

# **Cryogenics Society of Europe (CSE)**

## **Bye-Laws**

### **Version 11 September 2017**

#### **1. Mission**

The objectives of the CSE are:

- a. to strengthen the European position of cryogenic technologies;
- b. to represent European activities in cryogenic technologies in social, scientific, industrial and political forums;
- c. to promote communication and information exchange in the area of cryogenic technologies;
- d. To foster the training of young researchers in the area of cryogenic technologies;
- e. To bring together those active in cryogenic technologies and potential user communities so as to stimulate applications of these technologies.

The Association is not profit-oriented.

The CSE will seek to achieve these objectives by:

- a. establishing a website; This CSE website has an open-access part with material that is provided by CSE members. It for instance shows information on events and projects, and will have links to CSE-member websites, facilities and products. The website will also have a newsletter that is open-access.

The website will also contain a part that is protected and only accessible for members. This part will hold directories and other information relevant to the members.

- b. supporting the organization of conferences and workshops in the area of cryogenic technologies; The CSE will organize specialized meetings on topics relevant to CSE members.
- c. supporting the organization of industrial exhibitions and symposia in the area of cryogenic technologies.
- d. supporting the organization of schools and courses in the area of cryogenic technologies.
- e. supporting the participation of young researchers in workshops and conferences in the area of cryogenic technologies.
- f. supporting European research proposals and projects in the area of cryogenic technologies.

## **2. Scope**

Cryogenics is “the art of making cold” and the CSE thus focuses on methods and technologies for establishing low temperature. Cooperation and information exchange within the CSE should aim to improve these methods and technologies, to find applications thereof and to increase their market potential.

## **3. Members**

Members can be individual or corporate, from university or non-university but in any case need to be Europe-based or demonstrate strong connections with Europe.

### Individual membership fees

Regular € 40/year

Student or retiree € 25/year

### Corporate Membership fees

Corporate Sustaining Membership is available to companies, educational institutions, government and private scientific laboratories or agencies, or any organization involved in cryogenics or a related field.

Corporate members may decide to sustain the CSE with one of the following fee categories:

- Corporate member – non profit: 300 €/year
- Corporate member – small enterprise: 300 €/year
- Corporate sustaining member, regular: 600 €/year
- Corporate sustaining member SILVER: 1200 €/year
- Corporate sustaining member GOLD: 2400 €/year

Although it would be desirable that corporate members register with a fee level appropriate to their size (less than 10 employees = small enterprise, very large companies SILVER or GOLD sustaining membership) , the choice of the membership level is free and up to the applicant corporate member. Sustaining members SILVER and GOLD will have additional privileges, also in terms of visibility.

Members can enter the Society at any moment and need to pay an annual fee, as specified above. In the first year of membership, the fee will be starting at the first day of the quarter following enrollment and is in proportion to the remaining part of the calendar year. Membership can be stopped by written (or email) notice of termination by the member. Notice of termination may be given at the end of the calendar year, with a notice period of at least four weeks.

The Board can grant relief from the obligation to pay a contribution fully or partially to members in special situations.

Individuals who have distinguished themselves in the field of cryogenics or in support of the CSE may be nominated as honorary members. Honorary members of the CSE are exempted from the payment of the membership fee. Nominations for honorary membership could be either proposed by the board, or presented by a member with the support of at least 10 members. The nominations require then approval by the GM.

Nonprofit organizations, as well as public research and educational institutions can benefit of a reduced fee, which amounts to 300 euro per year as indicated above. In case that the applying corporate member is governmentally own but not formally nonprofit by statute, the board decides whether the access to the reduced fee can be granted. This decision is based on the analysis of the information provided (e.g. deed of incorporation, annual financial accounts , structure of the revenues, etc.).

The membership fee for federations and other special cases will have to be evaluated by the board on a case by case basis.

The membership of a legal entity does not automatically extend to all its subsidiaries. E.g. if an industrial group becomes member of the CSE, the companies that are part of the industrial group are not automatically members but would need to apply for membership themselves.

Example of questions to be addressed to decide whether an applicant member may fall into the category of "nonprofit:

- Is the nonprofit scope explicitly mentioned in the statute?
- Is the applicant member governmentally own?
- Does the applicant member have a nature of public service?
- Does the majority of the revenue come from government aid/public sources?
- Do contracts have to obey EU regulation (e.g. public call for tenders etc.)?
- How is hiring handled?
- What is the structure of the yearly financial statement? (public or firm -like)
- Does the yearly financial statement have to obey transparency rules? Does it undergo an examination by the government/by a governmentally own organization?
- Are there any constraints on the financial activities (e.g. about obtaining credit)?"

## **Membership Benefits**

### Individual Membership

- Access to the CSE website protected pages (Q+A, member info, discussion forum, literature references etc....)
- Receive the CSE newsletter by email
- Discounts on registration fees for CSE-sponsored courses, conferences, workshops and other activities
- Invaluable networking with peers and those in areas outside your specialty as well as access to expert, up-to-the-minute news and technical information.

### Corporate Sustaining Membership

In addition to the Individual Membership benefits, Corporate Members receive:

- Listing on the CSE website, including contact information, a short profile and a link to the corporate member's website
- The possibility to advertise on the CSE website, newsletter and publications
- Advertising and marketing opportunities at events organized by the CSE
- Opportunity to contribute "Spotlight on Sustaining Member" pieces and technical articles
- Access to the call for tender database of the CSE
- Through the CSE, connection to European research organizations and policy and decision makers.

## **Membership registration process**

Membership requests should be sent to the CSE secretary through the CSE website.

The request should indicate the salutation (Mr./Mrs), title (Dr./Prof/Prof.Dr.), name, last name, postal address, city, country, email address and telephone number (optional). A short introduction (job title, etc.) should also be included. All personal data will be treated confidentially and will be kept within the Society.

Applicant corporate members should indicate the name of the person who will have power of attorney.

After approval of the membership request by the board, the applicant member will receive information of the bank account where the membership fee should be transferred.

#### **4. Board**

The Board shall be charged with the management of the CSE, and will consist of at least three persons. In the Board a balance should be aimed for between the number of representatives of universities, of industries and of (inter)national research institutes. Similarly, the Board should be geographically balanced.

Candidates for filling Board vacancies will be announced at least one week prior to the General Meeting. The one-week period is not required for the first General Meeting in June 2015. At the General Meeting Board members will be elected by majority of votes.

#### **5. Advisory Council**

The Board will establish an Advisory Council that advises the Board on the annual report, the annual accounts, the budget and the strategies to be followed with regard to achieving the objectives of the CSE. The Advisory Council has at least three members and at most fifteen. The members are appointed, suspended and dismissed by the Board. Also in the Advisory Council a balance should be aimed for between the number of representatives from universities, of industries and of (inter)national research institutes, as well as concerning geographical spread.

#### **6. General Meetings**

The CSE Board will organize an annual General Meeting of the CSE as described in the statutes. This General Meeting is intended to at least:

- deal with the annual report of the board and the approval thereof;
- deal with the approval of the account rendered;
- approve the budget for the next financial year;
- granting of discharge to Board members, if applicable;
- fill vacancies of the board, if any.

Other General Meetings may be held as often as the Board deems desirable. Also, the Board shall be required to call a General Meeting upon written request of at least three members.

General Meetings are chaired by the chairman of the Board or the vice-chairman.

#### **Decision-making**

Unless provided otherwise by law or the articles of association, resolutions passed by the General Meeting shall require an absolute majority of votes. Blank votes shall not be counted.

As recorded in the statutes, corporate members may have a higher number of votes depending on the number of employees, based on the following system:

1-10	1 vote
11-50	2 votes
50-500	3 votes
500 +	4 votes

The higher number of votes in fact is a weight factor to a single vote, meaning that the votes may not be cast in a different way. Members will receive voting cards that indicate this weight factor. Votes shall be taken by showing these cards, unless the chairman deems a vote in writing desirable or if one of the members present requests the vote to be cast in writing.

## **7. Other committees**

Each year the General Meeting shall appoint an audit committee consisting of at least two members who shall not be members of the Board. This audit committee shall investigate the annual accounts and shall present its findings to the Board and the General Meeting.

The General Meeting may appoint a person or persons in a confidant committee for representing the Society in the event of a conflict of interest between the Society and one or more Board members.

The Board is authorized to establish any committees other than the Advisory Council referred to above and to determine the guidelines, standards, criteria and procedures to be applied by this committee.

## **8. Activities**

The CSE develops a number of activities in 4 priority classes depending on the available funding and amount of personal input.

### Priority 1: General Meeting

The CSE Board will organize an annual General Meeting of the CSE as described in the statutes. This General Meeting is intended to:

- deal with the annual report of the board and the approval thereof;
- deal with the approval of the account rendered;
- approve the budget for the next financial year;
- discharge and install members of committees (e.g. audit committee)
- fill vacancies of the board, if any.

Next to the above formal issues, a program will be composed by the local organizers in consultation with the CSE Board, covering:

- Invited presentations on relevant topics.
- Face-to-face meetings to stimulate partnership and networking

The CSE General Meeting may be organized in conjunction with another meeting so as to reduce cost and increase attendance.

### Priority 2: Communication

A website will be established that has an open-access part with material that is provided by CSE members. It for instance shows information on events and projects, and will have links to corporate-member websites, facilities and products. The website will also have a newsletter that is open-access which will be sent to members through direct email contact as well.

The website will also contain a part that is protected and only accessible for members. This part will hold directories on members, on companies, on test facilities present at members premises, and on members expertise. Furthermore, the website will have forums e.g. on job positions and internships.

Furthermore, if financial resources allow, the CSE website will be extended with on-line documents (minutes of meetings, interesting links, and listings of relevant standards). Also, a Q & A forum will be included (follow-up of Goran Perinic's forum).

In addition to the electronic newsletter, a magazine may be set up, when resources allow to do so.

### Priority 3: Conferences, workshops and related events

Apart from the annual General Meeting, the CSE will support the organization of specialized conferences and workshops that are open for all but have a reduced fee for CSE members. Topics are, for instance:

- CSE conference on low-power cryocoolers
- CSE conference on sub-Kelvin cooling technologies
- CSE workshop on shortage of helium
- CSE workshop on cryogenic innovations in LNG

The CSE will not organize a conference series on cryogenic technologies in general. This general gathering is covered by the ICEC, CEC and IIR conferences.

#### Priority 4: outreaching

##### a. to decision makers

Working groups will be formed of the CSE members on topics relevant to CSE. Among other sources based on these working groups informative notes and statements will be made and handed to decision makers.

##### b. further outreaching and dissemination

The CSE will explore strategies for complementary promotion of Cryogenics with national Societies already involved in the field (in the UK, Germany, France, the Netherlands, etc...), and develop contacts with existing international conferences occurring in Europe.

Further outreaching activities will be developed aiming at general public, at other organizations and at students. The CSE will serve as an umbrella to cover and support yearly student courses such as the Grenoble, Helsinki, Lancaster “Cryocourse” and the Dresden, Wroclaw, Trondheim “European Course on Cryogenics”. These courses basically should be self-supporting. It is expected that teachers will not be paid, only reimbursed for their travel, accommodation and subsistence. The CSE may contribute in coordinating the sponsoring among their industry members and may assist in raising EU funding. Furthermore, depending on its balance the CSE may also financially contribute.

The CSE will facilitate open-access publications through its website.

For expanding contacts and networking, the CSE will explore strategic alliances with other organizations such as the Cryogenic Societies of America, Canada, India and/or Japan.

Finally, the CSE may award students or young researchers for outstanding results, or senior individuals their achievements in wider frame. However, many awards are already given by various organizations, and the CSE should not simply add one, but instead it should fill a relevant gap in this respect.