

Statutes of the European Association of Remote Sensing Laboratories (EARSeL)

(As ratified by the EARSeL General Assembly on 11th July 2018)

1. Title and Seat

The European Association of Remote Sensing Laboratories, hereinafter referred to as 'the Association', is a non-government, non-profit-making body of laboratories and other bodies engaged in research and development of peaceful applications of remote sensing including associated geo-information.

The Association with its legal seat¹ in Strasbourg, 6 rue de la Toussaint, is registered as an association with the Strasbourg Court in Volume XXXVII No.31 and is governed by Articles 21 and 79 of the Civil Code, kept in force by the Act of 1 June 1924 introducing French civil law and by the present Statutes.

2. Aims of the Association

The aims of the Association are to encourage European research and to promote concerted efforts in all disciplines of remote sensing, to facilitate exchange of knowledge between Member Laboratories, to identify priorities for research activities and to foster cooperation between Member Laboratories.

This may be accomplished by way of symposia, workshops and working groups focusing on technological issues and applications of remote sensing data in various research disciplines. The Association may associate itself with joint research projects of its Member Laboratories.

The Association abstains from all political activity.

3. Members and Observers

Membership of the Association shall be granted to entities or individuals in Europe engaged in any aspect of scientific research and peaceful applications of remote sensing.

Observer status may be granted to individuals in Europe and to entities and individuals in countries outside Europe.

New Members and observers are admitted – on advice of the Council of the Association - by a vote of the General Assembly, provided they obtain a vote of at least two-thirds of the Member Laboratories present.

¹ Independent from the legal seat in Strasbourg (France) all communication will only pass through the Secretariat of the Association, which is: EARSeL Secretariat, Wasserweg 147, D-48149 Muenster (Germany).

Every Member Laboratory, every individual member and every observer is obliged to pay an annual membership fee stipulated by the General Assembly.

Observers do not have a voting right and cannot become member of the Council, Bureau or Special Interest Group (SIG) chair or vice-chair.

4. Withdrawal and expulsion

Members and observers may leave the Association at the end of the year provided they have notified the EARSeL Bureau at least six months in advance.

The General Assembly may expel a Member or an observer by at least two-thirds of the Member Laboratories present if the conditions of its membership or observer status are no longer fulfilled or in case of a serious breach of such Member's or observer's obligations.

5. Organs

The organs of the Association shall be the General Assembly, the Council and the Bureau.

6. General Assembly

The General Assembly is composed of one representative of each Member Laboratory. Only Member Laboratories are entitled to vote in the General Assembly. Each Member Laboratory shall have one vote cast by a properly accredited nominee.

Any individual member as well as any observer are entitled to participate in the General Assembly without a right to vote.

The General Assembly decides on all matters affecting the Association including amendments to the Statutes.

Decisions shall be taken by a simple majority of present Member Laboratories, except in circumstances provided for by the Statutes.

The powers of General Assembly are particularly as follows:

- the decision to amend the Statutes
- the decision to admit a new Member Laboratory or an observer
- the decision to expel a Member Laboratory or an observer
- the approval of the auditor elected by the Council
- the approval of the accounts of the preceding year and the budget for the coming year
- the stipulation of the annual membership fee.

The General Assembly shall be convened at least once every year (usually during the annual EARSeL Symposium). The convocation and the list of topics for the General Assembly shall be submitted to the Member Laboratories at least one month before it takes place.

The President of the Bureau shall preside over the General Assembly.

The General Assembly may be convened by the EARSeL President, by a simple majority of members of the EARSeL Council or by one fifth of the Member Laboratories. The convocation is done by letter to the Member Laboratories sent at least one month before the General Assembly.

European organizations may appoint a representative to the General Assembly in an advisory capacity after approval of the Council.

The Council may invite observers to the General Assembly.

Decisions taken during the General Assembly are recorded by the Secretary General in the Minutes of the General Assembly and shall be sent to all members and observers of the Association within 60 days.

7. Council

The Association is governed by a Council consisting of one representative of each of the countries that have Member Laboratories. Laboratories in two or more countries may agree to be represented by one member of Council. Member Laboratories shall elect their representative to Council by country or by a group of countries. Secretary General shall keep records of each country remote sensing societies that are entitled to nominate their representatives in the Council.

A representative's term of office shall be four years, renewable for further terms of four years. The current representative shall undertake the necessary action for renewal or replacement of the representative in her/his country or group of countries.

The national representatives of individual countries are elected after a regular call prepared by the EARSeL Bureau. The call is prepared in quadrennial periods.

Decisions shall be taken by a simple majority of present representatives, except in circumstances provided for by the Statutes.

The Council shall elect the President, the Vice-President, the Secretary General and Treasurer of the Association who shall constitute the EARSeL Bureau. The Council is entitled to remove any member of the Bureau from their office.

The Council shall approve the annual budget of EARSeL prepared by the Bureau, and the final annual accounts of the previous year.

The Council shall choose the organizer of the annual EARSeL Symposium and its location at least two years in advance.

The Council shall elect an auditor for the period of two years who shall audit the accounts of EARSeL annually.

The General Assembly approves the auditor elected by Council.

The findings of the auditor are provided to Council in writing together with the final annual financial statements and then these are, after Council's approval, presented to the General Assembly by the EARSeL Treasurer.

The auditor comes from an EARSeL member laboratory, but is acting in an independent capacity. He/she is currently not a member of the EARSeL Bureau.

The Council shall approve a newly proposed SIG. The Council shall suspend or abolish a SIG

Other organizations may each appoint a representative to the EARSeL Council in an advisory capacity after a MoU is signed between the organization and EARSeL.

The Council shall also approve any:

- any way of cooperation with an assistant of Bureau and his/her remuneration
- contract or cooperation of EARSeL with the consideration higher than EUR 20.000 at once or repeatedly (with the same contracting party) within one year; such approval is not necessary for the contract with the EARSeL event (symposia, workshop etc.) organizer
- contract constituting EARSeL as a guarantor of any third party's (as well as any Member Laboratory's) debts or any other form of surety or future surety
- application for grant, endowment or subvention that the Bureau intends to submit on behalf of EARSeL.

8. Bureau

The EARSeL Bureau is the executive body of the Association. The Bureau decides in all matters unless stipulated otherwise in the Statutes.

The Bureau has four offices: President, Vice-President, Secretary General and Treasurer.

The Bureau may invite individuals to attend its meetings in an advisory capacity.

The Bureau communicates with the Member Laboratories by way of email, the EARSeL Newsletter and the Homepage on the Web.

Decisions shall be taken by a simple majority of present members, except in circumstances provided for by the Statutes. The vote of the President is decisive in the event of a tie. The minimum Bureau quorum is at least three members. Should the Bureau not have the minimum quorum, the President shall convene a new meeting of the Bureau within 15 days. Such new meeting shall take place no longer than 60 days since the one where the minimum quorum was not achieved.

The **President** represents EARSeL in all matters. The President may act only upon the prior approval of the Bureau and if stipulated in the Statutes upon the prior approval of the Council and/or of the General Assembly. The President is entitled to empower any other member of the Bureau or the assistant of the Bureau to realize any action on behalf of the President.

Main responsibility of the President:

- convene and preside over the General Assembly, the Council and the Symposium plenary sessions; however, he/she may delegate the Symposium chairperson to preside at Symposium plenary sessions
- coordinate the activities of the Council, according to the decisions and intentions of the General Assembly
- represent the Association in its dealings with national or international institutions or organizations whose activities are of interest to EARSeL
- cooperate with other international organizations concerned with remote sensing, spatial information science, and other similar disciplines
- communicate to Member Laboratories and observers
- coordination of SIGs

The **Vice-President** is a deputy of the President. He/she assists the President and performs the agenda stipulated by the decision of the Bureau.

Main responsibility of the Vice-President:

- assist the President in his/her duties when called upon by the President to do so
- act on behalf of the President in case he/she should be prevented by circumstances outside his/her control from fulfilling his/her duties
- co-ordinate EARSeL's various publications
- Vice-President is responsible for the scientific level of all EARSeL meetings organized by the event organizer in close cooperation with all SIG Chairs

The **Secretary General** performs any agenda stipulated by the decision of the Bureau.

Main responsibility of the Secretary General:

- perform the duties of Secretary of the General Assembly, of the Council and Bureau meeting, arrange the meetings of these bodies, and draw and distribute their agenda and minutes at the proper time
- at the request of the President, represent EARSeL in its dealings with national or international institutions or organizations whose activities are of interest to EARSeL
- deal with the correspondence of EARSeL and ensure the keeping of the records, and distribute to Members relevant information and communication

- keep records of each country remote sensing societies that are entitled to nominate their representatives in the Council
- coordinate the scheduling of all events of EARSeL (EARSeL Statutes Appendix 1).

The **Treasurer** is responsible for the accountings of EARSeL. He/she also performs other agenda stipulated by the decision of the Bureau.

Main responsibility of the Treasurer:

- complete the accounts for hand over to the new Treasurer (if elected) within two months of the election. The new Treasurer shall replace the outgoing Treasurer on receipt of the final accounts
- issue annual membership fee invoices one month before the upcoming fiscal year in which the fee is due to Laboratory Members, and inform them of the proper procedures for remittance of membership fees. The Treasurer shall send periodic reminders to those in arrears
- collect the funds of EARSeL and administer them in accordance with the decisions of the General Assembly and the instructions of the Bureau and the Council
- keep account of all financial transactions and submit a statement of accounts at the end of each fiscal year to the Bureau, Council and General Assembly
- give full insight of all accounts and financial transactions after the end of the fiscal year to the Financial Auditor of EARSeL
- prepare EARSeL's budget for the coming year
- negotiate the budgets of Symposia and workshops with their organizers

The Bureau is entitled to appoint an assistant upon the prior approval of the Council. He/she fulfills all of the tasks stipulated by the Bureau.

9. Terms and election of Bureau members

The Election of Bureau members takes place every two years.

Voting will be secret and by a written note.

The Election for the four offices is held in the sequence of President, Vice-President, Secretary General and Treasurer. Re-election is possible, but no member of the Bureau may serve for more than two terms in one office.

A note on the web-site of the Association inviting potential candidates to present themselves opens the process of election. At the same time, Member Laboratories are informed by mail.

Candidates are presented to Council Members by e-mail at least one month before its meeting in connection with the General Assembly.

10. Special Interest Groups

Special Interest Groups (SIG) are scientifically focused groups of members of EARSeL laboratories/members.

Each member of each EARSeL Member Laboratory can propose to create a new Special Interest Group.

Council approves the creation of a new SIG by voting (>50% of present members at a Council meeting is needed).

Cancellation of a SIG can be approved by voting of the Council (>50% of present members at a Council meeting is needed).

The election process of SIG Chairs is described in the *EARSeL SIG Chairperson election process* (EARSeL Statutes Appendix 2).

One or more co-chairs chair each Special Interest Group. Either a co-chair is invited by the already elected chair to help him lead the SIG, or two or more experts can submit one application together.

SIG Chairpersons are responsible for the scientific development of EARSeL, and thus for EARSeL event publications by reviewing submissions to EARSeL events (workshops, symposia) under the EARSeL President and EARSeL Symposia organizer management.

11. Budget

Presented to the General Assembly (after prior approval of the Council), the Assembly shall approve the accounts of the preceding year and the budget for the coming year.

With a recommendation from Council, the General Assembly shall approve the annual membership fee.

12. Amendments of the Statutes

Members of the EARSeL Council or the EARSeL Bureau may suggest amendments to the Statutes.

Council or Bureau shall submit the suggestions of amendments to the General Assembly together with its recommendation. Amendments to the Statutes shall take effect if they receive the support of two-thirds of the Member Laboratories present at the General Assembly.

13. Dissolution

A move for the dissolution of the Association shall follow the rules laid down in Article 12 for amendments to the Statutes.

In the case of the dissolution the remaining assets of the Association, after the fulfillments of its commitments and settlement of the debts, shall be transferred to the International Society for Photogrammetry and Remote Sensing (ISPRS) or a similar international non-profit association with the obligation to use the assets for the intended purpose of the Association.

Appendix 1: Guidelines for Organizing EARSeL Events

Appendix 2: EARSeL SIG Chairperson Election Process