

ESRF Users Organization

Charter and Internal Organization



The purpose of the European Synchrotron Radiation Facility Users Organization (ESRF UO) is to promote research at the ESRF, by providing an organized framework for discussion within the users community, and a direct link between the users and the ESRF Management.

A. Organization

1. Membership

Membership in the ESRF UO is automatically granted to all those who have used the ESRF for an experiment in the previous five years. Membership may also be granted by the Users Organization Committee. No membership fee is collected.

2. Users Organization Committee

The Users Organization Committee (UOC) is charged with conducting the day-to-day business of the ESRF UO. In addition, the UOC shall:

- a. Organize the annual users meeting;
- b. Collect users opinions on all relevant issues;
- c. Promote the exchange of information among users and between users and the ESRF Management, and provide assistance to the ESRF Management in matters concerning the users. The UOC shall bring to the attention of the ESRF Management the needs and desires of users regarding operating policy, use of the ESRF, user support and any other relevant issues. The ESRF Management shall inform the UOC with regard to proposed changes in the operation of the ESRF and to future plans.

The Users Organization Committee shall consist of the Chairperson, the Vice Chairperson, the Past Chairperson, the Secretary, the Treasurer, and up to five additional members. The UOC members shall be elected by the members of the ESRF UO by written ballot, for staggered terms of office, during the General Assembly meeting of the ESRF UO. Newly elected UOC members shall take office at the first UOC meeting following their election. The terms of office of UOC members shall be 2 years. The UOC members may be re-elected.

The UOC shall prepare a list of qualified candidates and provide advance notice of the election to the ESRF UO members. Nominations are accepted if supported by at least five ESRF UO members. Should not all vacancies be filled through the ballot, new members can be appointed by unanimous vote during the first UOC meeting following the General Assembly.

3. Officers

The following Officers shall be chosen by the UOC from among its members, by secret ballot:

- a. The Chairperson of the UOC, who shall also serve as Chairperson of the ESRF UO. To assure continuity, the Chairperson shall continue to serve on the UOC in a consulting (i.e. non-voting) role for one additional year as Past Chairperson.
- b. The Vice Chairperson of the UOC, who shall also serve as Vice Chairperson of the ESRF UO. The Vice Chairperson shall stand in for the Chairperson if he or she is unavailable.
- c. The Treasurer of the UOC, who shall also serve as Treasurer of the ESRF UO.
- d. The Secretary of the UOC.

In the event that a position on the UOC should be vacated before expiration of its term, the Committee can appoint a member of the ESRF UO to fill the position until the next membership meeting of the ESRF UO, when a replacement election will take place.

B. Meetings

1. Meetings of the membership of the ESRF UO shall be called by the Chairperson. Normally, one General Assembly meeting per year shall be held, at the occasion of the ESRF users meeting.
2. An agenda for each ESRF UO membership meeting shall be provided in advance of the meeting by the Chairperson upon advice of the UOC.
3. The UOC shall meet at the call of the Chairperson three times per year, one of them in combination with the ESRF Users Meeting. The decisions are voted by the majority of the members present. In case of a draw, the Chairperson has the deciding vote. Any UOC member who fails to attend three consecutive meetings without justification may be considered to have resigned his position.

C. Procedural Rules

1. Minutes of all meetings shall be recorded by the Secretary. After approval by the Chairman, copies of the minutes of the meetings of the ESRF UO shall be made available to all members. Minutes of the meetings of the UOC shall be made available to members of the ESRF UO upon request.
2. This charter can be amended at the occasion of a General Assembly meeting by a qualified majority of two-thirds, in an open vote.

D. Finances

1. Assets.

The assets of the ESRF UO include:

- a. Subsidies from the ESRF.
- b. Revenues received for the organisation of scientific meetings, including fees from commercial exhibitors.
- c. Any other subsidy or donation.

2. Budget and Financial Reports

At the first meeting of ESRF UOC each calendar year, the treasurer shall present to the UOC for approval:

- a. A financial report of the past year.
- b. The budget for the current year.

These documents will be made available on request to any ESRF UO member.