

Constitution for European Winter Conference on Plasma Spectrochemistry

Chapter 1. General

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

Chapter 2. The Continuation Committee (CC)

1. The Continuation Committee consists of:
 - the Chairpersons of the last two EWCPs
 - the Chairperson of the current* EWCPs who also acts as Chairperson of the current CC
 - the Chairperson of the following EWCPs (to be held two years hence)
2. The CC supervises all affairs of the EWCPs excluding the direct organization of the conferences.
3. The CC assists the Organising Committee of the current EWCPs in every possible way.
4. The Chairperson of the current EWCPs keeps the CC informed of progress of the organisation by sending relevant circulars and documents to members of the CC.

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

Chapter 3. The Host Group

1. An application to host a EWCPs may be submitted by any persons from a university or research institute within Europe.
2. Applications to host the EWCPs two years hence will be called for by the Chairperson of the current EWCPs at least six months before the current EWCPs.
3. Applications should be made in writing to the Chairperson of the current EWCPs; the successful applicant will be chosen by simple majority vote of the current and past chairs of EWCPs. In the case of no majority, the current chair has a deciding vote. The choice is based on the merit of the applications, but also aims to achieve an even coverage of Europe.
4. The application to host a EWCPs must clearly identify the Chairperson and members of the proposed Organising Committee.

5. The Organising Committee has total responsibility for the organisation of its EWCPs (venue, scientific committee, and scientific program); each conference should be financially self-supporting.

Chapter 4. The Delegates Meeting (DM)

1. The Delegates Meeting will be held during the running of the current EWCPs.
2. Eligible DM attendees are:
 - the Chairperson, or a representative, of all previous EWCPs
 - the Chairperson, or a representative, of the current EWCPs
 - the Chairperson, or a representative, of the following EWCPs
 - two student representatives, invited by the Chairperson of the current EWCPs
3. Each DM attendee casts one vote; there is no *in absentia* vote.
4. The DM is chaired by the Chairperson of the current EWCPs. 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 within three weeks after the conference.
5. 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. Constitution approval and changes

1. This constitution has been approved and adopted by a simple majority of the previous and current Chairpersons of EWCPs. Voting was performed by email to the then current Chairperson (kevin.francesconi@uni-graz.at) up to 15 May 2008 with an amendment made 02 October 2008. It is valid from 01 January 2009.
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 CC at least four weeks before the DM. The CC has the responsibility to include the proposed changes as Agenda items, and to inform all Delegates of the proposed changes, in writing, at least two weeks before the meeting.