



EUROPEAN LIFE SCIENCES FORUM

STATUTES

MISSION STATEMENT

The European Life Sciences Forum is a coalition of independent organisations representative or supportive of the life sciences, biotechnology and biomedical research communities in Europe. Its mission is to increase their visibility and impact in the public and policy-making arenas; and to advance research and to promote the contribution of scientists to European society.

Statutes

Article 1. Establishment

1.1 ELSF, the European Life Sciences Forum, is a non-profit, international organisation.

Article 2. Objectives

2.1 ELSF is an independent body established to represent the best interests and advocate the positions, particularly those related to public policy issues, of the European life sciences organisations, and committed to provide support services to its constituent members and, through its website, to the life sciences research community at large.

2.2 The goal of ELSF is to provide a common voice for the life scientists' organisations in Europe.

2.3 To achieve its mission related to science policy issues ELSF shall:

- Provide expert insight on the importance of funding research in the life sciences and of long-term, open-ended research, and campaign to expand funding provisions
- Campaign for front-line issues related to the organisation and planning of research, including the development of research infrastructures and the career structure of young scientists
- Monitor and contribute to public policies and research programmes at the European level through recommendations and consensus positions
- Work to improve public engagement with and public understanding of the life sciences, and contribute to the Science & Society debate, including its ethical aspects

2.4 To achieve its service mission ELSF shall, notably by means of electronic infrastructures,

- Collect and disseminate information on research policies and programmes at a European, national and regional level as well as outside Europe, and assist its members when appropriate
- Collect and disseminate information on the activities of the Member Organisations
- Promote communication with the media, policy-makers, public interest organisations and other stakeholders at a national and European level
- Help member organisations in their communication with policy makers
- Provide information and advice to the European Commission, European and national Parliaments, and national governmental bodies

Article 3. Membership

3.1 ELSF shall consist of two categories of membership:

- **Full Members**; these are scientific federations and associations, industry platforms, philanthropic institutions, and non-profit, patients' and consumers' organisations aiming to promote research in Europe, in keeping with the concepts outlined above. Priority shall be given to Europe-wide organisations and towards that end the ELSF shall encourage the association of national organisations at a European level. Full Members shall:

- Endorse the objectives of the Forum as outlined in the Mission Statement
- Vote on all decisions of the ELSF
- Pay annual dues
- Submit on a regular basis the relevant information concerning their own activities to the Executive Co-ordinator
- Be encouraged to publicise the activities of the Forum

- **Observers**; these are organisations interested in the activities of the Forum and endorsing the objectives of the Forum but that, for legal or other reasons, cannot become member of ELSF. Observers do not have the right to vote and do not pay annual fee to ELSF, but may pay a voluntary contribution.

3.2 ELSF membership applications must be sent in writing to the Executive Co-ordinator of the Forum at least two months before the Council Meeting. New admissions to ELSF membership are to be decided by a majority vote of members present and voting at the Council Meeting.

3.3 Membership depends on payment of annual fees. Members can resign from the Forum by written notification to the Executive Co-ordinator at least three months before the end of the fiscal year.

3.4 The Council Meeting can propose or decide by a majority vote to exclude a member.

Article 4. Organisation

4.1 ELSF is governed by the **Council** of the Forum; its affairs are conducted through the **Executive Committee**, which implements the decisions of the Council.

4.2 The **Council** of ELSF is composed of one delegate from each of the Member Organisations and the members of the Executive Committee, each of who will have one vote. Member Organisations are responsible for the appointment of their delegate. Members of the Executive Committee do not represent the organisation to which they are affiliated. The Council shall meet once a year to:

- Formulate and decide on the fundamental policies, proposals and general strategy of the Forum
- Accept new members and exclude members
- Elect the president and the members of the executive committee
- Approve the reports, statement of account and budget presented by the President and the Executive Co-ordinator

- Ratify changes in the statutes
- Discuss proposed items
- Appoint an independent auditor on an annual basis (is it necessary considering the “low” budget of ELSF and its foreseen expenses)

4.3 The **Council Meeting** is chaired by the President. The quorum for voting is 50% of the member organisations. Unless otherwise stated, any matter decided by the Council shall be on the basis of a simple majority vote of those present and voting at the Council Meeting. ELSF shall not be responsible for the costs for Council members to attend the Council Meeting. Member organisations must send proposals for items to be discussed to the Executive Co-ordinator at least two months before the meeting. Notification of the Council Meeting must be sent at least one month before the meeting and must specify the location, date and time. The agenda must be circulated at least one month before the meeting.

4.4 The **Executive Committee** is composed of the President, the Vice-president and four regular members. They are appointed by Council by secret ballot to take office from the following January 1st to serve for a term of three years. The term of regular members can be renewed once. The Vice-president-elect is not a member of the acting Executive Committee; he/she is appointed for a period of three years and then becomes President for the subsequent three years. The Executive Co-ordinator is an *ex officio* member of the Executive Committee without voting rights. Member Organisations must send nominations for the Executive Committee to the Executive Co-ordinator at least two months prior to the Council Meeting. The Executive Committee has the authority to decide on all activities and operations of the Forum except those that explicitly require approval by Council. The Executive Committee meets at least once per year or more often if it is deemed necessary for the interests of the Forum. The Executive Committee shall make decisions on the basis of majority vote. In case of a tie, the president casts the deciding vote. Decisions of the Executive Committee have to be presented to Council for confirmation at the next Meeting.

Article 5. Administration

5.1 The **President** shall be responsible for the activities and affairs of the Forum, and is the legal representative of the Forum in its dealing with authorities and other organisations. The President shall call and chair the meetings of the Executive Committee and of the Council.

5.2 The **Executive Co-ordinator** shall be appointed by the Executive Committee. Responsibility for the conditions of employment and salary will rest with the Executive Committee. He/She shall assist the President in his/her activities and may deputise for the President whenever necessary. He/She shall:

- Conduct the daily business and co-ordinate the activities of the Forum
- Keep a record of all members
- Keep a minute book of the transactions, including the financial transactions, and records of all meetings
- Prepare and distribute the agenda for the Executive Committee and Council meetings at least one month before the meetings, and prepare and distribute the minutes no later than two months after the meetings
- Prepare documents required by ELSF
- Provide an annual report to Council
- Be responsible for the collection of financial income
- Render annually a complete financial account and submit a proposed budget for approval
- Have the authority to sign for purchases required for the day-to-day running of ELSF

Article 6. Membership fees

6.2 Members pay an annual membership fee, the amount of which is to be decided upon by the Council.

6.2 Payment shall be made before the 15th of January each year.

Article 7. Meetings

Meetings on relevant topics shall be convened by the Executive Co-ordinator with the approval of the Executive Committee.

Article 8. Co-operation

When deemed necessary, the Executive Committee can decide to form alliances with other organisations to help promote the views of the ELSF or advance ELSF missions.

Article 9. Financial Year, Auditing and Income

9.1 The fiscal year shall coincide with the calendar year.

9.2 Annual accounts of income and expenditure will be audited by an independent auditor appointed on an annual basis by the Council Meeting

9.3 ELSF shall accept donations subject to approval of by the Executive Committee, provided that the independence of the Forum is not compromised or directly affected.

Article 10. Language

The language of the Forum for all statutory, working and other communications is English.

Article 11. Amendments to the statutes

Alterations to the Statutes shall only be made by, and must be endorsed by at least two thirds of, the Council. Prepared amendments must be sent to the Executive Co-ordinator at least three months before the Council Meeting.

Article 12. Dissolution of ELSF

12.1 In the event of dissolution of the Forum, the Executive Committee shall submit a resolution to the Council at least two months before a Council Meeting.

12.2 Dissolution of ELSF shall require the approval of two thirds of all Member Organisations represented at the Council Meeting.