

Statutes of the Association

CENTRAL EUROPEAN ASSOCIATION FOR COMPUTATIONAL MECHANICS (CEACM)

Art. 1: Name, head office, and territory of activity

1. The name of the association is "Central European Association for Computational Mechanics" (CEACM).
2. Its head office is located in Vienna, Austria. The region of activities includes Austria and other Central European countries.
3. It is not intended to found subsidiaries of this association.

Art. 2: Objectives

1. The association is a non-profit organization. Its objective is particularly to stimulate and promote continued education, research, and practical applications in the field of “computational mechanics”, to foster the cooperation between its members and to provide a forum for the interchange of ideas and knowledge about “computational mechanics”.
2. The association promotes among others the interests of its members, in particular within the International Association for Computational Mechanics (IACM) and within the European Community on Computational Method in Applied Sciences (ECCOMAS), as well as within other international and national organizations.

Art. 3: Means for the accomplishment of the purpose of the association

1. The objectives of the association shall be achieved by the means listed in Par. 2 and 3.
2. Ideal means are
 - i. Organizing lectures, workshops, seminars, and conferences;
 - ii. Cooperation with related international and national organizations;
 - iii. Installation of a website and other electronic media and platforms (e.g. intranet);
 - iv. Editing of publications;
 - v. Installation of a library;
 - vi. Awarding stipends, tributes, and awards;
 - vii. Delegation of members to committees of national and international associations, to which the association is affiliated;
 - viii. Delegation of members to special interest groups and standardization bodies;
 - ix. Granting travel allowance, particularly for students participating in conferences related to “computational mechanics”.

3. Financial means are
 - i. Membership fees;
 - ii. Donations, collections, bequests, and other gratuities;
 - iii. Subsidies and sponsorships of all kinds;
 - iv. Fund management (e.g. interests, other incomes upon investments, incomes from rent and lease, etc.);
 - v. Revenues from events of the association;
 - vi. Sponsorships;
 - vii. Advertising revenues;
 - viii. Revenues from publications.
4. Provided that third parties or members of the association organize and host events in relation to the association, the full responsibility (in particular the full financial responsibility) for the event is taken over by the organizers. Provided that a claim is put in against the association by whomsoever in the context of the event, the organizer will indemnify and hold harmless the association.

Art. 4: Acquisition of membership

1. Membership applications are to be directed in written form (by letter, fax, or e-mail) to the President. The President forwards the application to the Scientific Board. The Scientific Board may comment on the applications. The President forwards these comments together with the written membership applications to the Executive Committee, for a decision regarding the application.
2. Membership may be gained by all natural persons who are interested in the field of “computational mechanics”, who hold a pertinent university degree or an equal qualification, and who hold a Central European citizenship or whose permanent residence is located in a Central European country (place of residence and work).
3. The Executive Committee decides about applications for membership. Admission may be denied without giving reasons.
4. Until the Association is established, the founders of the Association decide about the provisional admission of members. The membership is effective once the association is established.

Art. 5: Termination of membership

1. Membership terminates with the death of the person, by written notice of voluntary withdrawal (by letter, fax, or e-mail), or by exclusion.
2. A withdrawal becomes effective at the end of the calendar year. It has to be communicated to the President at least 3 months in advance by written notice (by letter, fax, or e-mail). If the notice is delayed, it becomes effective with the end of the following year. The date evidenced by the post-mark is relevant for the timeliness of the notice.

3. The Executive Committee may exclude a member if it does not pay the membership-fee as defined in Art. 6 Par. 7, within the additional respite until March 31 of the calendar year.
4. By approval of all members of the Executive Committee, a member of the association may be excluded from the membership because of severe violation of other member-duties or because of dishonorable behavior. This is particularly the case, provided that members do not support the interests and aims of the association and impair the reputation and the objectives of the association. Members must follow the statutes of the association and the decisions of the bodies of the association.
5. The Scientific Board may comment on the exclusion of a member.

Art 6: Rights and obligations of members

1. Members are entitled to participate in the events of the association and to use the facilities of the association. Members have the right to cast their vote in the General Assembly. Members have the active and passive right to elect the bodies of the association.
2. Each member is entitled to request that the Executive Committee hands out a copy of the statutes to him or her.
3. At least one tenth of the members can request that the Executive Committee summons a General Assembly.
4. The Executive Committee has to inform the members in each General Assembly on the activities and the financial performance of the association. Also, upon any request of at least one tenth of the members, the Executive Committee has to provide such information within four weeks.
5. The Executive Committee has to inform the members about the audited statement of accounts (accounting). If this is done in the General Assembly, the auditors have to be involved.
6. Members are obliged to support and promote the objectives of the association and to refrain from anything that may harm the reputation or objectives of the association. They must follow the statutes of the association and decisions of the bodies of the association.
7. Members must pay their membership fees in time, i.e. members must pay the annual membership fee until February 28 of the calendar year. The General Assembly defines the amount of the membership fee in a fee arrangement.

Art. 7: Bodies of the Association

Bodies of the association are:

1. General Assembly (Articles 8 and 9);
2. Executive Committee (Articles 10 to 12);

3. Secretary General (Articles 13 and 14);
4. Scientific Board (Articles 15 and 16);
5. Auditors (Article 17);
6. Arbitration Committee (Article 18).

Art. 8: General Assembly

1. The General Assembly is the assembly of all members. An “ordinary meeting” of the General Assembly is summoned at least every four years.
2. An “extra-ordinary meeting” of the General Assembly has be summoned
 - i. upon request of the Executive Committee or of the “ordinary meeting” of the General Assembly;
 - ii. upon written request of at least one tenth of the members,
 - iii. upon request of the Auditors;
 - iv. by resolution of the Auditors according to Art. 10, Par. 4 of these statutes;
 - v. by resolution of a curator appointed by court according to Art. 10, Par 4. of these statutes

within four weeks.

3. Members have to be invited to all ordinary and extra-ordinary meetings of the General Assembly at least two weeks in advance by written notice (by letter, fax or e-mail) to the address provided by the member. The invitation has to include the agenda of the meeting. The meeting is summoned either by the Executive Committee (Par. 1 and Par. 2, Item i – iii), by one of the Auditors (Par. 2, Item iv), or by the curator appointed by court (Par. 2, Item v).
4. Proposals to the General Assembly have to be submitted in written form (by letter, fax, or e-mail) to the Executive Committee at least three days before the day of the General Assembly.
5. The General Assembly may only make valid decisions on topics which are on the agenda and which have been submitted on time, except for the decision to summon an extra-ordinary meeting of the General Assembly.
6. All members may take part in the General Assembly. Each member has one vote. The right to vote may be transferred to another member by means of a written proxy.
7. Resolutions may be passed regardless of the number of members present, provided that all members have been invited and informed about the agenda in time.
8. Resolutions and elections are passed by a majority of valid votes unless other provisions are made in the statutes. Resolutions concerning the statutes or the liquidation of the association must be passed by a majority of two thirds of the valid votes. In case of equality of votes, drawing lots turns the balance in case of elections; in other cases the vote of the President turns the balance, or (in his absence) the vote of the Vice-President.
9. The President chairs the General Assembly. In case of his/her absence, the Vice-President replaces the President. If the Vice-President is also absent, the Past-President chairs the

General Assembly. If the Past-President is also absent, the oldest member of the Scientific Board (quantified in years of life) chairs the General Assembly.

10. The minutes are taken from the Vice-President. If the Vice-President is absent, the President appoints a keeper of the minutes.

Art. 9: Tasks of the General Assembly

1. The duties of the General Assembly are:
 - i. Election and dismissal of the members of the Executive Committee, of the Auditors, and of the country representatives in the Scientific Board.
 - ii. Acceptance and approval of the annual report of the Executive Committee and of the accounts, by involving the Auditors.
 - iii. Discharge of the Executive Committee.
 - iv. Decisions regarding the preliminary budget for the following years.
 - v. Determination of the membership fees;
 - vi. Decisions regarding the change of the statutes;
 - vii. Decisions regarding the liquidation of the association;
 - viii. Authorization of transactions between the Auditors and the association as well as between the members of the Executive Committee and the association;
 - ix. Debating and deciding on other topics of the agenda.
2. Resolutions regarding Art. 9, Par. 1. Item i., must be passed by a majority of two thirds of the valid votes. The exclusion comes into effect with the appointment of the new Executive Committee, of the new member of the Executive Committee, and of the new country representative in the Scientific Board, respectively.

Art. 10: Executive Committee

1. The Executive Committee consists of three members, the President, the Vice-President, and the Past-President.
2. The members of the Executive Committee are elected by the General Assembly. The term lasts for a maximum of four years. Only one re-election to the same position is possible.
3. Each function in the Executive Committee has to be fulfilled personally.
4. In case a member of the Executive Committee steps down or is dismissed, the remaining members must nominate an interim member without delay. The next General Assembly

has to elect a new member, whose term ends at the same time as the regular term of the other members of the Executive Committee. In case the Executive Committee completely steps down or is dismissed as a whole and, therefore, cannot nominate an interim member, one of the Auditors has to summon an “extra-ordinary meeting” of the General Assembly in order to elect a new Executive Committee. If also the Auditors are incapable of actions, each member that recognizes the emergency situation has to ask the court without delay to elect a curator, whose duty is to summon an “extra-ordinary meeting” of the General Assembly.

5. The Executive Committee is summoned by written notice (by letter, fax, or e-mail) of the President, in case he/she is not available for any reason, of the Vice-President.
6. The Executive Committee may pass resolutions, if all of its members were invited and are present.
7. Resolutions of the Executive Committee must be passed by simple majority of all of its members. In case of equality of votes, the vote of the President turns the balance.
8. The function of a member of the Executive Committee ends by death, at the end of the term for which he/she was elected (Par. 2), by dismissal (Par. 4), or by resignation (Par. 9).
9. The members of the Executive Committee may at any time resign by written notice (by letter, fax, or e-mail) to the other members of the Executive Committee. If the whole Executive Committee resigns, the written notice has to be given to the General Assembly. The resignation becomes effective only as soon as the successor is elected or an interim member is nominated (Par. 4).
10. Legal transaction between the members of the Executive Committee and the association requires (according to Art. 9, Par 1, Item viii.) the authorization by the General Assembly.
11. Minutes are taken by the Vice-President.

Art. 11: Tasks of the Executive Committee

The Executive Committee is the “management body” according to Vereinsgesetz 2002. It manages all activities of the association which are not explicitly reserved to other bodies of the association. Its duties are especially:

1. Decisions regarding inclusion and exclusion of members.
2. Nomination of a Secretary General upon request of the President.
3. The establishment of an appropriate accounting with up-to-date recording of the earnings and expenditure as well as an inventory of assets, as a minimum requirement.
4. The preparation of a budget and of the annual accounts and reports.
5. The preparation and summoning of extra-ordinary and ordinary General Assembly

meetings.

6. Informing the members about the activities and the performance of the association as well as on the audited statement of account.
7. Administration and management of the assets of the association.
8. Hiring and dismissing employees of the association.
9. Communication with IACM, ECCOMAS, and other national and international organizations, in which the association is a member.
10. Coordination of nominations for representatives in boards in organizations in which the association is a member, for awards, medals, keynote lectures, etc.

Art. 12: Special tasks of individual members of the Executive Committee

1. The President manages the operational business of the association.
2. The President represents the association externally. Valid written documents of the association require the signature of the President (in case of his absence the Vice-President) and at least one other member of the Executive Committee.
3. Legal transaction-related authorization to represent the association externally or to sign for the association can only be granted by members of the Executive Committee listed in Par. 2.
4. In case of exigent circumstances, the President is entitled to make arrangements – which are lying in the sphere of action of the General Assembly or the Executive Committee – on his own authority; however, such arrangements require internally the a posteriori approval by the appropriate body of the association.
5. The President chairs the meetings of the General Assembly and of the Executive Committee.
6. If the President is unavailable, he is replaced by the Vice-President.
7. The President may request the appointment of a Secretary General.
8. If no Secretary General is appointed, the President takes over the responsibilities listed in Art. 14.
9. The President is responsible for proper financial matters of the association. In this context, the President may be supported by the Secretary General, provided that the Secretary General was appointed by the Executive Committee.
10. The President is responsible for the required communication with Austrian authority for supervision of associations. In this context, the President may be supported by the Secretary General, provided that the Secretary General was appointed by the Executive Committee.

11. The President coordinates the communication between exterior persons/bodies and the Scientific Board. This particularly includes:
 - i. Transfer of information/requests from IACM, ECCOMAS, and other organizations in which the association is a member. This includes, e.g., calls for nomination regarding board members, awards, medals, and keynote lectures. The president defines a deadline for submission of proposals for such calls, collects the proposals, sends them to all members of the Scientific Board, defines a deadline for evaluation, collects the evaluation results, and communicates the selected nomination both to the Scientific Board and to IACM, ECCOMAS, or the other organizations in which the association is a member.
 - ii. Transfer of membership applications. The president sends incoming membership application to all members of the Scientific Board, defines a deadline for comments, and forwards these comments together with the written membership application to the Executive Committee, for a decision regarding the application.

Art. 13: Secretary General

1. The Secretary General is an optional body of the association. He/she is appointed upon request of the President and the required affirmative decision of the Executive Committee.
2. The term of the Secretary General is tied to the term of the President. A repeated appointment is possible.

Art. 14: Tasks of the Secretary General

1. The Secretary General assists the President in the financial and administrative management of the association, following the instructions of the Executive Committee.
2. The Secretary General leads the accounting. This includes running the bank account. Transactions have to be reported by the Secretary General to the Executive Committee on a daily basis. The Secretary General has to monitor the payment of member fees and to take care of timely payments to ECCOMAS, to IACM, and to other organizations, in which the association is a member.
3. The Secretary General assists the President in preparing the annual accounts and report.
4. The Secretary General prepares the required communication with the Austrian authority for supervision of associations.

Art. 15: Scientific Board

1. The Scientific Board consists of the three members of the Executive Committee as well as one member from each country which is represented in the association. The members

of the Executive Committee are representatives of their home countries, i.e. every member country is represented by one member in the Scientific Board.

2. The members of the Scientific Board are elected by the General Assembly for a maximum term of four years. Repeated re-election is possible.
3. The term as a country representative in the Scientific Board ends either by death, resignation (which requires written notice to the Executive Committee), when the term ends, or by exclusion.
4. In case a member of the Scientific Board Committee steps down – for what so ever reason – the members of the concerned country must immediately nominate an interim country representative. The next General Assembly has to elect a new member, whose term ends at the same time as the regular term of the other country representatives of the Scientific Board.

Art. 16: Duties of the Scientific Board

The Scientific Board manages all scientific activities. Its duties are especially:

1. Comments regarding inclusion and exclusion of members, but it is emphasized that the Executive Committee holds the exclusive power regarding membership decisions.
2. Selection of delegates for boards in IACM, ECCOMAS, and other organizations in which the association is a member.
3. Evaluation of nominations for awards, medals, keynote lectures, etc.

Art. 17: Auditors

1. Two Auditors are elected by the General Assembly for the duration of four years. The auditors may be re-elected. Auditors must not be members of a body – except the General Assembly – the activities of which are in the focus of the audit.
2. The Auditors have to audit the financial management of the association, with focus on correctness of reporting and the proper use of funds according to the statutes of the association.
3. The Executive Committee has to provide the Auditors with all required documents and all required information. The Auditors report the outcome of their audit both to the Executive Committee and to the General Assembly.
4. Legal transaction between auditors and the association require the authorization by the General Assembly.

Art. 18: Arbitration Committee

1. All disputes stemming from membership in the association are to be settled by the Arbitration Committee. It is an “arbitration institution” according to Vereinsgesetzes

2002.

2. The Arbitration Committee shall be composed of three members of the association. It is formed as follows. One disputing party sends a written nomination of the first arbitrator to the Executive Board (by letter, fax, or e-mail). Requested by the Executive Board within seven days, the other disputing party sends a written nomination of the second arbitrator within 14 days (by letter, fax, or e-mail). After notification by the Executive Board within seven days, the chosen two arbitrators elect a third member of the association to become chairman of the Arbitration Committee. In case of equality of votes, drawing lots turns the balance. With the exception of the General Assembly, the members of the Arbitration Committee must not be members of those bodies, the activities of which are the purpose of dispute.
3. The Arbitration Committee renders a decision after hearing both parties in the presence of all its members by simple majority vote. It decides to the best of its knowledge and belief. Its decisions are final.

Art. 19: Liquidation of the association

1. The voluntary liquidation of the association may only be decided by the General Assembly. The decision requires a majority of two thirds of the valid votes.
2. In case the association shall be dissolved, the last General Assembly decides on the transfer of the remaining assets. In particular, the General Assembly has to nominate a liquidator and to decide with a majority of two thirds of the valid votes, to whom the assets shall be transferred after subtracting the liabilities. The remaining assets shall be transferred to a non-profit or charitable organization that aims at similar objectives as the association, or at social welfare.
3. The last Executive Committee has to notice the voluntary liquidation of the association within four weeks to the Austrian authority for supervision of associations (Vereinsbehörde).