

**EUROPEAN SOLAR PHYSICS DIVISION (ESPD) OF THE
EUROPEAN PHYSICAL SOCIETY (EPS)**

STATUTES AND BYLAWS

Article 1 – Name

- 1.1 The European Solar Physics Division (ESPD – hereinafter the “Division”) of the European Physical Society (EPS – hereinafter the “Society”) represents and provides a forum for European scientists, primarily, and any scientist, secondarily, interested in aspects of the physics of the Sun.

Article 2 – Objective

- 2.1 The objective of the Division shall be the advancement of the study of the Sun, the dissemination of key results of solar physics research to the general public, and the promotion and coordination of such research with other areas and branches of the physical sciences.

Article 3 – Tasks pertinent to the Objective

- 3.1 The tasks of the Division are, inter alia:

- (a) to promote the support and coordination of solar physics research;
- (b) to facilitate contacts with and between its members, in particular through the organization and coordination of conferences, workshops, symposia, and training schools for graduate students in solar physics;
- (c) to help in the training of young solar physics researchers and in the development of their abilities in ways that may facilitate, support, and enhance their future professional activities;
- (d) to cooperate with the Society and its various Divisions, or with other institutions and organizations with an overlapping field of interest;
- (e) to offer expertise and advice to other bodies of the Society as well as to other European institutions regarding the Sun and its influence in the heliosphere, including the solar-terrestrial relations;
- (f) to promote and stimulate public understanding of the Sun and the fundamental laws of physics governing its evolution and, in particular, to encourage and attract students who may become future professionals in the field of solar physics.

Article 4 – Membership

- 4.1 Regular Membership can be provided for any individual scientist that is a Member of the Society under Articles 4a, 4c, 4d, 6 or 7 of the Constitution of the Society. Any individual scientist shall apply personally to the Secretary of the Division. Regular membership in the Division is contingent upon continuing membership in the Society and upon payment of dues assessed by the Division.
- 4.2 Affiliate Membership shall be provided for individuals who are not members of the Society but are members of another recognized professional organization with an interest in solar physics. An application for Affiliate Membership shall be sponsored by at least two (2) regular Members of the Division. The application shall be submitted to the Secretary of the Division who shall be responsible for presenting it to the Board of the Division for approval. Should the total number of Affiliate Members exceed one third (1/3) of the total number of Division Members, any new Affiliate Membership application will be held in abeyance by the Secretary in the order in which it was received. Affiliate Members shall have all the rights, privileges, and obligations of the Regular Members except that they may not vote or hold an office in the Board of the Division.
- 4.3 Emeritus Membership shall be provided for individuals who are Emeritus Members of the Society or to individuals granted the status of Emeritus Membership by the Board of the Division. Emeritus Members shall have all the rights, privileges, and obligations of the Regular Members except that they shall be exempt from the payment of Division dues. Emeritus status shall expire one calendar year after its initiation. Emeritus Members shall have to apply annually to the Secretary of the Division in order to maintain their status.
- 4.4 Student Membership shall be provided for individuals who are graduate students on a research topic related to solar physics. Student Members shall maintain their status until they are awarded the graduate degree or title that certifies a successful completion of their studies. After their studies the students shall be eligible to become Regular or Affiliate Members of the Division. Student Members shall have all the rights, privileges, and obligations of the Regular Members except that they shall be exempt from the payment of Division dues and that they may not hold an office in the Board of the Division. Student Members shall be eligible to participate in Division elections.
- 4.5 Participation to science activities of the Division shall be open to non-members of the Division or the Society. Information about science activities shall be available upon request to the Press Officer of the Division and shall be included in the electronic Newsletter of the Division, as outlined in Article 13.2 of the Division's Bylaws.

Article 5 – Structure - Board Officers

- 5.1 The business of the Division shall be conducted by the Board of the Division (hereinafter the “Board”), in accordance with the Bylaws of the Division, the Constitution of the Society, and the General Statutes of the Society applying to Divisions. The Board Officers will include a President, a Vice President, a Secretary, a Treasurer, and a Press Officer. The Board shall be charged with the affairs of the Division and shall report regularly the activities of the Division to the Society, through the President, Secretary, or Press Officer. The Board shall impose an enrollment fee for new members, annual dues for all members, and abstract submittal / registration fees for meetings organized by the Division.
- 5.2 The President and the Secretary shall be elected by the Regular Members of the Division and shall be confirmed by the Executive Committee of the Society. The Vice President, Treasurer, and Press Officer shall be elected by the Board of the Division, among the Board Members. Nominations for the President and the Secretary shall be accepted according to Article 7 of the Division’s Bylaws.
- 5.3 Each Board Officer of the Division shall be charged with the following roles and responsibilities:
- (a) The President shall call the meetings of the Board and preside in these meetings if possible. Upon the advice and consent of the Board, the President may appoint special committees deemed necessary to conduct the affairs of the Division. The President shall be an ex-officio Member of each such committee except the Board Candidate Nominating Committee;
 - (b) The Vice President may act as President at the latter’s request and shall act on behalf of the President should the latter be absent or temporarily unable to perform the duties of the office. The Vice President shall be also charged with cooperating and organizing the scientific activities of the committees appointed by the President and shall report to the President on the progress of these activities;
 - (c) The Secretary shall send out necessary notices and announcements to the Board and Division Members. Announcements of Division meetings shall be prepared by the Secretary and transmitted to the appropriate Officer of the Society for distribution at least one month prior to the expiration of the meeting’s registration or abstract submission deadline, whichever is earlier. The Secretary shall assist committees appointed for the preparation of the meetings and in the production of meeting proceedings volumes, if any. The Secretary shall also prepare minutes of Board meetings, particularly the Division’s business meeting, and shall submit these minutes to the Board Members and the Secretary of the Society within four weeks of the aforementioned meetings;

(d) The Treasurer shall collect enrollment fees and all applicable Division dues and shall be responsible for the proper handling and the disbursement of these funds in accordance with the budget approved by the Board. The Treasurer shall also prepare and submit to the Board an annual financial report that may be subject to approval by an audit committee appointed by the President. The audit committee may or may not include Board Members but it shall be consisted entirely by Division Members. Upon approval recommended by the audit committee the Treasurer shall submit the report to the Secretariat of the Society;

(e) The Press Officer shall be responsible for the electronic communication of the Division as outlined in Article 13 of the Division's Bylaws. The Press Officer shall be charged with the maintenance of the Division's World Wide Web site and shall include in this site all the updated information mandated by the Board. The Press Officer shall also be responsible for the composition and circulation of the Division's bi-weekly Newsletter.

5.3 Upon approval from the Council of the Society, the Division Board may create Science Sections consisting of Division Members with an interest in particular sub-fields of solar physics.

Article 6 – Structure – General Board Composition

6.1 The Division Board shall consist of twelve (12) Members elected by the Members of the Division with a right to vote. The Board shall also include one representative from each Section stated by the Division. The representative can be the Section Chair or a Division Member designated by the Section Chair.

6.2 The Board may co-opt up to 6 additional Members from inside or outside the Division.

Article 7 – Elections

7.1 Division Board elections shall be held every three (3) years, during the business meeting scheduled within each standalone meeting of the Division. A three-year period shall be construed as running from one standalone meeting to the next. Voting rights shall be limited to Regular, Emeritus, and Student Members with status or accounts in good standing.

7.2 With the advice and consent of the Board, the Division President shall appoint a Board Candidate Nominating Committee consisting of one Chairperson and two members. The latest formation date of the Committee shall be one year before the next standalone meeting. The Committee's function shall expire immediately after the business meeting in which votes are counted. No more than one member of the Committee shall be a Board Member.

- 7.3 Not later than three (3) months before the business meeting the Nominating Committee shall submit nominations of candidates for each vacancy. Every effort shall be made to submit more than one candidacy for each vacant Board position or office. However, if an incumbent Secretary or Treasurer is willing to serve another term, the Nominating Committee may, with the consent of the Board, nominate only the incumbent to the members of the Division. The Nominating Committee shall ascertain the willingness of its nominees to serve if elected. If the existing Vice President is unwilling or unable to assume the office of the President, or if the existing Vice President was appointed by the Board in accordance to paragraph 8.3 of the Division's Bylaws, the Nominating Committee shall nominate at least one candidate for the office of the President.
- 7.4 Any Division Member shall be considered a candidate if at least five (5) Regular Division Members submit a written petition at least three (3) months before the business meeting, provided that the Secretary has ascertained the willingness of the Member to serve if elected.
- 7.5 The Secretary shall prepare a ballot containing the names of all candidates nominated in accordance to paragraphs 7.3 and 7.4 of the Division's Bylaws and shall distribute these ballots in paper or electronically to all Division Members with voting rights at least two (2) months prior to the business meeting. Each Member may cast one vote for each vacant Board position and shall return the ballot to the Secretary or submit it electronically at least one month prior to the business meeting. The Secretary shall count the votes and submit the tally to the President. Election shall be by plurality of those voting, and the President shall not cast a ballot unless it is needed to break a tie. The President shall report on the results of the election to the Division Members during the business meeting and to the Secretariat of the Society not more than a week later.

Article 8 – Terms

- 8.1 The term for each Board Member shall be three (3) years. No one is entitled to serve the Board for more than two consecutive terms, except the newly elected President who can serve one additional term (up to three consecutive terms on the Board, including the term of Presidency, all together). However, a former Board Member shall be eligible to become a candidate after a lapse of three (3) years.
- 8.2 The terms of Board Members shall begin at the conclusion of the business meeting in which they were elected.
- 8.3 The President and the Secretary shall serve their three-year term if at all possible. In the event of a vacancy of the President or the Secretary office, the Vice President will assume the duties of that office for the remainder of the term. If both the President and the Secretary offices become vacant in the course of the term, the Vice President

shall assume the President Office and the Treasurer shall assume the Secretary Office for the remainder of the term. The Board shall also nominate a Division member to assume the office of the Vice President or / and the Treasurer, in the event of its / their vacancy/-ies prior to its / their expiration. A Board-nominated Vice President or Treasurer shall be elected by at least two thirds (2/3) of the Board Members. In the event of a vacancy of the Press office the Board shall appoint a Division Member to serve as the Press Officer for the remainder of the term.

8.4 Co-opted Board Members shall serve for a maximum of three (3) years or until the next Board elections, whichever is shorter.

Article 9 – Division Meetings

9.1 The regular, standalone meeting of the Division shall take place every three years at a time and location agreed by the Board. The regular meeting will be devoted to the dissemination of the results of solar physics research between the Division Members and to Tasks pertinent to the Division's Objective as described in Article 3 of the Division's Bylaws.

9.2 Among other functions, the regular (standalone) meeting shall include the business meeting of the Division that will be devoted to the reports of Officers and appointed committees, the conduct of business affairs, and the Board elections every three (3) years. The business meeting's agenda shall not include results of scientific papers, but may include items pertinent to science policy or education / public outreach. Any Board Member unable to attend a business meeting shall have the privilege of naming a proxy representative who shall attend the meeting on the absentee's behalf. The proxy representative may be constituted without a Board vote but the President's approval shall be necessary. Quorum in a business meeting will be assumed if at least two thirds (2/3) of the elected Board Members are present (excluding proxies, section representatives, and co-opted members). Inability to achieve a quorum shall constitute grounds for another business meeting scheduled at a later date within the same calendar year, if at all possible. The business meeting will be open to all members of the Division.

9.3 In addition to the regular, standalone meeting, the Division should strive to organize annual Division meetings jointly with the Society's annual meeting or other meetings with a solar physics interest. Conferences, workshops, or schools sponsored solely by the Division or jointly with other organizations shall also be designated as Division meetings. A written statement signed by at least two thirds (2/3) of the Board Members shall constitute grounds for an additional Division meeting.

9.4 All Division meetings shall be open to all members of the science community with an interest in solar physics and to individuals invited by the Board to attend. The Board will make every effort to waive meeting registration and applicable abstract submission fees for invited participants. Travel expenses, accommodations, and

living (per-diem) expenses for invitees may be covered wholly or partially by the Division following a Board consensus on a case-by-case basis. If no consensus can be achieved, only the meeting registration and applicable abstract submission fees may be waived.

Article 10 – Committees appointed by the Division

The Division shall establish Committees to better conduct its tasks and affairs. These Committees shall include, but may not be limited to, the following:

- Board Candidate Nominating Committee
- ESPD Prizes and Awards Committee
- Summer Schools Committee
- Education and Public Outreach Committee
- Conferences and Workshops Committee

Article 11 – Division Funds

11.1 The Division shall accrue funds from its functions and activities, namely, enrollment fees, membership dues, and meeting registration and applicable abstract submission fees. The funds shall be identified in the accounts of the Society as being at the disposition of the Society.

11.2 It shall be the Division's responsibility to decide how to use these funds. Pursuant to these decisions, the Division shall entitle the Secretariat of the Society to make payments and investments. Any Division Member may propose a given expenditure by submitting a written statement to the Treasurer. A proposed disbursement decision shall be approved by at least two thirds (2/3) of the elected Board Members.

11.3 Funds identified in Society accounts as funds of the Division shall be considered reserves of the Society. However, they shall not be used by the Society for activities or debts pertinent to the Society, or in the event of financial difficulty, unless authorized by the Division. Authorization to the Society for disbursements of Division funds shall be approved by all elected Board Members.

Article 12 – Division Prizes and Awards

The Division shall establish tri-annually awarded honors to Members of the Division or to distinguished members of the scientific community. Prizes and awards shall be accompanied by a certificate and some additional honorarium in the form of a monetary or in-kind award. Honors shall be delivered during a special session of the Division's standalone meeting that shall be explicitly stated in the meeting's program or agenda. These awards shall include, but they may not be limited to, the following:

- An Honorary Prize presented to a distinguished senior solar scientist for a life-long prolific career or scholarship.
- An Honorary Prize presented to a young Division Member up to thirty six (36) years of age for outstanding scientific performance achieved early in the Member's career.
- A Best Student Paper Award that shall be presented to the first author of the voted best paper presented by a Student Member during the most recent Division meeting.

Article 13 – Electronic Communication of the Division

13.1 The Division via its Press Officer shall create, operate, and regularly update an openly accessible world-wide web (WWW) site devoted to the dissemination of Division activities. The contents of the electronic Division site shall include, but may not be limited to, a general description of the Division and its Objective, a description of the synthesis of the Division Board, future Division meeting announcements, directories of Division Members, Awards and Honors entitled by the Division, links to the Society's WWW site and other pertinent organizations, and an electronic copy of the Division's Statutes and Bylaws. The Division's WWW site may be complemented by a pictorial logotype. The logotype of the Division shall be used by third parties only for activities demonstrably pertinent to the Division or to represent the Division. The logotype shall not be used to represent activities, groups, or organizations other than the Division itself.

13.2 The Division via its Press Officer shall compose and distribute a Division's bi-weekly Newsletter. The Newsletter shall include information pertinent to the Division's Objective and Tasks as outlined in Articles 2 and 3 of the Division's Bylaws. It may also include scientific meeting announcements, employment opportunities, and Division-relevant information provided by individual Division Members. Each Division Member wishing to publicize information in the Newsletter shall submit the pertinent article to the Press Officer, who shall determine whether the article's contents fulfill the requirements for inclusion in the Division's Newsletter. Following approval, the article shall be included in the next scheduled issue of the Newsletter. The Newsletter will be distributed via electronic mail to all Division Members and to any interested individual upon request to the Press Officer.

Article 14 – Amendment of Division Statutes and Bylaws

14.1 Amendments to the approved Statutes and Bylaws may be proposed by the Council of the Society, the Division Board, or by a written petition to the Board President signed by no less than twenty five (25) Members of the Division. The Board shall discuss the proposed amendments at its earliest opportunity. The Secretary shall then

distribute copies of the proposed amendments to the Board Members for their review and comment no less than two (2) months before the next business meeting. The Board Members shall have four (4) weeks to comment on the amendments and the Secretary shall distribute copies of the proposed amendments, including the comments by the Board and the petitioners, if any, to all Division Members with voting rights no later than one month before the next business meeting. The proposed amendments shall be discussed during the business meeting. After the meeting the Secretary shall prepare and distribute ballots with the final wording of the amendments to all Division members with voting rights who shall be instructed to return their vote by correspondence not later than three (3) weeks after the date of the ballot's distribution. Approval of the proposed amendments shall be supported by at least two thirds (2/3) of the Division Members who participated in the vote. If the amendments are confirmed by vote, they shall be passed to the Council of the Society for final approval. Following final approval, the amendments shall be transferred to the electronic copy of Statutes and Bylaws included in the Division's WWW site.