

EUROPEAN MYCOLOGICAL INSTITUTE

RULES OF PROCEDURE

Adopted by the 3rd General Assembly of AECT-EMI in Avila

21 September 2017

PREAMBLE AND OBJECTIVES

These internal rules of procedure are established pursuant to the current statutory convention of the AECT European Mycological Institute-EMI.

Their purpose is to specify the terms and conditions of the Institute's operations with regards the AECT's governing bodies, its functioning in terms of activities and economic performance, as well as membership admission and cancellation.

The provisions established in these rules of procedure are approved by at least three-quarters of present or represented members at the Assembly, which has a quorum that requires the attendance of at least half of the Institute's members.

These rules of procedure aim to be a dynamic tool, based on the bylaws of the AECT, but able to overcome their temporal and administrative limitations, thus ensuring better functioning and development of EMI member activities.

For any matters not specifically dealt with in the rules of procedure, and should these rules need updating, AECT bylaws and legislation will prevail, with the understanding that in the event of differing interpretations or doubts, the bylaws and guidelines established in the AECT legislation will always prevail.

SECTION I: EMI GOVERNING BODIES

The Assembly

Article 1.- The Assembly is the EMI's highest decision-making body, establishing the main policy lines and approving AECT activities and its related budget. It approves these rules of procedure and is competent for all matters that do not fall under the competence of any other AECT bodies.

Article 2.- Full EMI members and members in the accession process who have signed the rules of procedure and have paid the corresponding annual fee form part of the Assembly and have the right to join in discussions and vote. The rest of the members, as specified in Table 1, have the right to join in any discussions but cannot vote. For the Assembly to be held, a quorum of half of its members with voting rights (in attendance, by proxy, or in virtual attendance) is required. To approve any item on the agenda of the Assembly, the vote in favour by two-thirds of the attendees is required, with the understanding that 'attendees' also covers those voting by proxy and those who are attending by virtual means.

Article 3.- Assemblies may be held virtually, although only in exceptional circumstances. In this case the AECT director, on behalf of the President, will set a time and date for the virtual assembly. Should a vote be required for any item on the agenda, it will be sent via email.

Article 4.- A technical executive committee will be established, formed of four members (with a balance sought between members from different countries) to discuss and prepare EMI activities. An economic executive committee will be established, also formed of four members (again with a balance sought between members from different countries) to support the director in economic decision-making. Both the technical and economic executive committees will meet first and

foremost virtually and in person when necessary. The committees will be set up by the Assembly once the Assembly approves the constituting members.

The President

Article 5.- The EMI President will chair the Institute's Assembly and lead its work meetings and sessions, having the casting vote in any tied votes.

Article 6.- The President's term of office is for a two-year period, with the position rotating between other full EMI members. The President can choose a deputy to act in their name and on their behalf, as the Deputy President of the entity.

Article 7.- A member can reject the role of AECT President, with the position passing onto the next member in the established rotation. Any member who has rejected the position cannot resume it until it is their turn again in the rotation.

The Director

Article 8.- The Director is the highest executive position in the AECT. The Director is appointed by the Assembly, executing their decisions and agreements and acting on the behalf of the EMI for the President. The Director's role includes preparing the annual work plan and the EMI annual budget which they must present to the Assembly for their approval.

Article 9.- The Director's term of office is for a three-year period, which can be renewed.

Article 10.- In the interest of EMI operations, the Director can approve expenses not approved in writing by the Assembly up to a maximum amount of 3,000 euros, duly reporting on the expenses incurred and their justification in the next Assembly.

The Assistant Director

Article 11.- The role of the Assistant Director is to advise the director and represent the AECT and execute specific technical tasks for the President and/or Director. The Assistant Director is appointed by the President with the approval of the Assembly.

The General Secretary

Article 12.- The role of the General Secretary is to act as the institutional representative in charge of communication, executing specific technical tasks on behalf of the President and/or Director. The General Secretary is appointed by the President with the approval of the Assembly.

SECTION II: EMI ACTIVITIES

Article 13.- The EMI's activity is focused on the development of European mycology, comprising the working areas of research, innovation and development in sector-management, -evaluation, -information and -structuring, training, social awareness, development of guidelines and service provision.

Article 14.- The EMI's activities provided in article 11 are specified in an annual work plan prepared by the Director and approved by the General Assembly. The work plan has to establish the EMI's objectives for the following year in relation to a determined budget. The work plan can be reviewed and adapted in successive AECT assemblies. The Assembly may delegate the creation, execution and/or monitoring of the work plan to the technical executive committee.

Article 15.- EMI activities have to have specific financing that comes from the budget approved by the Assembly or be approved by the Assembly or the technical executive committee, before any specific expenses can be committed to.

Article 16.- AECT's revenue comes from the compulsory member contributions, European funds, voluntary public and private contributions, subsidies and other income from the provision of services.

Article 17.- The compulsory EMI member contributions are established on an annual basis and are approved by the AECT Assembly. Any EMI member who has not paid more than two annual quotas will be referred to be taken off the AECT member list. The contribution of associated members is established in Table 1, and can be amended each year by the Assembly.

Table 1: Types of EMI members

Type of Entity	EU Membership	Annual fee(€)	Category	vote
Public	YES	≥5,000	Full member	YES
Public	YES	≥5,000	Accession member	YES
Private/public	YES/NO	≥500	Partner	NO
Private/public	YES/NO	≥5,000	Benefactor *	NO
Private/public	YES/NO	≥10,000	Benefactor **	NO
Private/public	YES/NO	≥50,000	Benefactor ***	NO

Full member: Public EU partner. Has signed the member agreement and been recognised by the ministries of the competent countries.

Accession member: Public EU partner in the accession process. Has paid the corresponding annual fee and has the right to vote.

Partner: Public or private entity within or outside the EU that supports EMI objectives. Can attend EMI assemblies and join in discussions but cannot vote.

Benefactor*: Public or private entity within or outside the EU. Can attend EMI assemblies and join in discussions but cannot vote. This status allows to apply to be a member of the European Network of Mycological Parks and apply for joint R&D&i projects.

Benefactor **: Same as Benefactor*, but also needs to organise a technical scientific event in the area or municipality of the benefactor's choice.

Benefactor *:** Same as Benefactor * but also needs to organise a Trufforum event in the area or municipality of the benefactor's choice.

Article 18.- AECT accounting will be performed by an accountant appointed for this purpose, and can be outsourced.

SECTION III: MEMBERSHIP ADMISSION AND CANCELLATION

Article 19.- The EMI will have full members, (founding institutions and new members) and accession members, both of which are public EU members. It will also have EU or non-EU public or private members, partners and benefactors (See Table 1).

Article 20.- The EMI is open to the incorporation of new full members in addition to its founding institutions. Any institution that wishes to be a member of the EMI must present a written request addressed to the EMI Director which states their motivation and interest in forming part of the EMI and two recommendations from EMI members who are up-to-date with their membership fees.

Article 21.- The incorporation of a new EMI member has to be approved by the Assembly, at a session at which the requesting member is not present. Among the admission criteria for new members are the interest of the new member in the EMI, member recommendations and the territorial balance that currently exists between EMI members. The admission of a new EMI member will need the approval of two-thirds of voting members.

Article 22.- The incorporation of an EMI member involves the acceptance of all the AECT rights and duties for the new member, with several economic liability from the date of their incorporation.

Article 23.- Membership can be cancelled for EMI members for the following reasons:

- Non-payment of two compulsory contributions.
- Express request for cancellation of membership by an EMI member.
- A reasoned decision by the Assembly that has the approval of three-quarters of the members present (excluding the member in question).

Article 24.- The voluntary membership cancellation of an EMI member will lead to the waiving of potential economic surpluses generated during the years in which the member was active in the EMI.

Approved by the EMI Assembly in Avila (Spain)
21 September 2017