



# EUROPEAN MICROWAVE ASSOCIATION

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Responsible Editor Danielle Vanhoenacker - Janvier

Registered Office Place du Levant, 3  
1348 Louvain-la-Neuve  
Belgium

Headquarters Office Rue Louis de Geer, 6  
1348 Louvain-la-Neuve  
Belgium

[www.eumwa.org](http://www.eumwa.org)

## THE EUROPEAN MICROWAVE ASSOCIATION

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## THE EUROPEAN MICROWAVE ASSOCIATION (EUMA)

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The European Microwave Association (EuMA) is an international non-profit association with a scientific, educational and technical purpose. The aim of the Association is to develop in an interdisciplinary way, education, training and research activities, including:

- Promoting European microwaves,
- Networking and uniting microwave scientists and engineers in Europe,
- Providing a single voice for European microwave scientists and engineers in Europe,
- Promoting public awareness and appreciation of microwaves,
- Attaining full recognition of microwaves by the European Union,
- Organizing European Microwave Symposia and, in particular, the European Microwave Conference (EuMC) and the European Microwave Week (EuMW), as well as all the associated events,
- Circulating information among European microwave scientists and engineers.

The Association is allowed to perform all actions directly or indirectly related to its object. In particular, it may organize any form of cooperation between its members, symposia, seminars, study schemes, and carry out and publish studies, magazines or books, etc.

EuMA®, European Microwave®, EuMIC®, EuRAD®, and Wireless Technologies® are registered Trade Marks belonging to the European Microwave Association and are protected by the European Union.

The registered office of the Association is located at Place du Levant, 3, B-1348 Louvain-la-Neuve, Belgium. The Association operates under Belgian law. It is subject to VAT: BE 0464 401 356

The Association is governed by the General Assembly (GA), the Board of Directors (BoD), and the President.

## 1. THE GENERAL ASSEMBLY

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### 1.1 TERMS OF REFERENCE

The General Assembly is the sovereign power of the Association.

The following are reserved for its competence:

1. General policy of the Association;
2. Amendments to the Statutes of the Association;
3. Appointment and removal of directors;
4. Approval of the Board of Directors' report (including balance sheet, accounts and budget);
5. Appointment of the auditors mentioned in articles 16 and 26 of the Statutes;
7. Any decision exceeding the powers legally or statutory granted to the Board of Directors.

### 1.2 CONSTITUTION

The General Assembly consists of:

- The Members of the Board of Directors
- The Founder members of EuMA: L. Ligthart, A. Madjar, H. Meinel, S. Nightingale, R. Sorrentino, A. Vander Vorst
- One Member appointed by IEEE Region 8
- The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies
- The past, present, and next EuMW Chairs
- Ordinary Members representing the following 17 Groups of Countries

Group 1	France**, Monaco
Group 2	Germany**
Group 3	Italy**, San Marino, Vatican City
Group 4	United Kingdom*, Ireland*, Gibraltar, Malta
Group 5	Belgium*, The Netherlands*, Luxembourg
Group 6	Iceland, Norway*, Sweden*
Group 7	Finland*, Denmark*, Faroe Islands, Greenland
Group 8	Bulgaria*, Czech Republic*, Hungary*, Romania, Slovakia
Group 9	Poland*, Estonia, Latvia, Lithuania
Group 10	Armenia, Azerbaijan, Ukraine*, Moldova, Georgia
Group 11	Albania, Bosnia and Herzegovina, Croatia*, Cyprus, FYR Macedonia, Montenegro, Greece*, Israel*, Serbia*, Slovenia*, Turkey*
Group 12	Russia*, Belarus
Group 13	Austria*, Liechtenstein, Switzerland*
Group 14	Spain*, Portugal*, Andorra

Group 15	North America
Group 16	Asia Pacific
Group 17	Africa and Middle East Countries

*\* Rotation of GA representation after three years (by arrangement)*

*\*\* Permanent GA representation to be changed after three years*

The GA is chaired by the EuMA President.

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## 2. THE BOARD OF DIRECTORS

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### 2.1 TERMS OF REFERENCE

The Association is administered by a Board of at least six Directors.

The BoD is invested with the widest powers to perform any acts of administration and arrangement, which concern the Association. The BoD shall administrate the Association according to the general Policy determined by the General Assembly, and shall particularly decide about the schemes related to education, training and research organized by the Association. The Board shall also decide about publications.

### 2.2 CONSTITUTION

The BoD consists of nine members elected by the GA according to the following recommendations:

- 5 members representing France, Germany, UK, Italy and the Netherlands, respectively
- 1 member from Belgium as Secretary
- 1 member from any other country listed in 1.2 under Groups 6 to 14
- 2 members from industry

The election is for a three-year term. Directors are eligible for re-election.

During the years 2015 – 2017, one additional member (EuMW officer) is designated for handling EuMW finances and policy.

The BoD elects a Chair, two vice-Chairs and a Secretary from among its members for a three-year term (Statutes, art.19). They are eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

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## 3. THE PRESIDENT

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The President of the EuMA is the Chair of the BoD. The President is elected by the BoD for a three-year term. He is eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

The President represents the Association.

## 4. ELECTION PROCEDURES

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Directors are elected by the members of the General Assembly.

Each member of the General Assembly is entitled to nominate one candidate on each occasion that an election is held, from amongst those who have been exceptionally active in international activities furthering the well-being of the microwave community.

In accordance with the terms of reference of the Board, candidates must be resident in one of the countries represented on the GA.

Nominations should include

- an indication from the candidates that they are willing to stand for election and that they will serve on the Board for three years if elected,
- a short biographical statement
- a short statement of the candidate's views concerning EuMA

## 5. TOPICAL GROUPS

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EuMA members with interest in a specific technical subject may constitute a Topical Group (TG): consisting of EuMA members active in the relevant field, and approved upon request of at least 5 EuMA members. It is established for a period of 3 years, and it can be re-established upon favourable evaluation from the BoD.

The Topical Group develops activities in the form of meetings, workshops, conferences, papers, related to its relevant topic.

It is internally governed by a TG Governing Board (GB) and a Chair. Both are approved by the BoD. The Chair reports to the EuMA GA (during EuMW). The Chair and GB terms are for three years. They can be re-appointed.

It may request and receive an annual budget or loans from the EuMA, to be approved by the BoD, to run its activities (*e.g.* seed money for workshops, etc.).

## 6. AWARDS

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EuMA has established two awards to acknowledge those individuals who have given exceptional contributions to the microwave community.

The **Distinguished Service Award** to recognize an individual who has given outstanding service for the benefit of the European microwave community and, in particular, for the advancement of the European Microwave Association.

The **Outstanding Career Award** to recognize an individual whose career has exemplified outstanding achievements in the field of Microwaves.

Both awards consist of a bronze medal carrying the name of the award and the name of the recipient.

## 7. SPONSORSHIP

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*EuMA* may technically sponsor or co-sponsor Microwave Conferences, Workshops and Short Courses in European regions or countries, upon written request addressed to the *EuMA* President.

*EuMA* requires the non-exclusive right to put the papers, presentations, webinars, etc., on the *EuMA* Knowledge Centre, available free to *EuMA* members, as a condition of *EuMA* technical sponsorship or co-sponsorship; this requirement, however, may be waived in situations to be evaluated by *EuMA*.

*EuMA* offers €1.000,00 as Best Paper Prize money to the most prominent Microwave Conferences in European regions or countries, to be split or not among several winners at the discretion of the local committee.

Technical sponsorship or co-sponsorship of Workshops and Short Courses can be granted by noting that:

- *EuMA* requires: a topic that is in the field of microwaves or at least beneficial for those working in this field; technical quality; a *EuMA* member in the organization committee acting as the link; a brief email report after the end of the course; and a reduced rate for *EuMA* members if reduced rates are offered to members of other organizations.
- *EuMA* offers: advertising *EuMA* sponsorship and using the logo on publications; an e-mail flash announcing the event; listing on the *EuMA* website.

The organizers of a Workshop might wish a financial support, either for the workshop or for a best contribution prize. The sponsorship by *EuMA* might include financial sponsorship under some special circumstances, to be appreciated by a group formed by the *EuMA* President, International Officer, and Treasurer.

The Group as mentioned will evaluate sponsorship requests from commercial course organizers, or from non-profit organizations offering quite highly priced events, and either deny these or accept these at a cost to be specified.

## 8. EUMA STANDING COMMITTEES

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### 8.1 FINANCE COMMITTEE

The Finance Committee is a standing committee of the *EuMA*. It is composed of at least 3 members who hold office for three years. The Chair of the Finance Committee must be a member of the BoD appointed by the BoD. The other members are also appointed by the BoD.

The *EuMA* Treasurer and the *EuMA* Internal Auditor are among the members.

The Finance Committee is a link between the *EuMA* officers and the BoD for financial matters of significant importance, more specifically by:

- Evaluating the *EuMA* budget and forwarding remarks to the BoD,
- Evaluating the *EuMW* budget and forwarding remarks to the *EuMW* team and to the BoD,
- Evaluating the *EuMW* results and forwarding remarks to the *EuMW* team and to the BoD,
- Reporting to the BoD on how the *EuMA* assets are invested.



## 8.2 AWARDS COMMITTEE

The Awards Committee is a standing committee of the EuMA. It is composed of a minimum of 5 to a maximum of 7 members, who hold office for three years. The Chair of the Awards Committee must be a member of the EuMA Board of Directors (BoD) appointed by the BoD. The other members should widely represent both the geographical areas of the EuMA and the various specialties, and also be appointed by the BoD.

The Awards Committee:

- Proposes to establish and set the rules for awarding best paper prizes to be granted at EuMA Conferences, both within and outside the EuMW,
- Proposes to establish and sets the rules and procedures for other awards to be granted to individuals who have, in various ways, contributed to the EuMA, technology or education in the area of microwaves, etc.
- Solicits the nomination of candidates for the Awards (e.g. Distinguished Service Award and Outstanding Career Award) from EuMA Members,
- Selects the recipients of the Awards, and proposes them to the EuMA BoD

## 8.3 INDUSTRIAL LIAISON COMMITTEE

The Industrial Liaison Committee (ILC) provides a forum to link the activities of the EuMA to industry. A member of the BoD, who works in close collaboration with the PCO, chairs the Committee. The Committee membership consists of senior members of industrial companies who are invited to join the Committee to represent the interests of industry, senior members of the Exhibition Organization and members of EuMA. The Committee convenes at least one meeting per year at the EuMW, and may hold additional meetings at other times. The Minutes of the meeting are circulated to all members of the committee and to the EuMA BoD. A key role of the committee is to communicate the views of industry to the EuMA, TPCs, and the local organizers and to contribute to the development of the content of the conference.

## 8.4 EXECUTIVE COMMITTEE

The Executive Committee (ExCom) consists of the President, the Secretary, the Treasurer. Presently (2013) there is one member of the BoD acting as association Secretary-Treasurer, the Honorary Secretary (appointed by the GA) plus the relevant EuMW staff: Assistant to the President, Headquarters Assistant, Vice Secretary-Treasurer. The ExCom deals with actions arising from the decisions taken at BoD meetings. It also meets before BoD or LRP in preparation of such meetings.

## 8.5 PUBLICATIONS COMMITTEE

The Publications Committee (PubCom) oversees the *EuMA* publications and submits proposals to the BoD.

The Publications Committee consists of:

- The Chair and Vice Chair (appointed by the BoD, not necessarily BoD members; the *EuMA* President should be either Chair or Vice Chair),
- The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies
- The Editor(s) of the Newsletters
- Three members appointed by the BoD
- The Assistant to the Editor-in-Chief of the International Journal of Microwave and Wireless Technologies and the *EuMA* Treasurer are invited to attend the PubCom meetings.

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## 9. INSURANCE

To cover its activities and the persons involved, *EuMA* has contracted three insurance policies:

One is for covering the civil responsibility of *EuMA*, its bodies, its people, its co-workers, for damages caused to third parties, resulting from various activities in halls, rooms, and open air, for instance for transient installations, changing-rooms, fences, kiosks, etc., at the occasion of *EuMA* activities. The insurance is for the duration of the events organized by *EuMA*, the duration of the preparation and the time needed for settling everything as well, including for damages caused to third parties by the presence of substances within food and drinks. The insurance does not cover: societies, groups and individuals participating to the activities; the organization of pop-and rock-concerts, races, rallies; direct or indirect effect of asbestos; effects due to war, strike, lock-out, terrorism, rebellion, etc.; destruction, loss, etc., of computers, computer content, electronic equipment related to information transfer, etc. It covers *EuMA* for five events a year.

*EuMA* has also contracted an insurance policy covering benevolent associates in corporeal damage. This is valid for members of BoD and benevolent associates, which means 10 persons, for two periods of 3 days each per year and one period of 7 days per year.

There is also an insurance policy for covering directors in civil responsibility against professional mistakes. The following are covered:

- Directors de jure, which are the members of BoD
- Directors de facto, which means any person with responsibility engaged as stated by court, or for professional mistake done when directing, managing or supervising activities of the Association with or without formal delegation; this category certainly includes *EuMW* officers, in case.
- Employees of *EuMA* if they are named.
- Are covered: past, present or future such persons, as well as spouses and heirs, in case.

## 10. REIMBURSING EXPENSES

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### Reimbursing of BoD members and equivalent

There are four BoD meetings per year: in January, March-April, July, and September-October, respectively.

The attendance to the July meeting is limited to BoD members and equivalent, and EuMA staff. The International and EuMW Officers are assimilated to the BoD members for their period of office.

The Secretary Emeritus is assimilated to the EuMA staff for his period of office.

Paying the cost of hotel room expenses implies the cost of a one-person room.

The extra-cost for guest room and breakfast, if any, is a private expense, not paid by EuMA.

Private expenses have to be paid by attendees before leaving the hotel.

The following procedure covers reimbursement of expenses only related to regular BoD meetings.

### **Hotel room**

Upon request, EuMA pays to BoD members up to:

- 2 or 3 hotel nights for the January and March-April meetings, respectively
- No night for the July meeting, in principle
- 3 nights for the September-October meetings

### **Travel expenses**

Upon request, EuMA may reimburse travel expenses for BoD members for all meetings.

Upon request, EuMA may reimburse travel expenses of a colleague when he/she is involved with a EuMA mission/responsibility.

The reimbursement has to be approved by the EuMA Officer in charge of the program involved and will be charged to his/her budget, if any: A. Galli for EuCoM, R. Ranson for EuML, R. Sorrentino for International contacts, F. van den Bogaart for EU meetings and EuRaMIG, D. Vanhoenacker for Finances, and the President for any other mission.

Permission for charging the EuMA budget has to be approved by the President.

EuRaMIG may require a special attention if EuMA wishes to continue and strengthen the activities with the EC.

EuMA does not reimburse travel expenses to a member of a Topical Group for attending a Topical Group meeting.

### **Special guests**

The President may invite special guests to a specific BoD meeting. The invitation should specify whether EuMA is going to pay for accommodation and/or reimburse travel expenses, upon request.

### **Procedure**

In all cases, the reimbursement request must be entered on the current EuMA reimbursement form together with original documents, as usual.