

**International Federation of Societies for Microscopy**  
**Bylaws**  
**Approved by the General Assembly 23<sup>rd</sup> September 2010**

Table of Contents

I	Name, Domicile and Corporate Seal
II	Purpose of the Federation
III	Membership
IV	Administration
V	General Assembly
VI	Executive Committee
VII	Finances
VIII	Duration of the Federation
IX	Amendments and Interpretation of By-Laws
X	Candidacy for Hosting the International Microscopy Congress
	Appendix

**ARTICLE I NAME, DOMICILE & CORPORATE SEAL**

The Federation shall be called the International Federation of Societies for Microscopy (“IFSM” or the “Federation”).

The Federation is registered in the State of Illinois, USA, which shall be its permanent domicile.

The Federation is subject to the laws of the State of Illinois.

The business address of the Federation shall be the business address of the General Secretary.

The Corporate Seal is the official seal (for legal documents) of the corporation.

All documents, records (including electronic) and property of the Federation shall reside with the General Secretary.

**ARTICLE II PURPOSE OF THE FEDERATION**

*II.1 PURPOSE*

The purpose of the Federation is:

To contribute to the promotion and advancement of techniques and applications of microscopy in all relevant scientific disciplines.

*II.2 POWERS*

For this purpose the Federation shall have the power:

1. To hold an International Microscopy Congress (to be known as IMC<sub>n</sub> where n is the n<sup>th</sup> such meeting) every four years in conjunction with a meeting of delegates in a General Assembly (GA),
2. To sponsor regional meetings and conferences
3. To sponsor international publications in the field of microscopy research
4. To set up committees and other bodies
5. To initiate, promote and co-ordinate microscopy research and/or nomenclature requiring international cooperation
6. To participate in joint committees with other scientific bodies in matters of interest to the Federation.

## **ARTICLE III MEMBERSHIP**

### *III.1 COMPOSITION*

The Federation shall be composed of such organizations, representing the Microscopists of a Region, a Nation, a group of Nations, or the Microscopy Trade as have been admitted to membership in accordance with these Bylaws.

### *III.2 ELIGIBILITY*

Any organization actively interested in Microscopy and representing the Microscopists of a Region, a Nation or a group of Nations, or the Microscopy Trade shall be eligible for membership in the Federation. A Member Organization may be an Academy of Science Research Council or similar body, or a scientific society or a group of such societies, or a microscopy trade group.

An organization wishing to join shall make a written application for membership to the General Secretary. This application shall be signed by the President and the Secretary of the applying organization. In addition to the application, the organization shall forward a list of its officers and its members, its bylaws, and a list of scientific meetings organized by the organization.

In order to be considered by the General Assembly, an application for membership should reach the General Secretary at least three months prior to the ordinary General Assembly.

### *III.3 CATEGORIES*

Membership in the Federation shall be in one of four categories with corresponding voting powers and a financial contribution as set out in this section. Each Member Organization shall have voting power in the General Assembly, in accordance with the group to which it belongs, as follows: Group Categories I, II, III, and IV receive 1, 2, 3, and 4 votes, respectively.

Each Member Organization shall pay an annual membership fee to the Federation consistent with the Category to which it belongs, and to be determined by the General Assembly. This fee may be modified from time to time based on world economic conditions. Each Organization wishing to become a member of the Federation shall indicate in its application the Category in which it wishes to be placed. The Category to which an applicant belongs shall be determined by the General Assembly and shall reflect the international contribution of that Organization to Microscopy.

New and/or small organizations representing the Microscopists of a Region, a Nation or a group of Nations are eligible for associate membership of the Federation. Such membership shall be without voting power and without financial contribution, but shall in other respects be equal to membership in one of the four groups with votes. Application for associate membership shall follow the same rules as specified for membership.

### *III.4 REGIONAL ORGANIZATIONS*

Regional Organizations composed of Microscopists may also be admitted as Members of the Federation. The Regional Organization shall submit its Bylaws to the Executive Committee of the Federation at least three months prior to an ordinary General Assembly. The Secretary of the Organization shall set forth in writing the reason(s) for the existence of such Regional Organization and indicate the scientific activities it intends to pursue.

A Regional Organization may apply to have a vote, and pay the dues equivalent to a Group Category 1 Member. The right to vote is granted when annual dues have been paid for the preceding 4 years. If the Regional Organization has a non-voting delegate it shall not pay a membership fee.

The Regional Organization shall submit to the Executive Committee of the Federation, any changes in its Bylaws. The Executive Committee of the Federation has the prerogative to submit these changes to the General Assembly for consideration if it considers that the changes are to the detriment of the Federation. The Regional Organization intending to organize a scientific meeting shall ask for the

approval of the Executive Committee of the Federation. In the request, the location and date of the scientific meeting should be indicated.

### *III.5 ACCEPTANCE AS A MEMBER OF IFSM*

The Executive Committee of IFSM shall examine each membership application and convey to the General Assembly its recommendation. A two-thirds majority vote of the delegates present at the General Assembly is required for admission of a new member.

### *III.6 WITHDRAWAL, TERMINATION OR SUSPENSION*

Any Member Organization may withdraw from the Federation, provided that it has fulfilled its financial obligation up-to-date. An organization which withdraws, or one whose membership is suspended or terminated in accordance with the Bylaws loses all rights, including voting, in connection with the Federation. A two-thirds majority vote of the delegates present at the General Assembly is necessary to terminate the membership of an organization. The decision will be made by a secret ballot. A member to be considered for termination shall receive a written notice from the General Secretary indicating the reason for the proposed termination. The notice will be sent to the members at least three months prior to the ordinary General Assembly.

The Member Organization shall be given the opportunity to furnish an explanation to the General Secretary as well as to the General Assembly. During the secret ballot the delegate(s) of the organization concerned shall leave the room.

Annual membership fees shall be due on or before April 1 of each calendar year. Interest in the amount of 10% per annum shall be charged on delinquent dues not received by April 1 of each calendar year. Failure to pay for four consecutive years shall result in automatic suspension of membership. The delinquent member may then apply for removal of its suspension upon payment of past membership fees including an interest payment computed at 10% per annum. Failure to pay past membership fees for a further four years shall result in automatic termination of membership. Delegates from Member Organizations that have not paid Membership fees for the two years prior to the General Assembly (years N-1 and N-2 for an IMC in year N) are not eligible to vote at the General Assembly.

### *III.7 CHANGES IN THE NATURE OF A MEMBER ORGANIZATION*

Should a Member of the Federation wish to change Categories, it shall submit, at least three months prior to the ordinary General Assembly, a formal request to the General Secretary who will present it to the Executive Committee. The Executive Committee will make a recommendation to the General Assembly. A simple majority of the votes cast in the General Assembly is required for a change in Category of a member of the Federation. Such a change, if approved, would take effect on January 1 in the year following the General Assembly at which the vote was taken. Should the General Assembly refuse to accept the change, the Organization has the privilege to remain a member of the Federation in its existing Category.

## **ARTICLE IV ADMINISTRATION**

### *IV.1 RESPONSIBILITIES*

The work of the Federation shall be conducted by:

- A) The General Assembly and
- B) The Executive Committee and any other Committee which may be set up by it or by the General Assembly.

#### *IV.2 CONTRACTS & AGREEMENTS*

All contracts and agreements involving the Federation shall be signed by the General Secretary and by the President, or in the absence of either of the above, by the Vice-President. All contracts shall require two signatures.

#### *IV.3 ALL OTHER CIVIL AND LEGAL OCCASIONS*

In all other civil and legal occasions and in dealing with other organizations, the President shall be the official representative of the Federation. He or she may, in this respect, delegate his/her power to the Vice-President, the General Secretary, the Treasurer or an ordinary member of the Executive Committee.

### **ARTICLE V GENERAL ASSEMBLY**

#### *V.1 AUTHORITY*

The ultimate authority of the Federation resides in the General Assembly, which is composed of delegates appointed by the Member Organizations.

#### *V.2 THE EXECUTIVE COMMITTEE*

The Executive Committee is responsible to the General Assembly and shall participate in the General Assembly deliberations. However, a member of the Executive Committee shall not be a delegate to the General Assembly from any Member Organization, nor have any voting power in the General Assembly.

#### *V.3 THE PRESIDENT SHALL SERVE AS CHAIR OF THE GENERAL ASSEMBLY*

The President shall serve as Chair of the General Assembly. In his/her absence, the Vice-President, the General Secretary or the Treasurer shall serve. In the absence of the four above mentioned members of the Executive Committee, the General Assembly will elect a Chair.

#### *V.4 QUORUM*

No meeting of the General Assembly shall have the power to make valid decisions unless a quorum of two thirds of the total number of delegates possible is represented. The number of delegates present at the meeting may include those who have received proxy status. Such status shall be in accordance with V.8.5 of these Bylaws.

#### *V.5 VOTING*

All voting by the General Assembly shall be by simple majority of the votes cast unless otherwise stipulated in these Bylaws or by law. In the event of an equal division of votes, the Chair shall make the final decision.

#### *V.6 DUTIES OF THE GENERAL ASSEMBLY*

The General Assembly shall:

1. Take action on the admission of organizations to membership
2. Elect the President, Vice-President, General Secretary, Treasurer and the other Officers of the Federation
3. Receive the reports of the activities of the Federation and of its committees
4. Approve the appointment of a professional auditor for the next four years and receive the audited accounts for the years elapsed since the previous meeting of the General Assembly
5. Receive and approve the budget for the normal income and expenditures for the period to the next meeting of the General Assembly
6. Determine the unit contribution for the period to the next meeting of the General Assembly
7. Determine the sites of International Microscopy Congress meetings.

## *V.7 POWERS OF THE GENERAL ASSEMBLY*

The General Assembly shall have the power:

1. To formulate and amend Bylaws
2. To establish committees or other bodies and to determine terms of reference of these
3. To manage the affairs of the Federation consistent with its purposes and powers.

## *V.8 MEETINGS*

### *V.8.1 Ordinary Meetings*

The General Assembly shall normally hold an ordinary meeting once every four years, during the IMC. The date and place of the meeting, unless determined by the previous General Assembly, shall be determined by the Executive Committee. The General Secretary shall communicate the date and place of the General Assembly to the Member Organizations at least three months in advance.

### *V.8.2 Extraordinary Meetings*

An extraordinary meeting of the General Assembly must be called by the President if three-quarters of the Executive Committee decides that the affairs of the Federation require it.

An extraordinary meeting of the General Assembly can also be requested by written demand to the President of the Federation by at least two-thirds of the members of the Federation. An extraordinary meeting of the General Assembly shall have the same powers and be subject to the same rules as an ordinary meeting of the General Assembly. The General Secretary shall communicate the date and place of the extraordinary meeting to the Member Organizations at least six weeks in advance.

### *V.8.3 Agenda*

The agenda of business to be transacted at the meetings of the General Assembly shall be determined by the Executive Committee and shall be communicated by the General Secretary to the Member Organizations at least one month before an ordinary meeting or an extraordinary meeting. Any Member Organization may propose business for discussion at an ordinary meeting of the General Assembly. Such proposals shall reach the General Secretary at least 2 months before the meeting. Questions not placed on the agenda of business to be transacted at the meeting of the General Assembly shall not be discussed unless a proposal to discuss the matter is approved by at least half of the delegates. The first item on the agenda of an ordinary meeting should always be the admission of new member(s). The subsequent order of the items to be discussed shall be established by the Executive Committee.

### *V.8.4 Names of Delegates*

Each Member Organization shall make known to the General Secretary, no later than one day before the Assembly meeting, the names of its delegates. The name of the representative of an organization seeking admission to the Federation whose application is on the agenda of the meeting of the General Assembly, should also be made known to the General Secretary at least one day before the Assembly meeting.

### *V.8.5 Number of Delegates and Votes*

Each Member Organization shall be represented at the General Assembly by the number of delegates to which they are entitled, in accordance with the Category to which they belong. Each delegate shall have one vote and no individual shall be a delegate for more than one organization. Should a Member Organization not be represented by its full quota of delegates, it should notify the General Secretary in

advance of the meeting. In this instance, and consistent with V.4, voting by proxy is allowable. Such proxy authorization shall be submitted by signed affidavit to the General Secretary in advance of the meeting.

#### *V.8.6 Invitation to Non-Member Organizations*

The Executive Committee may invite Chairs of Committees, representatives of scientific bodies, and individuals to attend a meeting of the General Assembly. Such invited guests may take part in the discussion, but shall have no voting powers. At the discretion of the Chair, these guests may be required to withdraw.

#### *V.8.7 Minutes of Meetings*

Minutes of meetings of the General Assembly shall be made by the General Secretary or some other person appointed by the Executive Committee. Copies of the minutes shall be provided by the General Secretary to the Member Organizations and the Officers of the Federation, within six months of the adjournment of the meeting. After approval at the next ordinary or extraordinary meeting of the General Assembly, two copies of the definitive minutes shall be signed by the Chair and the Secretary at the session at which they are approved and shall be kept by the President and the General Secretary.

### **ARTICLE VI EXECUTIVE COMMITTEE**

#### *VI.1 OFFICERS OF THE EXECUTIVE COMMITTEE*

The Officers of the Executive Committee are elected by the General Assembly. Those nominated for office must be in current membership of a Member Organization.

The Officers of the Federation constituting the Executive Committee are:

1. President
2. Vice-President
3. General Secretary
4. Treasurer
5. Eight Ordinary Executive Committee Members

Each Member Organization can nominate up to two candidates for election. All the Officers are elected by the General Assembly. No one person shall hold two offices simultaneously. The Treasurer may not succeed himself/herself as General Secretary, nor may the General Secretary succeed himself/herself as Treasurer.

6. One International Microscopy Congress (IMC) Executive Committee Member

The IMC Member is to be nominated by the Member Organization that is to host the next IMC, and is to hold office for four years from the 1st of January following the General Assembly at which the next venue of the IMC is decided.

7. One Trade Group Executive Committee Member

One (1) Trade Group Executive Committee Member is to be nominated by the IFSM Trade Group and is to hold office for four years from the 1st of January following the General Assembly at which he/she was elected and may succeed himself/herself once.

Each Member of the Executive Committee has the right to vote on actions taken by the Executive Committee. In the event of a tied vote, the Chair shall have the deciding vote.

## *VI.2 DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE*

The Executive Committee carries out the decisions of the General Assembly. In addition, the Executive Committee shall:

1. Present an Annual Report, including a statement of receipts and expenditures to the Member Organizations. This report will be prepared and sent by the General Secretary
2. Have the power to appoint an Assistant Secretary and/or an Assistant Treasurer from amongst the Officers
3. Have the power to set up such other committees as it may deem necessary for the conduct of special affairs of the Federation
4. Have the power to appoint representatives on, or to set up joint committees with, other scientific bodies.

## *VI.3 PERIODS BETWEEN MEETINGS*

During the periods between meetings of the General Assembly, the Executive Committee has full power to carry on the business of the Federation. If necessary, it may make interim arrangements in all matters assigned by the Bylaws.

## *VI.4 REPORTING*

The Executive Committee shall report on its activities to the General Assembly.

## *VI.5 NOMINATION FOR THE EXECUTIVE COMMITTEE*

The General Secretary shall inform the Member Organizations of the Offices to be filled by election and invite nominations from them at least one month before the deadline for receipt of nominations. Nominations shall be in writing and shall be accompanied by a short bibliography of each individual nominated and a signed acceptance from the nominee affirming their membership in a Member Organization. The nominees must still be active in the field of microscopy.

These nominations must be received by the General Secretary at least three months before the meeting of the General Assembly. Should no nominations be received by the General Secretary for a given open position, the Executive Committee shall make such nominations. No Member Organization shall make more than two nominations for election to the Executive Committee; the Trade Group nominates one candidate to be the Trade Member. The General Secretary shall present to the General Assembly the list of all nominations received for each office open for election.

## *VI.6 DURATION OF TERMS OF OFFICE*

Each term shall start on the first of January following the meeting of the General Assembly. Each term shall cease on the last day of the year in which the next subsequent ordinary meeting of the General Assembly shall be held. The President of the Federation shall be elected for a period of four years. At the end of this term he/she shall continue as a member of the Executive Committee as Vice-President for a term of four years. The President and Vice-President are not eligible for immediate re-election for the office of President or to any other office in the Executive Committee. The General Secretary and the Treasurer, shall be elected for a period of two consecutive four-year terms. After the first period of 4 years, the Executive Committee shall have the power to confirm the election of the General Secretary or the Treasurer or ask the General Assembly for his/her replacement. Neither the General Secretary nor the Treasurer shall be eligible for immediate re-election to the same office. Ordinary members of the Executive Committee are elected at each ordinary General Assembly for eight-year terms. They are not eligible for immediate re-election to the same office.

#### *VI.7 REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS*

In the event of the resignation, death or disability of the President, the Vice-President shall assume the office of President for the remainder of the term of office involved. In the event of the resignation, death or disability of the General Secretary or the Treasurer, the Executive Committee shall appoint a new General Secretary or Treasurer to serve for the remainder of the term of office involved. In the event of the resignation, death or disability of the Vice-President or an ordinary member of the Executive Committee these members may be replaced by vote of the Executive Committee before the next ordinary or extraordinary meeting of the General Assembly. If more than six members of the Executive Committee resign at the same time, an electronic ballot of the voting members of the General Assembly shall be called for the election of the replacement members of the Executive Committee according to the provisions of these Bylaws.

#### *VI.8 PROCEDURE FOR THE ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE*

The election of the Executive Committee shall be made in the following order:

1. President
2. General Secretary or Treasurer (elected at alternating IMCs)
3. Ordinary Members
4. Trade Group Member

Should there be more than two nominations for the post of President and/or General Secretary and should one candidate not receive a simple majority of votes in the first ballot, a second ballot shall be held. In the second ballot, only the two candidates who obtained the highest number of votes in the first ballot shall be placed for election. A third ballot shall be held if the two candidates obtained an equal number of votes in the second ballot. Only one ballot shall be held for the nomination of ordinary members of the Executive Committee. The nominees who receive the highest number of votes shall be elected.

Voting shall be carried out by secret ballot and two tellers shall be appointed by the General Assembly to conduct the ballot. In the event of a tie for the least high votes, the Chair shall decide the outcome by drawing straws. If the normal procedure for holding elections cannot be followed owing to circumstances beyond the control of the Federation or the Executive Committee, such as war or natural catastrophes, the Officers and Committee Members shall remain in office and the business of the Federation shall be carried on by them until such time as a new election can validly take place.

#### *VI.9 MEETINGS OF THE EXECUTIVE COMMITTEE*

The Executive Committee shall normally meet in conjunction with each meeting of the General Assembly and at least once between General Assembly meetings. The meeting of the Executive Committee, when in conjunction with meetings of the General Assembly, should meet at least twenty-four hours prior to the meeting of the General Assembly. The President may call an extraordinary meeting of the Executive Committee at such other time as may be required for the conduct of the affairs of the Federation.

At a meeting of the Executive Committee a simple majority of the elected Officers shall constitute a quorum. Decisions shall be made by a simple majority of the Officers present and voting. During the periods between meetings of the Executive Committee, voting may take place by postal mail or email. Decisions shall be made by unanimous signed consent of all Officers. The President or the General Secretary may invite an individual to be present at the meeting of the Executive Committee. Such an invited guest may take part in the discussion, but shall have no voting power.



#### *VI.10 MINUTES OF THE MEETINGS OF THE EXECUTIVE COMMITTEE*

Minutes of the meetings of the Executive Committee shall be taken by the General Secretary or another person appointed by the Executive Committee. Two copies of the minutes of the meeting shall be signed by the President and the General Secretary at the meeting at which the minutes are approved; they shall be kept respectively by the President and the General Secretary. At the end of their terms, the President and the General Secretary shall deliver the minutes promptly to their successors in those offices.

#### *VI.11 FUNCTIONS OF THE OFFICERS*

##### *VI.11.1 President*

The President of the Federation is the Chair of the General Assembly and of the Executive Committee. He/she is an ex-officio member, with voting power on all Committees of the Federation. If unable to attend a particular meeting, he/she may appoint a deputy from amongst the members of the Executive Committee.

##### *VI.11.2 General Secretary*

The General Secretary is Secretary of the General Assembly and of the Executive Committee. He/she is an ex-officio member with voting power on all Committees of the Federation. He/she is responsible for conducting the ordinary business of the Federation and for keeping its records. He/she shall also keep records of meetings of all the Committees and other bodies of the Federation.

##### *VI.11.3 Treasurer*

He/she is responsible for the financial transactions of the Federation. He/she will warn any Member Organization that is in arrears with its membership fee payments for three years that it may be suspended from membership in the Federation. The Treasurer shall present a financial report audited by two individuals elected by the General Assembly to each ordinary meeting of the General Assembly.

##### *VI.11.4 Vice-President*

The Vice-President of the Federation is the immediate-Past President. He/she helps provide continuity and can be appointed to represent the President.

### **ARTICLE VII FINANCES**

#### *VII.1 FISCAL YEAR*

The fiscal year of the Federation and all its Committees shall be the calendar year.

#### *VII.2 RESPONSIBILITY*

The Executive Committee shall be responsible to the General Assembly for all the financial affairs of the Federation.

#### *VII.3 MEMBERSHIP FEES*

Each Member Organization shall pay before the 1st of April of each year an annual membership fee in accordance with the Category to which it adheres, excepting that the IFSM Trade Group shall have its own annual membership fee. All membership fees not paid prior to the first day of April of each year shall be penalized by a 10% surcharge. The contribution of each Category, stated in terms of currency to be designated by the Executive Committee, shall be determined by the Executive Committee and ratified by the General Assembly for the period at the next meeting.

#### *VII.4 BUDGET*

The Executive Committee shall prepare a proposed budget for the period between the next meeting of the General Assembly and that following it.

#### *VII.5 USE OF ASSETS*

The monies of the Federation shall be used to further the purpose of the Federation as expressed in these Bylaws. Such uses may include the payment of expenses incurred by Officers in carrying out the business of the Federation.

#### *VII.6 DISSOLUTION*

In the event of dissolution of the Federation, the General Assembly shall appoint a special committee for the liquidation of the assets of the Federation. The net assets shall be given to one or more international organizations for the purposes of the Federation.

#### *VII.7 AUDITS*

The accounts of the Federation shall be audited at the end of each four years before being presented to the General Assembly. For this purpose a professional auditor shall be chosen by the Executive Committee.

#### *VII.8 SEGREGATED FUNDS*

##### *VII.8.1 The John Cowley Medal*

Funds associated with the John Cowley Medal shall be kept in a separate account and shall only be used for the travel support, registration and honorarium of the recipient of the John Cowley Medal at the IMC meeting.

##### *VII.8.2 The IFSM Student and Early-Career Researcher Fund*

Funds associated with this educational fund shall be kept in a separate account and shall only be used for the travel support and registration of the students and young researchers who are awarded IFSM scholarships to help them attend the IMC meeting or a meeting organized by an IFSM Regional Organization. These awards shall be made after a competition and judging of applicants' abstracts. The judging panel shall be the Executive Committee of IFSM or the Regional Organization. The IMC School begins on the Saturday before the IMC meeting and concludes before the Sunday welcoming reception. The Trade Group dues will be allocated to this Fund.

### **ARTICLE VIII DURATION OF THE FEDERATION**

The duration of the Federation is not limited. The Federation shall not be dissolved except on a motion presented at the General Assembly. Such a motion shall be put to a vote of the General Assembly without amendment and at least three fourths of the votes cast shall be required for dissolution. In the event that a quorum is not present or in the event that less than three fourths of the votes cast is not realized, a postal or electronic ballot may be demanded; in such a postal or electronic ballot at least three fourths of the votes of all Member Organizations entitled to vote shall be required for dissolution. Members shall have the number of votes provided in Article III.

### **ARTICLE IX AMENDMENT AND INTERPRETATION OF THE BYLAWS**

#### *IX.1 AMENDMENTS*

Amendment of the Bylaws requires action at the General Assembly. A vote of at least two thirds of the votes represented at the General Assembly is required.

The Executive Committee may propose amendments at the General Assembly, or by postal mail or by email ballot. Proposed amendments submitted to a postal or email ballot shall be accepted if at least two-thirds of the votes of all Member Organizations entitled to vote accept it. Members shall have the number of votes provided in Article III. During the General Assembly, any Member Organization shall have the right to propose amendments.

#### *IX.2 INTERPRETATION*

The present English text of the Bylaws shall be considered the authoritative text for the interpretation. Where disputes arise concerning the interpretation, the matter shall be decided by the General Assembly or, during the period between meetings of the General Assembly, by ruling by the Executive Committee upon advice of legal counsel to the Federation. Such a ruling shall be reported by the President to the General Assembly at its next meeting.

For postal or email ballots of the General Assembly the President of the Member Society submits the member's votes according to the level of membership. Example: President X has 4 votes, President Y has 2 votes, etc. (The "delegates/voters" are different every 4 years and do not continue between meetings of the General Assembly.) How President X arrives at a decision/vote is solely up to member society X if the balloting is by mail or email. For voting at a General Assembly meeting then the actual delegates vote as usual.

### **ARTICLE X CANDIDACY FOR HOSTING THE INTERNATIONAL MICROSCOPY CONGRESS**

#### *X.1 ELECTION*

The election of the Hosting City shall take place at the meeting of the General Assembly four years prior to the date of the subsequent Congress. The vote shall proceed until one bid receives a Simple Majority of the voting delegates present. If no candidate gains a Simple Majority in the first round of the voting, then the bid with the smallest vote shall drop out and the process repeated until one bid has a Simple Majority. (Other bids can decide to withdraw at any stage.) In the event of a tie for the lowest vote the election will be repeated if needed; if there is still a tie, the candidate that remains in the running shall be decided by the toss of a coin. If the final two candidates receive the same number of votes, the vote will be repeated; if there is still a tie the vote will again be repeated with the Chair of the Assembly also voting.

Each Member Organization is entitled to bid to host the IMC, without qualification.

#### *X.2 PROPOSAL SUBMISSION*

A Member Organization intending to organize an International Microscopy Congress shall present a written proposal to the General Secretary at least 3 full calendar months before the General Assembly. The proposal shall indicate:

1. The name of the city hosting the Congress.
2. The exact date of the Congress, which should not conflict with other microscopy conferences or related subjects.
3. The exact description of the meeting facilities including number of auditoria, audiovisual facilities, space for poster sessions, location and space reserved for commercial exhibits; the space should be stated in m<sup>2</sup> and distance in m.
4. Distance from commercial exhibits to lecture rooms and auditoria.
5. Housing facilities including inexpensive accommodations.
6. The policy for sponsoring students and young scientists to attend the Congress and the number of young microscopists who will be invited to attend with "Complementary Registration".
7. Composition of the organizing committees including the name, affiliation and address of the Chairperson.

8. Organization of the scientific program.
9. Details of financial arrangements, oversight, management and insurance provisions. Any proposed funding from sources outside the general scientific community, civic organizations or governments, must be adequately justified.
10. An official invitation from the appropriate authorities of the hosting city and the local scientific body shall be appended.

#### **APPENDIX 1 THE POLICY AND PROCEDURES MANUAL**

The interpretation of these Bylaws shall be described in a Policy and Procedures Manual.