



## **Bylaws for the Consortium of European Taxonomic Facilities**

### **(CETAF)**

The Consortium of European Taxonomic Facilities (CETAF) was formed on December 1, 1996 following the signing of a Memorandum of Understanding by the directors of the following institutions:

- Forschungsinstitut Schenkenberg, Frankfurt am Main, Germany;
- Musée National d'Histoire Naturelle, Paris, France,
- Museo Nacional de Ciencias Naturales, Madrid, Spain,
- Museo Civico di Storia Naturale de Milano, Milan, Italy,
- Museum für Naturkunde, Berlin, Germany,
- Naturhistoriska riksmuseet, Stockholm, Sweden,
- Royal Botanical Gardens, Kew, UK,
- The Natural History, London, UK,
- Zoölogisch Museum, University of Amsterdam, the Netherlands,
- Zoologisk Museum, University of Copenhagen, Denmark

(the founding members).

#### **Article 1. Aims**

CETAF aims to promote research in systematic biology and palaeobiology as well as access to the information and expertise of its member institutions, by improving the efficiency of their taxonomic facilities through co-operation. In support of its aims, CETAF will act as a forum for the exchange of information and policies, working towards co-ordinated activities. The objectives for co-operation cover the following areas:

- Digitisation of collections and associated information, in line with agreed priorities.
- Development of information services for scientific, commercial and public use.
- Promotion of training for systematists, both at the academic and at the technical levels.
- Improvement of curation and conservation of collections.
- Improvement of access to collections for visiting researchers and other workers through common procedures and assistance routines at each of the members' facilities.
- Co-ordination of those scientific policies and other initiatives that will benefit from a common approach.
- Submission of joint funding proposals that will contribute to the previous objectives.

## **Article 2. Membership**

- 2.1. CETAF membership is open to large taxonomic institutions in Europe that:
  - have significant collections and research capability that can be used in the activities of CETAF;
  - share the commitments and objectives of CETAF and are willing to contribute to the joint activities described in Article 1.
- 2.2. Application for membership must be submitted on a standard application form to the Secretariat no later than three months prior to the General Meeting at which the application will be considered.
- 2.3. New members are admitted by a two-thirds majority decision by all member institutions present at the General Meeting. Following a positive decision by the general meeting membership is immediately effective.
- 2.4. Each member institution will pay an annual membership fee, the amount of which will be determined at the General Meeting.
- 2.5. Any member of CETAF may withdraw at any time from its participation in the Consortium by giving at least three months' notice to the full membership.
- 2.6. If a member institution is found no longer to fulfil the criteria for membership, such an institution may be excluded from CETAF. Exclusion of a member institution requires a two-thirds majority decision by the members of a quorate General Meeting.

## **Article 3. General Meetings**

- 3.1. General Meetings will be held at least once a year.
- 3.2. Each member institution is represented by its director, or by a senior person authorised to act on her/his behalf.
- 3.3. Each institutional representative is entitled to be accompanied by an observer.
- 3.4. General Meetings shall approve the accounts of the previous year and the budget for the coming year.
- 3.5. Each General Meeting shall decide on the venue of the following General Meeting.
- 3.6. Proposals for items for the agenda for General Meetings are to be submitted to the Secretariat no later than two months before the General Meeting.
- 3.7. The Chairman assisted by the Steering Committee, will prepare the agenda for the General Meetings.
- 3.8. The quorum is two-thirds of the member institutions.

- 3.9. Decisions are made by the General Meetings through a two-thirds majority vote among the member institutions present.

Exception to Article 3.9 is: - Dissolution of CETAF (Article 8)

#### **Article 4. Steering committee**

- 4.1. The Steering Committee of CETAF consists of the Chairman and no more than eight members elected for a period of three years.<sup>1</sup>
- 4.2. The Steering Committee will meet at the discretion of the Chairman.
- 4.3. The Steering Committee is elected through a membership vote at the General Meeting.
- 4.4. The Steering Committee is responsible for preparing the agenda for the General Meetings.
- 4.5. The Steering Committee will take decisions on current business between the General Meetings.
- 4.6. The quorum is two-thirds of the member of the Steering Committee.
- 4.7. Decisions are made by the Steering Committee through a two-thirds majority vote among the members present.

#### **Article 5. Chairman**

- 5.1. The Chairman is elected for a maximum period of 3 years by a membership vote at a General Meeting. A chairman cannot be re-elected until a further three years have elapsed.
- 5.2. The Chairman is a member of the Steering Committee.
- 5.3. The Chairman will chair the Steering Committee.
- 5.4. The Chairman will chair the General Meetings.
- 5.5. The Chairman will co-ordinate and oversee CETAF business between meetings, drawing on the Steering Committee when necessary.

#### **Article 6. Secretariat**

- 6.1. A Secretariat will be set up at the member institution from which the Chairman originates for the mandated period of the Chairman.
- 6.2. The Secretariat will assist the Chairman with day-to-day business.

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<sup>1</sup> For the first three-year period the Steering Committee will consist of the founding members.

- 6.3. The Secretariat will administer the membership fees.
- 6.4. The Secretariat will circulate the final agenda of the General Meetings no later than six weeks before the meeting, and will circulate the minutes from the General Meetings no later than six weeks after the meeting.

#### **Article 7. Emendation of Bylaws**

Any emendation of the Bylaws must be decided by a General Meeting.

#### **Article 8. Dissolution of CETAF**

- 8.1. Dissolution of CETAF requires a two-thirds majority among the member institutions present at two consecutive General Meetings.
- 8.2. In case of dissolution of CETAF, surplus resources from Membership fees and other common resources will be distributed with equal shares to the member institutions.

#### **Article 9. Validity**

These Bylaws have been adopted by the General Meeting on October 14, 1997 and shall be considered valid from this date and until they are emended or CETAF is dissolved.