

Bylaws of European Masters Network of Industrial Ecology

(suggested version, April 20, 2014)

Article 1. Name

101. The name of the organization shall be the European Masters Network of Industrial Ecology, abbreviated EMNIE.

Article 2. Purpose

201. The purpose of EMNIE shall be the advancement of sustainability epistemology in the art and science of Industrial Ecology as an instrument to augment well-being in society and nature. To this end the Network shall promote the profession and literacy of Industrial Ecology through the united efforts and benefit from the interface of research, application, education and communication.

Article 3. Stakeholders

301. EMNIE as a brand shall be widely known and considered as attractive among all the stakeholders of the organization. The body of the Network shall be composed of the memberships and individuals or organizations electing to affiliate with the organization. Its main stakeholders are students, professionals, business sectors, research institutions and governmental agencies who are studying, practicing, and working in the field of Industrial Ecology. Through its operation EMNIE shall continually contribute to the personal and professional development of all members, and promote profession and literacy of Industrial Ecology through the united efforts of all stakeholders. A wide portfolio of high-quality EMNIE activities with clearly defined concepts shall be offered to members all over Europe. EMNIE is taking an active role to strengthen the relationships amongst Industrial Ecology study programs in Europe as well as their students, and to link high standard business and research opportunities with students and professionals.

Article 4. Mission

401. The mission of the Network shall be:

- 1) promote and develop the education and application of Industrial Ecology in Europe ;
- 2) strengthen collaboration of Industrial Ecology programs and associations among European universities;
- 3) facilitate communication and collaboration amongst academia, industry and institution on the professionalization of Industrial Ecology;
- 4) contribute to the career and professional development of Industrial Ecologists in Europe;
- 5) create a space of discussion to identify needs and instruments of Industrial Ecology practice;
- 6) inform sustainability literacy with the function of Industrial Ecology to augment societal well-being.

Article 5. Operations

501. EMNIE is a strong network with a multicultural atmosphere. EMNIE collaboratively works with Local Groups of partner student associations in different European universities where Industrial

Ecology studies are offered, or professional institutions where Industrial Ecology is practiced.

- 1) The Local Group fulfill the EMNIE internal requirement for partnership liaison.
- 2) EMNIE Local Groups are autonomous and self-sustained in their own activity.
- 3) EMNIE Executive Committee is active on a central level and cooperates with Local Groups in a proactive way.

502. The EMNIE shall be an autonomous umbrella organization formulated by students and professionals with a rotating event host in form of a local partner student organization or professional institution in order to pass on the spirit across Europe. Local student organizations or professional institutions shall closely cooperate with EMNIE to organize annual/biennial pan-European wide events and invite members from partner organizations to participate in. EMNIE is responsible for theme development, multilateral communication and coordination, cohesion work and fundraising to fully support local organizations and events.

503. Core areas of activity include:

- 1) Organize pan-European Work Fair as a platform to facilitate the employment of Industrial Ecology graduates and young professionals;
- 2) Organize annual/biennial pan-European Industrial Ecologist conference or gathering;
- 3) Establish Young Professional Fellowship Program with industry for the training and job placement of Industrial Ecologists;
- 4) Facilitate and develop seminars/webinars on selected topics in Industrial Ecology;
- 5) Facilitate excursions or other interactive learning opportunities in Eco-Industrial Parks;
- 6) Publish pan-European Industrial Ecology student newsletter or EMNIE reports.

Article 6. Membership

601. Individual membership application is open to students, researchers and professionals.

602. The membership of the Network shall include the following classes

- 1) Active Membership: active membership is open for application by current students on Master's level (or equivalent) or alumni within 2 years after graduation. Core members shall be enrolled in or have graduated from a course of study leading to a degree in Industrial Ecology or correspondingly recognized by the Network.
- 2) Associate Membership: associate membership is open for application by professionals and researchers who hold a degree in Industrial Ecology (or corresponding) or whose work may be associated with any aspect of industrial ecology. Associate members shall have at least three years full-time or the equivalent experience in the research or professional practice of Industrial Ecology.
- 3) Affiliate Membership: Affiliate Members shall be involved with or interested in activities associated with the professional practice of Industrial Ecology, even without a degree or full-time professional experience in Industrial Ecology application for moving towards sustainability. Affiliate Members and other forms of affiliation with the Network shall satisfy requirements for membership in accordance with the Bylaws.
- 4) Honorary Members shall be nominated by the Council from people who make significant contribution to the development of the Network. Honorary members shall not be limited to Industrial Ecologists but have international influence in academia or industry.

Article 7. Governance

701. The highest authority and strategic decision-making body of the organization is the Council. The Council shall, subject to the provisions of this bylaw, be the supreme advisory, overseeing and legislative body of the Network organization. The purpose of the Council is to represent the core value and interests of the stakeholder communities and to make strategic decisions concerning shared agendas. The Council may choose to have members or lay members (i.e. persons who are not members of the Network but representatives of partner organization or affiliate institutions) as Associate Councilors. The Council holds power to call for amendment of the organization's legislative documents (i.e. bylaws).

702. The administrative power of the organization is the Executive Committee. The purpose of the Executive Committee is to manage the Network organization efficiently and effectively in accordance with the vision and mission. The Executive Committee has the power to establish administration policy to fulfill the duties identified in this bylaw or other strategic development plans of the Network.

703. The President of Executive Committee shall be an Associate Councilor in the Council in order to link strategy with implementation.

Article 8. Council

801. In accordance to article 701, the Council is the supreme advisory, overseeing and legislative body that concerns the shared value of stakeholders and strategic development of the Network.

802. The Network's Council shall have the authority only second to the Network's General Polling and General Assembly.

803. Members or lay members of the organization are all eligible to be nominated and elected as Councilors. Members of the Network's Council are composed of five(5) Active Councilors and no more than three(3) Associate Councilors. All Council Members have the right to request a Council Meeting according to relevant provisions.

804. Active Councilors shall have the full speaking and voting rights towards every business of the Council. Associate Councilors have the full speaking right towards every business of the Council; Associate Councilors do not have voting right towards every business of the Council, except business pertaining to the amendment of the bylaw.

805. Active Councilors shall be elected at the General Assembly for a two-(2)-year term provided the terms of the Council members are arranged so that approximately half (1/2) of them are elected each year. Active Council members shall not serve more than two (2) consecutive terms.

806. Associate Councilors could be either elected at the General Assembly or nominated and appointed by Active Councilors during mid-term given that the nomination is passed in the Council Meeting. Associate Councilors serve in the Council from the date of being elected or appointed to the end of second General Assembly in their terms. Associate Councilor shall not serve consecutive terms.

807. Associate Councilors are eligible to be elected as Active Councilor at General Assembly during their term.

808. The Active Councilors are composed of five members. Only elected Active Councilors is eligible for the position of Council Chairman.

809. The Chairman of the Council shall be elected in the First Council Meeting of the new session by the current Active Councilors and Associate Councilors. The term of the Chairman for each session of the Council is one year given that the half (1/2) of the Active Councilors' terms end at the General Assembly each year.

810. The Council shall adopt rules for its proceedings, and shall meet at times and places suggested by the Chairman.

811. Council Meetings shall be convened by the Council Chairman, or at the request of the President (Associate Councilor) of the Network's Executive Committee or at the request of any Council Member seconded by two Council Members; A notice of Council Meeting and the agenda shall be sent to all Council Members at least three weeks ahead.

Article 9. Executive Committee

901. The executive term for EMNIE Executive Committee is one year. The Executive Board members are elected by General Assembly or General Polling. Only active members, namely current students and recent graduates are eligible to be elected as members of Executive Committee.

902. The elected executive officers of the Network shall be

President: The President will lead, oversee and be responsible for all functions of the organisation, ensuring its continued development and financial stability. The President shall serve as the chair of the Executive Board of EMNIE. The duties of President contains:

- 1) Calls the Executive Committee meeting and presides over meeting of the EMNIE administration.
- 2) Establishes administration policy to efficiently and effectively manage internal and external business.
- 3) Enforces due observance of the bylaws.
- 4) Rectifies any violation of the administration policy and inform other executive members in a timely manner.
- 5) Rectifies any violation of bylaw or issues engaged in misconduct or neglect of duties, and report to the Council of the Network in a timely manner.
- 6) Is the liaison of EMNIE and other external partners at all levels.
- 7) Is the main convener and chair for EMNIE annual/biennial event or other projects, unless a specific task force is formulated.
- 8) Reports the administration of Executive Committee to the Council in regular Council meetings, and actively participates in the discussion for EMNIE strategic development issues but has no right for voting in Council decision making process.

Vice-President: The Vice-President shall assist the President in fulfilling the mission of the organisation and acts in the President's place in his/her absence. The duties of Vice-President contains:

- 1) Assumes the duties of the President of Executive Committee when the latter is absent
- 2) Assists the President in administration

- 3) Is responsible for the communication with external partners for the implementation of tasks on shared agendas.
- 4) Is responsible for maintaining an up-to-date record of EMNIE's projects and external affairs.
- 5) Co-ordinates all affairs concerning voting procedures, for elections and referenda.
- 6) Is responsible for the implementation and management of EMNIE annual/biennial event or other projects.
- 7) Is responsible to establish and supervise task forces of EMNIE.

General Secretary: The General Secretary shall be responsible for maintaining a record of all proceedings of the organisation.

The General Secretary is responsible to review and edit all official documents pertaining the administration

Is responsible for maintaining an up-to-date record of EMNIE's internal affairs.

Treasurer: The Treasurer will be responsible for the management and control of EMNIE funds as well as the overall fiscal health of the organisation.

Event Manager: The Event Manager shall be responsible for the organisation and planning of EMNIE events, including the annual meeting.

IT and Statistic Manager: The IT and statistics manager will ensure the all IT operations, including the website, are properly maintained and updated accordingly.

Communication Officer: The Communication Officer shall be responsible for all official, external communication, including statements, newsletters and reports issued by EMNIE.

External Liaison Coordinator: The External Liaison Coordinator will be responsible for building and maintaining relationships with industry and other external parties.

Academic Development Officer: The Academic Development Officer shall inform and update EMNIE about academic issues related to the field of Industrial Ecology, and build and maintain relationships with academic partners.

Career Development Officer: The Career Development Officer shall inform and update EMNIE members about training and job opportunities and coordinate Work Fair projects.

Ambassador: Any Industrial Ecology student currently enrolled in an European university and serving as Executive members in an international organization that concerns the shared value of EMNIE and the corresponding organization (i.e. ISIE student chapter, Erasmus Mundus Association) could be nominated and appointed as Ambassador in the Executive Committee. The Ambassador shall bridge the two organizations for tasks on shared agenda.

903. For a regular exchange of progress and future planning the EMNIE Executive Committee is meeting on a monthly basis. The meeting can be held online if the Executive Committee members are not situated at the same location. Minutes need to be kept about the assigned tasks as well as their progress, the persons in charge and important decisions taken. After the Executive Meeting the minutes are to be distributed to the Council members by E-Mail. The progress of each task is reported at the beginning of the next Executive Meeting. All meeting minutes are documented in EMNIE archive system.

Article 10. General Assembly and General Polling

1001. Authority

General Meetings and General Pollings shall possess the same and the highest authority in the Network governance. The resolutions of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.

1002. General Assembly

- 1) General Assembly shall be held only with the approval of, or at the request of, either the Network's Council or the Executive Committee, or in accordance with a requisition signed by no less than three partner Industrial Ecology student Associations from different European universities.
- 2) The General Assembly, given condition that there exists a pan-European event organized by EMNIE during the year, should take place at the event. In case there exists no such event organized by EMNIE during the respective year, the General Assembly should either be held at a partner hosting university at appropriate occasion or conducted online using online meeting platforms if appropriate.
- 3) The Network's pan-European student event is normally held biennially. In the EMNIE presentation session of the event, the President shall give a brief review of the development in the Network since the previous event and open the floor to questions or comments from EMNIE members. If necessary, an ad hoc work meeting may be arranged during the event with participants from EMNIE Executive Committee, Council, partner student organization as well as members of EMNIE to discuss the status and development of EMNIE.
- 4) All members of the Network, Executive Committee members, and the Council members have full speaking right and voting right towards affairs discussed in the General Assembly.

1003. General Polling

- 1) General Polling shall either take place in General Assembly or be conducted online if necessary.
- 2) General Polling shall only be approved and conducted by the Council of EMNIE at the request of, the Network's Council, the Executive Board, or in accordance with a requisition signed by no less than half of partner student associations in the consortium.
- 3) Should the Network's Council not approve of a request by not less than half of partner student associations to hold General Polling, a General Work Meeting of the Network shall be held to consider the proposed motions.

Article 11. Election

1101. Both Council members (half of Active Councilors) and all Executive Committee members shall be elected each year.

1102. Members and lay members of the Network are all eligible to be elected as Council members. Only Active Members are eligible to be elected as Executive Committee members.

1103. An annual Election Commission shall be appointed by the Network organization's Council to take charge of the election process at least 90 days before the election. Election Commission comprises of two Council members and four Executive Committee members including the President to efficiently carry out the duties related to the elections and, eventually, hold the elections.

1104. The Council should inform all members of the Network by E-mail about the election at least 30 days before election for application and nomination. Election shall be held at least thirty(30) days prior to the termination of the Executive Committee term.

1105. The Election Commission makes sure that the nominees for the Executive Committee Membership are determined to make efforts towards the vision of the EMNIE. For the sake of practicality, the elections shall be held via online/electronic means. The Election Commission is responsible for the reliability of the elections in this way.

1105. Candidates for position shall inform the Election Commission about their intention for election and submit corresponding forms before the deadline of nomination. Candidates for Executive positions shall remain his/her Active Membership status for at least ten(10) months during his/her term of service.

1106. Three days after the deadline of the nominations, the Election Commission prepares and releases and sends out the nominee ballot for the online elections. Only the Active Members and Associate Members of the Network are sent the ballot and are entitled to vote for the nominees. The online elections last two-weeks after the release of the ballot. After the online elections are held, the Election Commission has three-days to announce the results of the elections.

1107. In the event of a tie occurring at any stage of the election regarding the candidate for the positions of Executive Committee, the Election Commission shall order a re-election for that particular post within one week after the Election Day;

1108. In the event of any contravention of the election procedure, a General Meeting shall be held. The Election Commission, with the approval in the General Meeting, shall have the power to order a re-election.

Article 12. Mid-term Recruitment

1201. In the event of a vacancy occurring in the Executive Committee, the Committee shall have the power to co-opt person as they deem fit to fill the office through mid-term recruitment.

Article 13. Resignation and Vote for Non-Confidence

1301. Resignation

Any Executive Member can resign at any time by notifying the Executive Committee with a written statement. In case of resignation of any Board Member, the President calls for an Executive Committee Meeting to proceed the resignation acceptance procedure and assign the vacant seat to any Executive Member until the vacant seat is filled. Subsequent to the resignation, the President of Executive Committee shall inform the Council regarding the change of personnel. The Council has the right to consider and determine a mid-term election or mid-term recruitment to call for candidate for the vacant seat within 3(three) weeks based on real needs.

In case of the resignation of the President, the Council shall inform all members of the Network and organize an internal election to elect a new President two(2) weeks following the resignation.

1302. Vote for Non-Confidence

In case any Executive Committee Member, including the President, is no longer deemed to fit for fulfilling the requirements and is falling short in carrying out the responsibilities and obligations of his/her position, or engaged in misconduct that severely violates the bylaw or damages the stakes of

EMNIE organization, a motion for Vote of No-Confidence may be given 6 months after the Executive Committee is elected. A motion for Vote of No-Confidence for the President can only be given by any Council member or no less than three Executive Members. Any Executive Member, including the President, may be terminated in his/her position/role at the Executive Board due to Vote of No-Confidence. A motion for Vote of No-Confidence could be initiated in the event of

- a. no less than two thirds of the Executive Members agreeing with the motion for Vote of No-Confidence
- b. 30% of the Active Members of the Network agrees and informs the Council a request for a motion for Vote of No-Confidence.

If the voting target is against the President, a General Meeting shall be called by sending bulk emails to Active Members, and a General Polling shall be carried out with no less than half of Active Members participating in the General Polling. The vote shall be approved by at least 70% of the participants in the Polling.

If the voting target is against member of Executive Committee or Council but not the President, such vote shall take place at an Executive Committee meeting, and shall be approved by 2/3 of all Executive Committee members and 3/5 of all Active Councilors; In case of the existence of Observer(s) in the Executive Committee, the vote of Observer is counted with double weight than others.

Article 14. Task Forces and Committees

1401. The Executive Committee shall have the right to establish and dissolve the task force commissions, the work committees, and official affiliations necessary for accomplishing specific purposes of the Network as established by the Bylaws and in accordance with the Bylaws. There shall be a standing Nomination Committee.

1402. Chair and members of Nomination Committee shall be appointed at the Annual meeting.

1403. In accordance with the nomination result, the Executive Committee shall appoint the chairs and members of task force commissions and committees and official representatives for specified terms unless otherwise established in the Bylaws.

1404. The President shall sign the agreement paper for establishing specific task force or project work committee. The President shall announce the official formulation and working period of the task force commissions or work committees and inform all members via E-mail.

1405. A project report shall be submitted to Executive Committee once the duties and tasks of the task force commissions or work committees are fulfilled. The President shall review the report and evaluate the result of the task force or working project.

1406. Appointed members of the task force commissions or work committees could consist Executive Committee members or any other classes of members except Honorary members.

Article 15. Amendment

1501. The Bylaws shall only be amended through General Assembly and/or General Pollings.

1502. Proposed amendments to the Bylaws shall be approved by an affirmative vote by two-thirds (2/3) of the entire voting membership of the Executive Committee and three-fifths (3/5) of Active Councilors before being submitted on a ballot to the Members of the Network.

1503. The Council holds the right to decide amendment of Bylaws.

1503. Partner organizations shall be informed of the Amendment of Bylaws.

Article 16. Interpretation

1601. The interpretation of this Bylaws shall rest with Executive Committee and Council of the Network organization.