

Constitution for European Winter Conference on Plasma Spectrochemistry

Chapter 1. General

1. The *European Winter Conference on Plasma Spectrochemistry* (EWCPs) is a series of conferences on Plasma Spectrochemistry. The conference is held every two years (started from 1985).
2. The object is to bring together in one European location plasma spectrochemists from all over the world to stimulate contacts and exchange knowledge and experiences.
3. Each conference is organised by a European host group (usually affiliated with a university or research institute) every odd-numbered year (see chapter 3). The language of the conference is English.
4. The EWCPs Committee handles current affairs according to Chapter 2.

Chapter 2. The EWCPs Committee (EC)

1. The EWCPs Committee consists of
 - the Chairperson of the last five EWCPs
 - the Chairperson of the current* EWCPs who acts as chairperson of the EWCPs Committee
 - the Chairperson of the following EWCPs
 - two student members, nominated by the Chairperson of the current EWCPs
2. The EC supervises all affairs of the EWCPs excluding the direct organization of the conferences.
3. The EC assists the Organising Committee (OC) of the current EWCPs.
4. The Chairperson of the current EWCPs keeps the EC informed of progress of the organisation by sending relevant circulars and documents to members of the EC.

**each tenure of a EWCPs begins immediately after the closing of the last conference.*

Chapter 3. The Host Group

1. An application to host a EWCPs may be submitted by any person affiliated with a university or research institute within Europe.
2. Applications to host the EWCPs four years from the current EWCPs will be called for by the Chairperson of the following EWCPs after the closing of the current EWCPs. Applications can be made until 6 months prior to the following EWCPs.
3. Applications should be made by online application via the EWCPs webpage *ewcps.eu*.
4. The application to host a EWCPs must clearly identify the Chairperson and the Co-Chairperson, the intended venue (location, city, country) as well as a prospected time frame.

5. The list of candidates is sent to the members of the EC by the chairperson of the EC after the close of the call for application. The candidate will be selected by simple majority vote of the members of the EC three months prior to the following EWCPs via email vote to the Chairperson of the EC. In case of further information required in order to decide upon the venue, the Chairperson of the EC may request these from the applicants and distribute it to the EC. The Chairperson of the EC informs the successful candidate immediately after the voting and invites the host of the next EWCPs to make a presentation of the conference during the current EWCPs.
6. The Organising Committee has total responsibility for the organisation of its EWCPs (venue, time, committees, scientific program, budget). Each conference should be financially self-supporting.

Chapter 4. The Delegates Meeting (DM)

1. The Delegates Meeting will be held during the current EWCPs. The host of the current EWCPs allocates a time slot for the DM and provides the necessary meeting facilities.
2. Eligible DM attendees are the members of the EC (or their representatives) as follows:
 - the Chairperson, or a representative, of the last five EWCPs
 - the Chairperson, or a representative, of the current EWCPs who acts as chairperson of the EWCPs Committee
 - the Chairperson, or a representative, of the following EWCPs
 - two student members, invited by the Chairperson of the current EWCPs
3. Representatives have to be announced to the Chairperson of the EC at least 4 weeks prior to the DM.
4. Each DM attendee casts one vote. There is no in absentia vote.
5. The DM is chaired by the Chairperson of the EC. The DM Chairperson is responsible for preparing an agenda and for keeping the minutes, which are to be distributed by email to all eligible DM members after the conference.
6. All decisions at the DM are carried by simple majority of votes. In the case of no majority, the Chairperson has the deciding vote.

Chapter 5. EWCPs homepage

1. A generic EWCPs homepage serves as representation platform of the EWCPs series.
2. The webpage provides general information about the EWCPs series as well as the application form.
3. The chairperson of the current EWCPs covers the two years costs of the domain and maintenance of the EWCPs homepage. The Chairperson of the current EWCPs is allowed to post any information on this webpage concerning the current EWCPs. The webpage links to the current EWCPs.
4. Each EWCPs host provides an individual homepage for the current EWCPs, which has to be linked to the generic EWCPs homepage.

Chapter 6. Constitution approval and changes

1. This constitution has been approved and adopted by a simple majority during the DM in Sankt Anton, 22nd February 2017. It is valid from 01st January 2018.
2. Changes to the constitution can only be made at the DM.
3. Changes to the constitution must be proposed in writing to the Chairperson of the EC at least four weeks before the DM. The Chairperson of the EC has the responsibility to include the proposed changes as Agenda items, and to inform all delegates to the DM of the proposed changes, in writing, at least two weeks before the meeting.