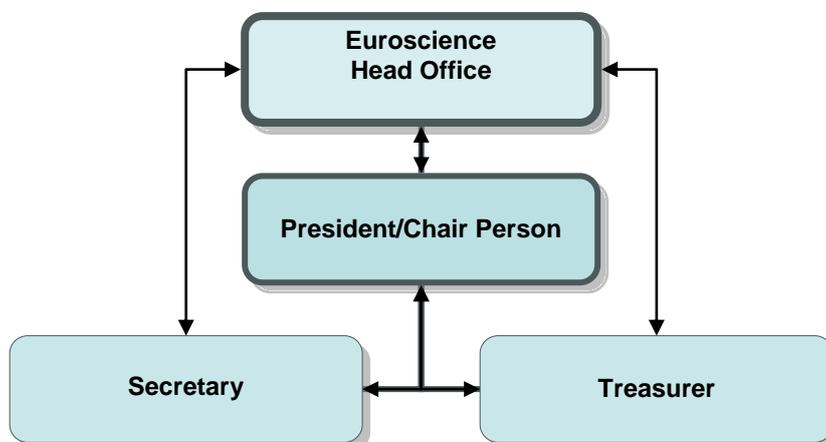
Pointers for the Secretary:

1. Attendance
2. Action Items: the task, the person responsible and the date by when it should be completed
3. Decisions that affect the group as a whole
4. Any issues raised at the meeting

After the Meeting:

- Minutes should be typed up and distributed within 7 days of the meeting then sent to the Euroscience Coordinator (office@euroscience.org)
- Follow-up on delegated tasks
- Unfinished business shall be passed onto next meeting

2.3 Communication Flows Local Section - Euroscience Head Office



2.3.1 Support from the Head Office

The Coordinator of Euroscience, Marie Suchanova, is the main contact person for all Local Sections. The treasurer of Euroscience, Michael Grewing, will answer all financial questions. The Euroscience Governing Board will deal with wider questions regarding all Local Sections.

Contact details:



Marie Suchanova
Coordinator of Euroscience
office@euroscience.org



Tony Mayer
Treasurer of Euroscience
office@euroscience.org

2.3.2 How the Head Office links up with the work of the Local Sections

- i. The main list of members is kept by the Euroscience Head Office. Even though online registration of members is preferable, new members may also submit their registration through the respective Local Section. These registrations should immediately be communicated to the Head Office at office@euroscience.org for confirmation. The registration shall contain all details as required in the [online registration form](#).
- ii. Annual reports should be sent to office@euroscience.org on the 20th December each year. Annual reports should include:
 - a. Organisational details (if it has changed)
 - b. Annual activities
 - c. State of finances
- iii. The Secretary shall send the records of the minutes of all meetings of the Local Section as well as of the Committee one week after the meeting at the latest
- iv. Routine communications on financial matters including the provision of estimates for income and expenditure should also be sent to office@euroscience.org.

2.3.3 How the Local Sections link up with the work of the Head Office

- i. For all issues concerning Local Sections, the Chairpersons/Presidents of all Local Sections are contacted and consulted via e-mail

2.3.4 How Local Sections link up with the work of other Local Sections

There are no specific procedures to cross-link activities of Local Sections. The Head Office welcomes, however, cross-linked activities and would help coordinate possible events if necessary.

The annual reports of the Local Sections are published on Euroscience's website (www.euroscience.org -> under each Local Section page). In this way all Local Sections can follow the work of each other.

2.3.5 We have Local Sections in the following countries/regions:

The updated list of local sections as well as their contact details are to be found on the following website <http://www.euroscience.org/local-sections.html>.

2.3.6 Benefits for the Local Section members

As a grass-roots organisation it is important for Euroscience to be close to its members. The Local Sections ensure a closer communication with members throughout Europe and beyond.

Informing

With your interest in science and technology you have the platform to organise workshops, conferences, events, science cafes etc for your local audience.

Dialogue

You will meet people with similar interests with whom you can share experiences and best practices at a regional, national, European and international level.

Influence

One of the benefits of becoming a member of a Local Section is to work towards fostering better research policies by influencing local authorities within the framework and with the support of Euroscience.

Recognise

Euroscience offers awards in order to recognise the excellence in European Research. As a Local Section of Euroscience you can help us promote your regional research and what you have that is unique.

DRAFT Constitution of the XX Local Section of Euroscience:

If you would like to use the model constitution, simply replace XX with the name of your Local Section, for ex the Irish local section.

Why should you have a constitution?

Each Euroscience Local Section benefits from a Constitution because it is a formal document that sets out the rules and general guidelines for the Local Section's activities. It is the contract that binds the Local Section to certain rules and makes procedures more democratic and legitimate. Euroscience has drawn up this basic constitution that Local Sections can use as a model.

There are 7 different "articles" that concern 7 different organisational areas associated with a Euroscience Local Section.

Article 1 – Name

The Organisation shall be known as the XX Local Section of Euroscience.

Article 2 – Objectives

The objectives of the XX Local Section of Euroscience are to:

- Be the representative body of the wider Euroscience organisation in XX;
- Provide opportunities and activities for all individuals interested in science and technology and directly engage them by addressing vital scientific discussions for common interest and promoting the aims of Euroscience;
- Raise awareness of research and science related issues in XX through direct provision of scientific education;
- Promote advanced experience of European countries in science and education to support the development of these spheres in XX;
- Directly support Euroscience's activities through fundraising;
- Work with and support Euroscience to achieve the organisation's mission, goals and projects.

Article 3 – Activities

- The Section will pursue its objectives through the organisation of
- Meetings, lectures and discussions
- Media events
- Interactions with scientific institutions and authorities
- Public awareness activities
- All other legal means that are deemed useful.

Article 4 – Resources

- The Section’s resources comprise:
- Membership fees (in the form of contributions to Euroscience or otherwise)
- Legally acceptable donations, among which possibly contributions of Euroscience
- Contracts for activities in accordance with the objectives of the Section and Euroscience
- Any other income that does not conflict with the objectives of the Section and Euroscience.

Article 5 – Membership

Membership is open to all persons interested in science and technology. Forms to apply for membership are available from office@euroscience.org. In accordance with DIRECTIVE 95/46/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, members can choose whether or not they want their personal information to be public or not.

Article 4 – Committee

The business of the Local Section shall be conducted by an Executive Committee (hereafter referred to as the Committee) with all decisions being passed by means of a majority vote of the Committee members being present, the President (or the Secretary in case the President is absent) having the casting vote if necessary. The Committee consists of the: President/Chairperson, Secretary, Treasurer and two ordinary Members. At least three members must be present to have a valid meeting, among whom the president except in cases of force majeure.

The President/Chairperson shall oversee the general running of the Local Section and shall be accountable through the Committee to the General Assembly.

The Secretary shall be responsible for all the correspondence of the Local Section and shall keep a record of it, and for keeping the minutes of all meetings of the Local Section and of the Committee. The Secretary shall have the main responsibility to provide the Euroscience office with an update of the main activities of the Local Section during his/her term in office not later than the end of the 20th December each year. The Secretary shall be accountable to the Committee.

The Treasurer shall be responsible for all the finances of the Local Section, for the collection of subscriptions and the maintenance of accounts and shall have the duty of conducting routine communications with the Euroscience office on financial matters including the provision of estimates for expenditure.

The Committee shall meet at least four times a year during the start-up of the Local Section and at least twice a year once it is well established. The President convenes the meetings, which must be held as well upon the request of at least three of its members.

Article 5 – Meetings

General Assembly:

The General Assembly of the Local Section shall be held biennially. All members should be informed by e-mail or post at least two weeks before the meeting. The mail or letter shall give the date and time of the meeting and the fact that elections of the Committee will take place. The meeting shall be open to all persons interested in science and technology but only members of the Local Section will be entitled to vote. A simple majority decides on any particular vote. At the meeting there shall be a report of the Local Section's activities and finances during the past 2-year period, and the election of a new Committee shall take place.

A General Assembly of the Local Section will be convened by the Committee; an Extraordinary General Assembly may be called by no less than 50% members of the Local Section, who shall present a signed petition to the Committee.

Article 6 – Elections

Candidates for election must be ordinary members of the Local Section and each candidate must be nominated and seconded by an ordinary member of the Local Section. The list of candidates, including those who want to run for president, must be circulated in writing, which may include by e-mail, to all members no later than two weeks before the meeting. At the General Assembly a separate vote is held for the presidency. If there is a tie, a new vote is held and if another tie results, the decision will be made by lot. In the vote for the other members of the Committee each Section member selects four different candidates. The candidates with the highest number of votes are elected. If there is a tie among the candidates, lot decides. The term of office for all Committee members is two year, twice renewable. Only an Extraordinary General Assembly may remove a Committee member from office with a two thirds majority of those present. The newly elected Committee takes office immediately after the General Assembly.

Article 7 - Management of Finance

The Treasurer shall close the accounts on March 31st of each year and, thereafter, as soon as may be possible arrange for the accounts to be audited by an external person in the region/country where the local section is set up. These accounts shall be presented to the Euroscience Board for information. All cheques and withdrawals forms from the local section bank account shall be signed by both the Treasurer and the Secretary.

The president and the treasurer must be present when the Committee discusses financial matters.

The treasurer is responsible for preparing an annual budget and annual accounts for discussion and approval by the Committee; he/she manages the bank account of the section.

The treasurer provides the president and secretary with a detailed quarterly overview of bank transfers.

The president and treasurer respond promptly to any questions the Secretary General of Euroscience might have on the audited annual accounts, sent to him for information. If the answers are not deemed satisfactorily, the Secretary General decides about appropriate actions. These may include an investigation by Euroscience after which the Euroscience Governing Board decides about any consequences to be drawn. These may include revoking the membership of Euroscience of individual persons, or revoking the right of the section to act as Local Section of Euroscience.

Amendments and Entry into Force:

This constitution may be amended at and by the General Assembly only, by a vote of a majority of two thirds of those present and voting. They take effect only after having been approved by the Euroscience Governing Board. Notices of such amendments must be given by the Committee at least two weeks before the time of the General Assembly.

This constitution is binding as from the date of being approved by both the Euroscience Board and the constituent General Assembly of the Local Section.

President/Chairpersons:

Secretary:

Euroscience President/Secretary General:

Set-up of Local Section Checklist:

7 Key Points:

This is help to get you started at the beginning of the year:

1. Book your room or venue for your regular meetings.
2. If necessary, update your website or start a website, if you don't have one already.
3. Get organized for the first General Assembly with the objective to attract new members to Euroscience and to make a successful start of your Local Section.
4. Update your members e-mail list, e-mail all your new members to welcome them to Euroscience in general and to your Local Section, and publicise your introductory meeting.
5. Make contact with the Euroscience Office and provide us with the key information about your Local Section:
 - a. a brief description of the organisation,
 - b. venue and time of your regular meetings,
 - c. Chairman/President's name
 - d. contact details, email addresses etc.
6. Make an activity plan for the year.
7. Budget for the activity plan and apply for funding from suitable organisations/Companies/universities etc.

Here are some of our members expressing their motivation for being a member of Euroscience:

- + “I want to promote a European vision of science and make it happen”*
- + “Euroscience is an ideal place to meet interesting people from different disciplines, countries and positions”*
- + “I want to raise the awareness that Europe is a great place to live in and to do science”*
- + “...to be deeper involved in the role of science in present Europe, be means of more direct cooperation between scientists of different countries”*
- + “...to be able to influence where European Science is going. It is quite extraordinary what a few dedicated people can accomplish”*
- + “To promote science as culture in a European context”*
- + “Because European scientists should make clear to national governments and the EU Commission to stop handling the European science base as an antagonist, playing on national trusts as well as the EU being treated as, but not being, the European Science”*
- + “Because European scientists should make clear to the European public that the debate about science and society is a continental one and not a set-up of national debates”*
- + “...to participate in the debates on the direction of scientific development and become an agent for change in my local environment. To attempt to modify policy in such a manner that young researchers have better career opportunities in Europe”*
- + “Euroscience is the best place for international connections”*
- + “To meet movers and shaker; put science on the European agenda, make science part of European culture”*
- + “I am still hoping that I shall be an active scientist in ten years from now, Euroscience can help with that”*
- + “As Europe takes more and more importance on science policies, where else to be in order to influence the future of science”*
- + “I feel that the aims of Euroscience are something I want to work for”*