

## CONTENTS

Editorial, 1

EUROPEAN ASSOCIATION FOR THE SCIENCE OF AIR  
POLLUTION (EURASAP) - Statutes, 2

EUROPEAN ASSOCIATION FOR THE SCIENCE OF AIR  
POLLUTION (EURASAP) - Internal Regulation, 18

EURASAP GOVERNING BODIES 2005-2007, 25

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## EDITORIAL

Dear EURASAP members,

You will find in this newsletter issue the official documents of the Association, now based in Aveiro, Portugal.

The Statutes, the Internal Regulation and the Governing bodies 2005 - 2007 were approved by the General Assembly in September 2005.

Now, we look forward to continue the EURASAP activities in bringing together interdisciplinary scientific community for better understanding air pollution processes and the related to them atmospheric composition and climate change. We also look to the scientific challenges at smaller scales - urban air pollution modeling and the related turbulence parametrizations for meteorological models. We are interested in the effects of air pollution on human health and the biosphere. We recognize the needs of better communication of science to public and policy makers. We also are concerned in bringing the interest of young people in environmental sciences through diverse education programmes. We are open to new topics brought by the EURASAP members and we invite you to share your opinins in the EURASAP Newsletter.

Wishing you and EURASAP a Happy and Fruitful 2006!

**EUROPEAN ASSOCIATION FOR THE SCIENCE OF AIR POLLUTION (EURASAP) - Statutes****CHAPTER I. Denomination, legal nature, mission, location of head office and activities****Article 1. Denomination and legal nature**

The European Association for the Science of Air Pollution, hereafter referred to as the Association or as EURASAP, is a non-profit association governed by private law, which regulates itself by the present statutes, by internal regulations as they are approved and supplemented by legislation in force.

**Article 2. Mission**

1. The mission of the Association is to promote knowledge, information, education and research in science of air pollution.
2. In pursuing its mission, the Association can enter into contracts and establish formal relations with national or international public and private entities and can participate in national or international bodies that bring together institutions pursuing similar ends to its own.

**Article 3. Life-span of the Association and location of the head office**

1. The life-span of the Association is not limited.
2. The head office of the Association is located at Campus Universitário de Santiago, in Aveiro.
3. By deliberation of the members of the General Assembly, the Association can transfer its head office to a different location and can create delegations in Aveiro or abroad.

**Article 4. Actions**

With a view to fulfilling the mission as set out in Article 2, the Association can:

1. Promote conferences to bring together scientists from across Europe whose work is considered relevant to the pursuit of the mission of the Association;
2. Foster and support theoretical and experimental research and their practical application;
3. Promote the exchange of scientists in areas related to the Association's objectives;

4. Promote, plan or execute exhibitions, meetings, conferences, courses and seminars;
  5. Gather and disseminate information on matters related to the Association's objectives, as per defined by the Association, and encourage the exchange of this information with other associations, located in Europe or any other part of the world, with similar objectives and activities;
  6. Recruit paid staff who, not being members of the Executive Committee, carry out supervision functions and who organise and execute the work of the association and develop the necessary mechanisms for guaranteeing the payment of pensions, namely retirement pensions, to its staff or their descendants.
  7. Publish and distribute gratuitously scientific articles, brochures or any other documents towards the promotion of the objectives of the Association, bearing in mind legislation in place.
  8. Purchase, rent or accept donations of premises and acquire equipment or develop any construction work necessary for the pursuit of its activity.
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## **Chapter II. Membership**

### **Article 5. Members**

1. Members of the Association can be individual or corporate members
  2. The Association is composed of:
    - a) Founding members
    - b) Regular members
    - c) Honorary Members
  3. Founding members are those who are identified as such in the constitutive deed or those who are identified as such in the inaugural meeting of the Executive Committee.
  4. Regular members are those whose admission is proposed and approved by the members of the General Assembly.
  5. Honorary members are individuals or public entities that have made their impact on the Association through their scientific or academic work and whose admission to the Association is approved by the members of the General Assembly.
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**Article 6. Members' Rights**

Under the terms of the present statutes, the members have the right to:

- a) Participate in the activity of the Association
- b) Take part in the General Assemblies
- c) Elect and be elected for positions in the various governing bodies.

**Article 7. Members' Obligations**

Under the terms of the present statutes, the general obligations of the members are:

- a) To carry out the functions for which they were elected or to which they were designated, save in the case of overwhelming impediment.
- b) To observe and rigorously comply with that which is laid down in these statutes and in the internal regulation of the Association;
- c) To collaborate with the other members in pursuing the mission of the Association;
- d) To pay the members subscription fee, the annual membership fee and any services rendered by the Association;
- e) To participate in the General Assemblies and other meetings to which they are summoned.

f) To collaborate in the initiatives as called upon by the governing bodies by making the necessary resources and services available, by ensuring their effectiveness and by contributing to the identification of further opportunities for collaboration within the context of the mission and in pursuit of the objectives of the Association.

g) To respect the confidentiality of the information available within Association.

**Article 8. Withdrawal and Expulsion of Members**

1. Any member may request withdrawal from the Association. The request for withdrawal is made in writing addressed to the Board of Directors at least sixty days before the date the withdrawal takes effect and does not excuse the withdrawing member from the full payment of any services that the withdrawing member had previously agreed upon with the Association.

2. The Association will expel members who:

- a) Neglect to carry out the deliberations of the governing bodies;
- b) Commit an act that is objectively harmful to the interests, objectives or prestige of the Association.

3. Withdrawal or expulsion will occur only by deliberation of the Board of Directors, after consultation of the General Assembly, under the terms of the internal regulation.

4. The members that withdraw or are expelled from the Association renounce the right to a refund of the annual membership fees previously paid as well as any rights to the resources of the Association and they remain accountable for all due payments relative to the period of membership.

### **Chapter III. Organisation**

#### **Article 9. Governing Bodies**

1. The Governing Bodies of the Association are:

- a) The General Assembly;
- b) The Executive Committee;
- c) The Board of Directors;
- d) The Supervisory Board.

2. The members of the Executive Committee, of the Board of Directors and of the Supervisory Board of the Association are elected for a mandate of three years and can be re-elected.

3. The elected Governing Bodies take office within fifteen days of the election, during which time the outgoing members of the

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Governing Bodies provide all necessary explanations and collaboration.

#### **Subsection I. The General Assembly**

##### **Article 10. Composition**

The General Assembly is composed of all members exercising their full statutory rights.

##### **Article 11. Operations**

The working methods, periodicity and working rules of the General Assembly are contained in the Internal Regulation of the Association, which will be approved by absolute majority of the votes of members.

##### **Article 12. Competencies of the General Assembly**

The General Assembly has competencies in the following areas:

- a) To define the strategies and basic principles of the Association in the pursuit of its objectives;
  - b) To approve the internal regulation;
  - c) To approve the transfer of the location of the head office of the Association;
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- d) To ensure that all statutory obligations are met and to deliberate upon the alteration of the statutes and any other matters that are legally designated to it;
- e) To elect and dissolve the Governing Bodies of the Association;
- f) To deliberate upon the expulsion of members;
- g) To analyse and approve the annual report and the annual financial report;
- h) To deliberate upon the dissolution and liquidation of the Association.

## **Subsection II. The Executive Committee**

### **Article 13. Executive Committee**

1. The Executive Committee is composed of an uneven number of members in number not below fifteen and not above twenty-one, one of whom will be President and the other, Vice-President.
2. All members may propose candidates for the composition of the Executive Committee, which they must hand into the President of the General Assembly up to three days before the date set for the election.

### **Article 14. Competencies of the Executive Committee**

The Executive Committee has the following competencies:

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- a) To propose and define the strategies and basic principles of the Association in the pursuit of its objectives;
- b) To prepare proposals for activities and submit them to the General Assembly for consideration;
- c) To promote actions in pursuit of the mission of the Association;
- d) To take the necessary measures for the proper functioning of the Association.

## **Article 15. Functioning of the Executive Committee**

1. The Executive Committee meets whenever it deems necessary, upon invitation of the President or, in case of absence or impediment of same, the Vice-President.
2. Under the terms of the previous provision, the Executive Committee can never meet less than once per year.
3. The deliberations of the Executive Committee are made by majority of votes.

## **Subsection III. Board of Directors**

### **Article 16. Board of Directors**

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1. The Board of Directors, composed of a Chairman, a Secretary who substitutes the Chairman in case of absence or impediment, and a Treasurer are elected by the members of the General Assembly by majority of express votes.

2. Any member may propose candidates for the composition of the Board of Directors, which are handed in to the President of the General Assembly up to three days prior to the date of the election.

#### **Article 17. Competencies of the Board of Directors**

The Board of Directors must:

- a) Direct and represent the Association;
- b) Comply with all statutory and legal provisions as well as with deliberations of the General Assembly;
- c) Propose the admission of new members;
- d) Propose the composition of the Executive Committee;
- e) Propose to the General Assembly requests for the withdrawal or expulsion of members.
- f) Propose the annual membership fee;
- g) Submit for the appreciation of the General Assembly and the Executive Committee all other proposals that it deems to be necessary or that are obligatory in the statutes;
- h) Call regular and extraordinary General Assembly plenary meetings ensuring the observance of the necessary formalisms.

- i) To present to the General Assembly the annual report and annual financial report referring to the previous year.

#### **Article 18. Working of the Board of Directors**

1. The Board of Directors meets whenever it deems necessary, upon invitation of the Chairman, or in the case of absence or impediment of same, the Secretary.

2. Under the terms of the previous provision, the Board of Directors can never meet less than once per trimester.

3. The deliberations of the Board of Directors are made by majority of votes, with the Chairman holding the casting vote.

#### **Subsection III. The Supervisory Board**

##### **Article 19. The Supervisory Board**

1. The Supervisory Board is composed of three members, one of whom is a person for auditing purposes.

2. The Supervisory Board examines the accounts of the Association and presents the respective opinion to the members of the General Assembly.

3. Whenever requested by the Board of Directors, the Supervisory Board participates in meetings of the Board of Directors and issues opinions on any matters requested.

**Article 20. Meetings and Deliberations of the Supervisory Board**

1. The Supervisory Board meets by summons of its president and can only deliberate by majority voting.
2. The Supervisory Board meets obligatorily once per year to approve the final report and financial report referring to the previous year.
3. The Supervisory Board holds an extraordinary meeting whenever requested to provide an opinion by any of the other Governing Bodies.

**Chapter IV. Financial management and management of resources****Article 21. Revenue and Expenditure**

1. The revenue of the Association is composed of;
  - a) The product of the membership subscription fees and the annual membership fees of the members;
  - b) Subsidies, co-funding, subventions, prizes, donations, gifts and bequests;
  - c) Transfer of unspent funds from previous years;
  - d) Revenue resulting from services rendered;
  - e) Other revenue permitted by law.

2. The expenditure of the Association is composed of;

- a) Expenditure necessary for carrying out its activities;
- b) Expenditure incurred in the fulfilment of the statutes and internal regulation or from the fulfilment legal requirements.

**Article 22. Financial Management**

1. The Association enjoys financial autonomy, its action being accountable under the rules of private law.
2. In exercising its activity, the Association can:
  - a) Accept donations, inheritances or bequests;
  - b) Acquire real estate necessary for the pursuit of its objectives;
  - c) Vacate real estate or premises upon approval of the members of the General Assembly;
  - d) Pay for work carried out within the context of the Association, in accordance with the criteria established by the Board of Directors or by the Executive Committee.

**Article 23. Membership Fees**

1. The value of the annual membership fee will be fixed by the members of the General Assembly;
2. The annual membership fee will be paid up to the end of the month of January of the year to which it refers;



3. Each member will also pay a members joining fee, the value of which will be fixed at the General Assembly plenary meeting;
4. The members' joining fee will be paid:
  - a) By the founding members, up to sixty days after the constitution of the Association;
  - b) By the other members, on becoming a member of the Association.
5. The amount paid by each member for the members' joining fee or the annual membership fee will not be refunded in the case of withdrawal or expulsion from the Association.
6. The criteria for determining the amount to be paid by each member as the subscription fee and as the annual membership fee will be included in the Internal Regulation.

#### **Article 24. Social Calendar**

The calendar year of the Association coincides with the civil calendar.

#### **Chapter V. Dissolution and Liquidation**

##### **Article 25. Dissolution and liquidation**

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1. The Association can be dissolved by deliberation of the General Assembly with a favourable vote of three-quarters of the members.
2. The General Assembly that deliberates upon the dissolution of the Association will decide upon the form and time frame for liquidation, as well as the destination to be given to the resources that constitute its patrimony.

#### **Chapter VI. Final Provisions**

##### **Article 26. Installing Commission**

1. The first General Assembly will be called, in 60 days maximum delay, by the Installing Commission composed by the signers of the statutes of the Association, which should direct the Association till the election and take office of the Governing Bodies.
  2. All the members are exercising their full statutory rights till the date of the first call for the General Assembly.
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**EUROPEAN ASSOCIATION FOR THE SCIENCE OF AIR POLLUTION (EURASAP) - Internal Regulation**

Whereas, on 10 December 2004, a not-for-profit association named "EUROPEAN ASSOCIATION FOR THE SCIENCE OF AIR POLLUTION" was founded with the aim of developing education and knowledge in the sciences of air pollution and their applications;

Whereas, the association foresees cooperation among its members in pursuing its aim;

Whereas, the intense activity to be developed by the association makes it advisable to approve a set of internal norms that facilitate its functioning while simultaneously binding the members;

Whereas, this need for internal norms, once accepted and adopted by all of the members, assumes particular importance by virtue of the situation that the members reside in different countries, as well as by virtue of the specific character of the activities to be developed;

Whereas, according to Article 1 of the Statutes of the Association, the Association regulates itself by internal regulations as they become approved;

Whereas, according to Article 7 of same Statutes, the members are obliged to observe and rigorously comply with that which is laid down in the internal regulation;

Whereas, in the present phase, it is particularly important to establish regulatory norms for member participation, by means of vote, in the taking of decisions in the various governing bodies of the association;

Whereas, in consideration of its detail and characteristics, the Statutes of the Association would not adequately enshrine the referred regulatory norms;

Whereas, in addition to this, the internal regulation, by virtue of its very nature, is the legal instrument that best allows for the adjustment of functioning within the association in new or unforeseen circumstances, while respecting legislation in place and the statutes of the Association;

The present Internal Regulation is freely and in good faith approved under the terms of Article 11 of the Statutes by the members, which norms and principles, set out below, those members are committed to respecting.

## **I. The Governing Bodies of the Association**

### **I.1. General Rules**

1. The General Assembly, the Executive Committee (the latter also named EURASAP Committee) and the Supervisory Board can meet in person or by using electronic means.
  2. Whenever meetings are not conducted in person, voting will take place by electronic means.
  3. The Chairman of the Board of Directors is in charge of collecting the electronic votes, which should be sent by electronic mail.
  4. Even in cases where meetings are conducted in person, the members present can choose to submit to electronic voting all or any of the points on the meeting agenda, thus allowing for the participation of all members whom so choose.
  5. Notice of the meetings of the governing bodies should always be given using electronic means, independently of requirements to fulfil any other rules.
  6. The notice of the meeting should always bear the exact time period in which decisions will be submitted to the vote of members.
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### **I.2. The General Assembly**

1. The President of the General Assembly is, by inherence, the elected President of the Executive Committee (EURASAP Committee).
  2. The General Assembly meets during the first trimester of each year to consider the report and the accounts presented by the Board of Directors and to hold elections for positions on the governing bodies, and meets extraordinarily whenever notified by the President of the General Assembly either upon his/her own initiative or upon a properly justified request from the Board of Directors, the Executive Committee (EURASAP Committee) or from a number of members representing at least 20% of the total possible members' votes.
  3. The meeting of the General Assembly can be held in person or using electronic communication means.
  4. Notice of the General Assembly meeting will be given using electronic mail and regular mail, and is issued at least one month in advance to each of the members, indicating the date, time and location of the meeting as well as the respective agenda and the time period in which the proposals for deliberation can be presented and at which they will be submitted to voting.
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5. The *General Assembly* can only deliberate on matters pertaining to the respective notice, except if all members, by means of electronic voting, within one hour from the beginning of the meeting, agree to deliberate on other matters concerning the objectives of the Association.

6. The *General Assembly* cannot proceed to deliberation upon the first notice of the meeting without the presence, manifest by means of electronic mail, by half of the effective members.

7. The *General Assembly* can, however, upon a second notice of the meeting, deliberate with the presence of any number of members.

8. Once noted the absence of the minimum required number of members upon the first notice of the meeting, the President of the *General Assembly* will immediately designate the day, time and location for the realisation of the meeting based on the second notice of meeting.

9. The first and second notice of the *General Assembly* meeting can be given and circulated in the same notice minute, in which case the second notice will determine that the realisation of the *General Assembly* will take place during a period from between thirty minutes to eighty days after the date and time originally designated in the first notice of meeting.

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10. Except in the cases pertaining to the following numbers, all deliberations of the *General Assembly* will be made by absolute majority of the votes of participating members.

11. Deliberations on the alterations to the Statutes and on the dismissed members of the governing bodies require a favourable vote of 75% of the votes of the members present or those duly represented.

12. Deliberations on the dissolution of the Association require a favourable vote of 75% of the number of votes of all members.

### **I.3. The Executive Committee (EURASAP Committee)**

1. The Executive Committee (EURASAP Committee) can meet in person or using electronic means.

2. The meetings of the Executive Committee (EURASAP Committee) act in accordance with point 1 of the present regulation.

3. The meetings will be called by means of electronic mail and regular post, issued at least one month in advance to each of the effective members, indicating the date, time and location of the meeting, the respective agenda and the time period in which the proposals for deliberation will be submitted to voting.

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#### **I.4. The Board of Directors**

1. The Board of Directors meets in person whenever it deems necessary and at least once per trimester.
2. In case of absence or impediment, the Secretary represents the Chairman.
3. Whenever considered convenient, the members of the Board of Directors can, by consensus, deliberate by means of electronic means.

#### **II. Membership Fees**

1. The value of the member's joining fee and the annual membership fee will be fixed by the members of the Executive Committee, by absolute majority of the participating members, based on a proposal presented by the Board of Directors.
2. The price of the member's subscription fee is equal for all members.
3. The value of the first annual membership fee is as follows:
  - 30 EURO for individual members in Europe;
  - 40 EURO for individual members beyond Europe;
  - 230 EURO for collective members in Europe;
  - 300 EURO for collective members beyond Europe;
  - 15 EURO for students.

4. The annual revision of the prices of the member's joining fee and the annual membership fee will be made by the annual General Assembly.

#### **III. Internal Regulation**

1. The present regulation is approved in the first General Assembly, and has a retroactive effect to the date of the founding of the Association.
2. In case of doubt or contradiction between the Internal Regulation and the Statutes of the Association, the latter prevail.
3. Any revisions to the Internal Regulation require approval of the Executive Committee (EURASAP Committee).

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