

I. THE ORGANISATION

Art. 1 mission statement

"To serve the scientific community in Belgium by promoting the art of mass spectrometry"

Art. 2 equality statement

The Society is a non-profit, non political organisation.

Its members are people from academic, industrial and governmental laboratories or people from companies having a connection with mass spectrometry.

The BSMS respects all its members and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age or disability.

By becoming or being a member, the person agrees to obey the statutes and the internal rules.

Art.3 privacy statement

The BSMS respects the privacy of all its members and is committed to protecting it at all times. Membership records will not be made publicly available and will only be used for internal purposes of the Society.

A privacy notice is placed on the BSMS website according to the General Data Protection Regulation of the European Union.

Art.4 disputes

In case of disputes regarding financial aspects or regarding the interpretation of the statutes or internal rules, the Board of Directors shall propose a solution to the General Assembly who takes a decision. If any of the members of the General Assembly is involved in the dispute, the decision shall be made by voting by secret ballot.

II. LANGUAGE

Art. 5 language of board and assembly meetings

The language for the board and assembly meetings of the Society is English. Any other official language of Belgium can be chosen on condition that all participants of the meeting unanimously agree.

The language for the reports of the meeting of the Society shall be English.

The language for the communication with the effective and affiliated members shall be English.

Art. 6 language of registers and minutes

The language of the effective member register shall be the language of the judicial district where the registered office is located.

The language of the minutes of the Board of Directors and of the General Assembly shall be the language of the judicial district where the registered office is located.

Art. 7 language of publications in the Official Gazette

The publications in the Official Gazette shall be in the language of the judicial district where the registered office is located. For the statutes, an English translation shall be made.

Art. 8 language of internal rules

Internal rules shall be written in English.

III. MEMBERS

Art. 9 effective members

The contribution for effective members is evaluated yearly and determined by the General Assembly. Currently, the amount is fixed to the annual fee of zero euros.

Candidate-effective members should submit a CV and a motivation letter to the General Assembly at least fifteen days before a meeting of the General Assembly. This request can be sent by letter or email.

Candidate-effective members should have participated at least three times at a scientific meeting organized by the BSMS or should have been at least five consecutive years an affiliated member.

The General Assembly takes a decision about the admission of the candidate-effective member. The candidate is notified of this decision within a reasonable time after the meeting of the General Assembly.

Effective members are only members in personal capacity and do not represent any employer, institution or company.

The General Assembly should strive to include as much diversity as possible among its effective members.

Art.10 affiliated members

The contribution for affiliated members is evaluated yearly and determined by the General Assembly. Currently, the amount is fixed to the annual fee of zero euros.

Participating at a meeting organized by the BSMS includes a three year complimentary affiliated membership of the Society.

Art. 11 title of honorary member

The title of honorary member is given to persons who have contributed significantly to the name and fame of the Society and served at least ten years as an effective member.

The Board of Directors proposes the name of the candidate-honorary member to the General Assembly. The decision is taken by the General Assembly.

Honorary members are considered affiliated members and have the same rights and obligations as affiliated members, except for following rules:

- honorary members can not become effective members;
- the contribution for honorary members is a voluntary fee;
- honorary members are exempt for paying the registration fee for a meeting organized by the BSMS for a maximum amount of 50 euros per meeting;

IV. GENERAL ASSEMBLY

Art. 12 meeting

A General Assembly Meeting is organized at least twice a year.

The first meeting should take place in the first six month of the year.

The second meeting is organized by preference in the second half of the year.

A General Assembly meeting can be held on the occasion of an annual symposium or scientific meeting.

Art. 13 agenda

The agenda of the first General Assembly Meeting of the year shall contain at least following points:

- approval of the balance
- granting discharge to the directors

The agenda of the second General Assembly Meeting of the year shall contain at least following points:

- approval of the budget
- dismissal and appointment of the Board of Directors
- appointment, dismissal and exclusion of effective members
- appointment, dismissal and exclusion of affiliated members
- membership fees

Art. 14 proxies

The original and signed copy of the proxy should be handed to the proxyholder, who must present such original proxy to the chair of the meeting before the start of the meeting.

A proxy can also be granted by email. In this case the provider of the proxy must submit the proxy to the proxyholder with the chair in cc before the start of the meeting.

Art. 15 minutes

Effective and affiliated members have the right to access the minutes of the General Assembly. They shall submit a request by letter of email to the Board of Directors who proposes a procedure for the access of the minutes. The Board of Directors informs the member about the procedure by letter or email within eight days. The access to the minutes should be not later than 1 month after the notification of the procedure was sent.

V. BOARD OF DIRECTORS

Art. 16 composition

In order to be eligible for the Board of Directors, the candidate should have been an effective member for at least three consecutive years.

Art. 17 meeting

Meeting of the board of Directors can be in person or by any other teleconference means.

The Board of Directors meets at least once before each General Assembly meeting. This meeting takes place not less than eight days before the General Assembly meeting.

Once a year the Board of Directors evaluates the functions of chair, secretary and treasurer. If deemed necessary, these functions are assigned to a different member of the Board of Directors.

If a new Board of Directors has been appointed by the General Assembly, the Board of Directors meet as soon as possible and elects a chair, secretary and treasurer.

Art. 18 proxies

The original and signed copy of the proxy should be handed to the proxyholder, who must present such original proxy to the chair of the meeting before the start of the meeting.

A proxy can also be granted by email. In this case the provider of the proxy must submit the proxy to the proxyholder with the chair in cc before the start of the meeting.

Art. 19 minutes

Effective and affiliated members have the right to access the minutes of the Board of Directors. They shall submit a request by letter of email to the Board of Directors who proposes a procedure for the

access of the minutes. The Board of Directors informs the member about the procedure by letter or email within eight days. The access to the minutes should be not later than 1 month after the notification of the procedure was sent.

VI. ANNUAL MEETING

Art. 20 organisation

The General Assembly selects a location for the next annual meeting and appoints a local organizer.

Art. 21 financial aspects

The local organizer is responsible for the budget and the bookkeeping of the annual meeting. This includes contacting sponsors, collecting the registration fees, inviting speakers.

The General Assembly can support the local organizer by providing the addresses of the members, providing session chairs, suggesting speakers.

The local organiser proposes a financial plan to the Board of Directors not later than 3 months before the start of the meeting. The Board of Directors will review the financial plan and give (positive or negative) advise to the local organiser.

The balance of the annual meeting shall be presented by the local organizer at each subsequent General Assembly meeting until the balance is final.

In case of a positive final balance, the amount shall be transfered to the Society not later than one year after balance is final. The local organizers can ask the General Assembly for a postponement by letter or email to the Board of Directors.

In case of a negative final balance less or equal than 1000 euros, the Society will transfer the negative balance amount tot the local organizer not later than one month after the balance is final.

In case of a negative final balance of more than 1000 euros, it is the responsibility of the local organizer to find additional support. The deficit should be cleared within one year after the date of the final balance. The local organizer can ask the General Assembly for a deviation from the amounts and terms by a letter or email to the Board of Directors.

VII. AWARDS AND GRANTS

Art. 22 poster prizes

Prizes are named 'BSMS poster prizes' and 'BSMS flash presentation prizes'. Both types of prizes have the same rules and are hereafter called poster prizes.

The General Assembly decides for each meeting organized by the BSMS how many poster prizes will be awarded and for each prize the amount the winner will receive.

Poster prizes can only be used for expenses related to the participation at scientific meetings related to mass spectrometry.

In order to be eligible for a poster prize, candidates should be author of a poster and present the poster at a meeting organized or coorganized by the BSMS.

The maximum age of the candidate is determined to be 30 years on the day the poster is presented.

Candidates should inform the local organizer if they want to be considered for winning a poster prize.

The local organizer appoints a jury of at least 3 persons for selecting the winners.

In order to claim the award, the winner of a poster prize should be present at the award ceremony.

The local organizer of the meeting provides certificates to be handed out to the winner of the poster prize.

The award can be claimed not later than two years from the day the poster prize has been awarded. The winner of the prize submits a proof of payment or registration to the treasurer of the BSMS together with the bank account number on which the treasurer can transfer the money.

A person can receive a poster prize only once.

Art. 23 BSMS meeting grants

The General Assembly decides when and how many BSMS meeting grants will be awarded and the maximum amount per grant.

The maximum age of the candidate is determined to be 30 years on the day of the meeting.

The General Assembly decides the conditions for being eligible for a BSMS meeting grant.

The General Assembly decides the procedure for obtaining a BSMS meeting grant.

BSMS meeting grants can consist of a fixed amount or can cover full or partial registration reimbursement or travel expenses.

Candidates should submit a CV to the chair of the General Assembly.

A person can receive a meeting grant only once.

VIII. BRANDING

Art. 24 logo

The BSMS logo is defined as follows and should be included in

- letterhead
- email signatures
- website
- social media avatar



Art. 25 social media

The official addresses on social media are:

- webpage: www.bsms.be
- twitter: @BSMSnews
- facebook: @BSMSnews