

Statutes

eument-net

European Network of Mentoring Programmes for Women in Academia and Research

I. Name and Seat

Under the name “European Network of Mentoring Programmes for Women in Academia and Research” (eument-net) an association exists in the sense of Art. 60 pp. ZGB (Schweizerisches Zivilgesetzbuch; Swiss Civil Code). Domicile and jurisdiction are located in Fribourg (Switzerland).

II. Purpose and Activities

- (1) The association aims at promoting the advancement of women’s careers and access to decision making positions in academia and research in Europe through mentoring. To this aim, the association
 - a. highlights the role of mentoring as a tool for the promotion of women and gender equality in academia and research and promotes the transfer of knowledge and expertise between mentoring programmes and stakeholders, especially in countries where mentoring programmes for women in academia and research are still scarce;
 - b. fosters the exchange of experience among mentoring programmes for women in academia and research (hereafter: mentoring programmes) and facilitates their continuous improvement through support of knowledge management, exchange of expertise and best practice;
 - c. facilitates cooperation among its members and the promotion of new mentoring services and activities in line with the aim of the association, such as seminars, conferences and publications, as well as an international mentoring exchange;
 - d. increases the visibility of its member programmes on an institutional, national and European, as well as international level;
 - e. strives to put mentoring for women in academia and research on national and European science policy agendas.
- (2) The association establishes adequate relations with other organisations pursuing similar or related aims and supports their activities.
- (3) The association provides, among other services, a homepage, an electronic newsletter and an electronic platform.

III. Membership

- (1) Full members can be public administrations and authorities, as well as legal entities according to civil or public law, who coordinate a mentoring programme promoting women in academia or research corresponding to eument-net’s quality standards published on its website (www.eument-net.eu), and who recognize the purpose of the association and are ready to promote it. The rights of Full members include the rights to:
 - a. participate in debates and votes at the General assembly;

- b. put forward candidates for election to the organisational structures of the Association;
 - c. have access to the electronic platform and participate in all eument-net cooperation activities, according to conditions defined for the specific activity;
 - d. be informed about the Association's activities.
- (2) Founding members are legal entities who have established the present Association. eument-net Founding members have the same rights and obligations as Full members.
- (3) Associate members can be individuals, public administrations and authorities, as well as legal entities according to civil or public law, who recognize the purpose of the association and are ready to promote it and who either consider setting up a mentoring programme promoting women in academia or research, or have specific scientific or professional expertise related to the aim of the Association. The rights of Associate members include the right to:
- a. participate in debates, but without the right to vote;
 - b. have access to the eument-net electronic platform and participate in eument-net cooperation activities by invitation, according to conditions defined for the specific activity;
 - c. be informed about the Association's activities.
- (4) Supporting members can be individuals, public administrations and authorities, as well as legal entities according to civil or public law, who recognize the purpose of the association. The rights of supporting members include the right to:
- a. Participate to eument-net cooperation activities by invitation, according to conditions defined for the specific activity;
 - b. be informed about the Associations activities.
- (5) Associate members and supporting members do not have the right to vote at the General assembly.
- (6) The executive committee decides over the provisional admission of members on the basis of a written request. Provisional admission takes place with immediate effect. It must be confirmed by the General Assembly.
- (7) The annuity for members is determined annually by the General Assembly. Annuity and liability of members amount to a maximum of € 100.00 for Full and Supportive members and of € 50.00 for Associate members. Upon request and in justified cases, the executive committee can reduce the annuity, taking into consideration different financial situations. Membership fees must be paid starting from the year in which membership is confirmed by the General assembly.
- (8) Membership expires through:
- a) Resignation.
 - b) Exclusion.

Resignation takes place by means of written explanation to the President at least six months before the end of the calendar year. Exclusion can namely take place if a member acts against the interests of the association. The exclusion becomes effective only after the hearing the member, and is communicated by writing. The provisional exclusion takes immediate effect. It must be confirmed by the General Assembly.

- (9) Members who have resigned or have been dismissed are held to fulfil entirely their obligations - especially financial obligations - towards the association. They have no claim for compensation from the Association and lose all claims to the Association's assets.

IV. Organs

The elements of the association are:

- A. The General Assembly
- B. The Administrative Board
- C. The Executive Committee
- D. The Auditors

A. General Assembly

- (1) The General Assembly consists of authorised representatives of Full and Founding members. Associate members may attend as observers, upon invitation by the Administrative board.
- (2) The General Assembly is the highest authority of the Association. The tasks and authority of the General Assembly are the following:
 - a) Setting of priorities and the annual work programme of the Association;
 - b) Approbation of minutes of the last General Assembly;
 - c) Approbation of the annual report, the annual account and the report of the Auditors;
 - d) Discharge of the Administrative board, the Executive committee and the Auditors;
 - e) Setting of the annual budget and annuities;
 - f) Election of the president, the vice president, the treasurer, the remaining members of the Administrative board and the Auditor;
 - g) Admission and exclusion of members;
 - h) Treatment of requests on the part of the Administrative board and of Full and Associate members;
 - i) Decision over important issues, submitted by the Administrative board;
 - j) Change of the Association's statutes;
 - k) Dissolution of the association.
- (3) The Ordinary General Assembly takes place annually. The invitation for the General Assembly is sent at least 40 days in advance by writing or by electronic communication via the Executive committee. The notification will set out the agenda items, the location, the date and time of the General Assembly. Requests to the General Assembly are to be sent to the President of the Executive committee at least two weeks before the General Assembly takes place.
- (4) An extraordinary General Assembly is called by the Administrative Board, upon request of at least one fifth of the members or upon the Auditor's request. The invitation has to take place at least 15 days before the meeting. The notification will set out the agenda items, the location, the date and time of the General Assembly.
- (5) Decisions are taken by simple majority. A secret ballot takes place only if requested expressly by the majority of the present members. In case of equal votes the president has the ballot.

B. Administrative Board

- (1) The Administrative Board consists of a minimum of three members and a maximum of twelve, elected by the General Assembly for a tenure of two years. The size and representation of the Administrative board is determined by the needs of the members

and in such a way as to achieve a balance in representation between geographical representation of members.

(2) The Administrative board is composed of:

- a) a president;
- b) a vice-president;
- c) a treasurer;
- d) members of the Administrative Board;

It is allowed simultaneously to hold more than one position.

(3) The Administrative board holds all mandates which are not expressly transferred to another element of the association. These are in particular:

- a) Approval of the annual Work plan of the Association;
- b) Approval of the Association's annual budget and accounts in preparation for the General Assembly;
- c) Adoption of policy statements and position papers;
- d) Preparation of recommendations for the General Assembly;

(4) The Administrative board meets at least once a year. Additional meetings can be held at the request of the president or of one third of the members of the Administrative Board. The Administrative Board can create commissions and delegate particular tasks. These organs are subordinate to the supervision of the Administrative Board.

(5) Decisions of the Administrative Board are taken by simple majority of the attending members. In case of equality of votes, the president decides. Board meetings by teleconference or IRC (Internet Relay Chat) are valid. Decisions can also be adopted by circular letter, unless a dissenting member demands a meeting to be called.

C. *Executive Committee*

(1) The Executive Committee is composed of three members of the Administrative Board, including the President, the Vice-President and the Treasurer. Each member of the Executive committee has one vote.

(2) The Executive committee has the following powers and responsibilities:

- a) Preparing the annual Work plan of the association;
- b) Preparing the Association's annual budget and accounts;
- c) Preparing the General Assembly;
- d) Ensuring effective management of the association, including recruitment and dismissal of staff;
- e) Supervising on an ongoing basis the finances of the Association in accordance with its budget;
- f) Making decisions on the representation of the Association on the occasion of external meetings and events;
- g) Provisional admission and exclusion of members.

(3) The Executive Committee represents the association. The association is validly committed by the joint signatures of the president and another member of the Board of administration.

- (4) The Executive committee meets at least twice a year in addition to the meetings of the Board of administration. Meetings by teleconference or IRC (Internet Relay Chat) are valid.

D. Auditors

- (1) The General assembly may designate a natural person or legal entity who does not have to be a member of the association, as auditor for a term of office of two years. A re-election is possible.
- (2) The financial year coincides with the calendar year. On 31st December, the annual account is locked and an inventory is provided. The annual account is examined by the auditor. The auditor gives a written report to the General Assembly recommending to grant or to refuse the discharge of the treasurer and the Executive Committee.

V. Financial Resources and Liability

- (1) The financial resources of the association arise from the annuities of the members, from surplus of annual accounts, from project credits, from possible donations, conference fees, legacies, etc.
- (2) The commitments of the association are exclusively guaranteed by its financial resources. Any personal liability of its members is excluded.

VI. Amendment of the Statutes and Dissolution

- (1) For an amendment of the statutes or the dissolution of the association to take place, the presence of at least two thirds of all members as well as the absolute majority of the votes are necessary. If one of the quorums is not reached, a second General Assembly with the same agenda is to be called within eight weeks.
- (2) In the case of the dissolution of the association, the General Assembly decides upon the use of the liquidation proceeds.

VII. Implementation of the Statutes

These statutes were approved in the available form at the founders' meeting and put immediately into effect.

The founding members of the association:

[Name, Address, Signature and Stamp]