

# Statutes

## Name and Location

### ARTICLE 1

1. European Women in Mathematics, informally EWM, is an association established in accordance with the laws of Finland.
2. Its seat is in Helsinki, Finland.

## Purpose and Nature of Activities

### ARTICLE 2

1. The purposes of EWM are:
  - To encourage women to take up and continue their studies in mathematics and to promote mathematics among women.
  - To support women with or desiring careers in research in mathematics or mathematics related fields.
  - To provide a meeting place for these women.
  - To foster international scientific communications among women within and across fields in mathematics.
  - To promote equal opportunity and equal treatment of women and men in the mathematical community.
  - To cooperate with groups and organizations with similar goals.
2. To achieve its aims EWM may organize meetings, conferences, courses and seminars, arrange negotiations, disseminate a newsletter and other material related to its aims, operate as a publisher, prepare proposals and motions, make statements, award grants and prizes, and represent its membership.
3. The organization may, according to the situation, act directly, co-operate with individuals or bodies having similar aims, and set up subordinate bodies for special tasks.
4. The organization is non-profit making.

## Membership

### ARTICLE 3

1. A member of the organization may be any woman, who supports the purposes of the organization.
2. The number of non-Finnish members may exceed one third of the total.
3. Members are approved and dismissed by the general assembly.
4. Members pay membership dues as determined by the general assembly.
5. A member can be removed for non payment of fees for more than two years.
6. Members may terminate their membership by giving a written notice to the convenor or to a member of the standing committee or by announcing the termination at the meeting of the general assembly to be recorded in the minutes.
7. The organization can have honorary members. An honorary member has the right to vote and does not pay registration or membership fees.
8. The organization can have either women or men as well as organizations as supporting members.
9. Supporting members pay dues and receive relevant information. They do not have the right to vote.

## **Organs**

### ARTICLE 4

1. The organ of the organization with decision making power is the general assembly.
2. The standing committee is the main executive organ.
3. Other executive organs are the international and regional coordinators.

## **Decision Making**

### ARTICLE 5

Decisions are made by simple majority vote of the general assembly unless the statutes require a qualified majority. The requirement of qualified majority is at least 3/4 of the votes cast.

## **The General Meeting**

### ARTICLE 6

The main tool for implementing the organization's statutory goals is the general meeting. EWM will aim to have a general meeting in Europe at least once every two years. The aim is to arrange these meetings in years to alternate with the European and International mathematical congresses, and in addition to have some activity at European congresses and International congresses.

## **The General Assembly**

### ARTICLE 7

The general assembly is held every second year during the general meeting. It is the responsibility of the standing committee to announce the general meeting. The announcement is done with the assistance of the coordinators at least six months in advance in a letter sent to each member or by e-mail or by an announcement in an appropriate newsletter.

#### The General Assembly

1. elects the standing committee, the convenor from the members of the standing committee, and deputies. The convenor may be non-Finnish
2. elects a team of at least three international coordinators
3. confirms the choice of regional coordinators
4. elects two auditors and a deputy
5. approves new members and elects honorary members
6. decides on removal of members by qualified majority
7. decides on registration and annual dues
8. accepts the minutes of the previous general assembly
9. receives the auditors' reports
10. confirms the financial statements and discharges those concerned from liability
11. chooses the time and place for the next general meeting from possibilities proposed as specified by the by-laws, and a local person who will choose a group to be responsible for the practical and financial arrangements
12. sets up commissions for specific issues
13. decides on changes of the statutes by qualified majority
14. decides on by-laws, the changing of which requires a qualified majority.

## **The Extraordinary General Assembly**

### ARTICLE 8

An extraordinary general assembly can be called by giving six weeks notice by e-mail or in writing to all members. The reason for such a meeting must be clearly specified in writing.

## **The Standing Committee**

### ARTICLE 9

1. The standing committee consists of 8 - 12 members and their deputies. The term of office of committee members will be four years. Half of the terms will expire at the general assembly meeting and half will continue. The first terms to expire will be drawn by lots. The members of the standing committee must be members of the organization.
2. The standing committee will be called together by the convenor when necessary or when a member of the committee so requests.
3. The standing committee will assist in organizing the forthcoming general meeting as specified by the by-laws.
4. The standing committee proposes the budget to the general assembly, receives the accounts to be presented to the general assembly and approves donations from outside organizations.
5. The standing committee shall appoint and dismiss the staff, define their duties and confirm their remuneration.

## **Coordinators**

### ARTICLE 10

The coordinators are chosen as specified in Article 7 and the by-laws. The job of a coordinator is to gather and pass on information.

1. The team of international coordinators will also assist the standing committee in taking care of other business such as links with other organizations, other types of meetings, emergency situations, etc.
2. As far as possible, there should be at least one regional coordinator in each country or region of Europe and also in non-European countries in which there is sufficient interest in EWM.

## **Signing for the Organization**

### ARTICLE 11

The organization may be signed for either by the convenor together with another member of the standing committee or by any two members of the standing committee.

## **Finances**

### ARTICLE 12

1. EWM may receive gifts, grants, bequests and legacies. The association may raise funds for purposes connected to its aims by selling mathematical or similar material and it can own property and shares.
2. The general assembly appoints for each fiscal year two auditors and one deputy who are not members of the standing committee. These auditors may at all times require that the books and all relevant documents be presented to them, and they may examine the cash and

financial situation.

The fiscal year shall be one calendar year.

The accounts shall be submitted to the auditors by the end of March.

The auditors' report shall be submitted to the standing committee by the end of April.

## **Amendments**

### ARTICLE 13

1. Amendment of the statutes or dissolving or merging the organization shall be mentioned in a notice to all members of the organization before the meeting of the general assembly.
2. Amendment of the statutes must be endorsed by a qualified majority of the general assembly; dissolving or merging the organization must be endorsed by a qualified majority of the meeting of the general assembly or an extraordinary general assembly.

## **Dissolving of the Organization**

### ARTICLE 14

In the event of the organization being dissolved or abolished, any assets remaining after discharge of all debts shall be transferred to a legal body having aims similar to those of the organization.

## **By-laws**

### ARTICLE 15

These statutes are followed by a collection of by-laws approved by the general assembly.

#### **1. Membership**

An individual may become a member by contacting a coordinator or a member of the standing committee. The membership will be temporary until it becomes confirmed by the following general assembly. No election of members shall be effective until the relevant fees have been paid. Either the general assembly or the standing committee may waive fees in particular cases.

Other than for non-payment of fees, a member can only be removed on the basis of written reasons, and after she has had the opportunity to let her case be heard, by a qualified vote of the general assembly.

Members may terminate their membership by giving a written or e-mailed notice to a regional or international coordinator, or to a member of the standing committee.

Newly elected members should be informed and receive the relevant documents.

All matters of doubt or difficulty relating to membership shall be decided by the standing committee subject to confirmation by the general assembly.

#### **2. The General Assembly**

A meeting of the general assembly must be held during each general meeting of EWM. The general assembly is open to members and guests.

Decisions are made if possible by consensus. If no members present object, routine decisions may be made by simple majority vote. However, 10% of members present may ask that a particular decision only be made subject to a qualified majority. In this case discussion continues until a decision can be reached by qualified majority.

The requirement of qualified majority is at least 3/4 of the votes cast, also it is necessary that the the following requirements are met: at least 20 persons from at least 5 countries

represented in the organization.

The opinion of the membership may be solicited by a mail vote at any time.

Unless otherwise specified by the general assembly, decisions on matters other than changes of the statutes or by-laws or those specified by Article 7 are delegated by the general assembly to the standing committee.

### **3. Standing Committee**

#### **Selection of the Standing Committee:**

The standing committee will propose names for the new standing committee. Any woman either at the general meeting or otherwise involved in EWM can also propose members. The standing committee will arrange the proposed names as for fields in mathematics and geographic location in order to get a broad representation across subjects and countries. The written list of suggestions should be available before the general assembly. The final choice will be made by the general assembly, if necessary by vote.

#### **The Standing Committee Includes:**

- A woman responsible for the forthcoming general meeting
- Someone who was centrally involved in the last general meeting.
- The convenor and one or two deputy convenors (these may well be women a) or b)).
- If possible, a person at another institution in the country where the meeting is to be held.

#### **The Main Responsibilities of the Standing Committee Are:**

1. To be responsible for advising and assisting with the forthcoming general meeting. To draw up a detailed programme for that meeting, to try to raise funding for that meeting, and especially to think about organizational matters and prepare issues for discussion.
2. To announce the general meeting with the assistance of the team of coordinators. The general meeting is announced as early and widely as possible (in particular in EMS and AWM newsletters).
3. To draw up the agenda for the meeting of the general assembly and if possible to announce major issues to be considered in advance. To ensure that a report of the general meeting is prepared.
4. To take care of other issues which may arise between general meetings.
5. To ensure there is always a functioning team of international coordinators.
6. To consider the possibility of other types of meetings, and to delegate responsibilities appropriately.
7. To take care of any emergency situation which may arise.
8. To receive the financial report, and to propose the budget. The report and budget should be publicized in a EWM report or newsletter.
9. To select the treasurer.
10. To confirm the choice of treasurers for regional or national groups.

### **4. The Convenors**

The job of the convenor and her deputies is to ensure that appropriate actions are taken at appropriate time, thus activating the standing committee as necessary.

### **5. Committees**

Committees for specific purposes, for example finances or local organization, may be set up as and when necessary, either by the general assembly or by the standing committee.

## **6. Deputies**

In so far as possible all people with responsible jobs should have deputies. In particular, there must be a deputy convenor for the standing committee.

## **7. The Coordinators**

The job of a coordinator is to gather and pass on information among EWM members and to answer enquiries, send information to interested people etc..

- There will always be at least three international coordinators, from at least two countries, elected by the general assembly, by simple majority vote.
- As far as possible there should be at least one and preferably two regional coordinators in each country or region in Europe and also in non-European countries in which there is sufficient interest in EWM. There will also be coordinators for links with organizations with related purposes, for example AWM and EMS. As far as possible, coordinators should change every two to four years.

### **International Coordinators.**

The job of the international coordinator is to:

- Maintain an up-to-date list of regional coordinators.
- Seek out replacements for regional coordinators as necessary, making sure if possible that all regional coordinators are active.
- Seek out people who might act as regional coordinators in countries or regions which are not yet represented.
- Supply the list of regional coordinators to the standing committee as requested and also to EMS.
- Send out mailings to the regional coordinators for distribution in their region as requested by the standing committee or when otherwise appropriate.
- Liaise with the standing committee, especially about publicity for the forthcoming general meeting.
- Answer general enquiries or pass them on to the appropriate regional coordinator or member of the standing committee.
- Keep copies of important correspondence such as past applications for money to the EEC.
- Take care of other business such as links with other organizations, other types of meetings, emergency situations, etc.

### **Regional Coordinators**

Selection of regional coordinators.

- EWM members in a region should agree among themselves the best method of choice suited to their region. In case of serious disagreement, the matter should be referred to the standing committee and the international coordinators and if necessary put to a vote in the general assembly.
- The choice of all regional coordinators should be confirmed by the general assembly.

### **Duties of the Regional Coordinators.**

The job of a regional coordinator is to:

- maintain some form of address list of people interested in, and members of, EWM
- arrange for collection of membership dues

- mail out information as requested by the international coordinators, and other information as appropriate
- advertise EWM meetings in the newsletter of her region or country's mathematical society and elsewhere in her area as appropriate
- act as a liason for anyone wanting to contact women mathematicians or to get information about women mathematicians in her country or region
- give her name to national, regional and local mathematical societies as a person to contact in matters relating to women mathematicians in that country or region
- if possible, either collect or arrange to get collected information about numbers of women mathematicians in her country, and about factors relating to their status, programmes to assist them, etc.

### **8. *The Extraordinary General Assembly***

A request for such a meeting must be endorsed either by at least five members of among the standing committee and the international coordinators, or by at least 25 EWM members. The reason for such a meeting must be clearly specified in writing. The meeting must be held at an easily accessible place in Europe. The responsibility for organizing such a meeting is that of the persons calling for the extraordinary assembly.