

Please note that the here present bylaws are not legally binding, they were translated in order to guide non-German speakers. For the official version, please refer to the German version.

Bylaws
of the Association for Scientific Assistants, PhD Students and Postdocs at the Department of
Biosystems Science and Engineering of ETH Zurich

(as at September 19th 2011)

1. Legal Form, Name, Place of Business, Liability

The Association for Scientific Assistants, PhD Students and Postdocs at the Department of Biosystems Science and Engineering (D-BSSE), in the following abbreviated to VMB¹, is an association in terms of Art 60 et seq of the Swiss Civil Code.

The place of business is Basel.

The association's liabilities are restricted to its own assets.

2. Purpose

The VMB represents of the scientific assistants, PhD students and postdocs of the D-BSSE. The association advocates their interests in both internal and external matters.

The VMB contributes to opinion formation and is part of the preparation stages of the decision making processes in topics concerning its members at D-BSSE. The representatives of the association for the different committees of the D-BSSE are elected in the VMB's assemblies.

The association facilitates the internal communication between the individual members and in addition the exchange with the D-BSSE and other groups. The association is the contact partner for matters and questions concerning its members.

The association is politically independent and confessionally neutral.

¹ From the German name name of the association: 'Verein des Mittelbaus'

3. Membership

The VMB members are the scientific assistants, PhD students and postdocs of the D-BSSE, who are members of the AVETH². The VMB board is able to permit exception, but only in agreement with the AVETH board.

The board is allowed to appoint honorary membership to persons that rendered outstanding services to the VMB.

The board is allowed to decide over the exclusion of members but has to specify the reason(s) for the action.

4. Bodies

The bodies of the association are the following:

- a) general assembly
- b) management board
- c) commissions (if applicable)

General Assembly

The general assembly includes all members of the VMB and constitutes the highest body of the association.

The VMB allows ordinary and extraordinary assemblies.

The assembly is responsible for the operation of the association. The assembly monitors the activities of the management board.

In particular, the assembly has the following rights and tasks:

- a) Election of the chairman and the management board.
- b) Election of two auditors.
- c) Approval of the annual financial statement and the budget.
- d) Grant of discharge to the management board for the prior financial period.
- e) Organization of the election of the VMB's representatives for the different committees of the D-BSSE. All members are entitled to vote.

² Academic Association of Scientific Staff at the ETH Zurich

- f) Definition of the regulations for the constitution and the activities of commissions. In addition, the election of the commissions' members and chairpersons.
- g) Highest appeal authority for all disputes regarding elections, votes and membership.
- h) Modifications of the bylaws.
- i) Dissolution of the association.

The ordinary assembly gathers at least once per annum. The following matters have to be covered:

- a) Report of the chairman summarizing the activities and proceedings of the VMB.
- b) Report of the commissions (if applicable)
- c) Discharge of the management board
- d) Elections and votes.
- e) Additional agenda items, which were either selected by the management board or submitted at least eight days before the ordinary assembly gathers (in written form).
- f) Miscellaneous

The members of the association have to be invited at least eight days before the ordinary assembly gathers, including an attached preliminary agenda. The management board is responsible for the orderly execution of the assembly.

Extraordinary assemblies convene anytime if a majority of the management board, 10% of the members, or the general assembly of the AVETH request an assembly; the request has to state the matters to be handled.

The assembly has the power to limit the agenda items of assemblies, but only agenda items stated in the initial request can be decided on during the assembly.

All duly convened assemblies have the quorum.

The chairman or a member of the management board is the chairperson of the assembly.

The assemblies are public.

Only members of the VMB have the vote (active and passive) on matters of the association. Elections regarding matters and committees of the D-BSSE are open to all scientific assistants, PhD students and postdocs of the D-BSSE. Re-election is allowed.

All members of the VMB have the right to propose a motion. Motions including the modifications of the bylaws or constitutions have to reach the management board three weeks in advance of the assembly.

Management Board

The management board is the executing body of the association. It is composed of the chairmanship, the treasurer, the secretary, and additional board members. The chairmanship consists of one chairman or a shared chairmanship with a maximum of two co-chairman.

All members of the VMB are eligible for positions in the management board. The chairmanship is elected as such. All board members are elected for a period of one year. The assembly has the right to drop and replace board members during their mandate. Re-election is allowed.

The chairmanship is responsible for external relations. The chairman and one additional board member control legally binding signatures.

The management board is bound to decisions of the assembly. In addition, the management board decides independently following the interests of the assembly. The management board decides by simple majority of the present members. All decisions have to be reported. All board members are encouraged to participate at assemblies and to report on their activities.

The members of the management board are eligible for compensation of allowable expenses resulting from their activities.

The members of the management board are not liable with their private assets.

Commissions

In order to investigate particular topics or solve specific tasks the assembly can approve or drop commissions at any time. The commission works under supervision of a board member.

5. Financial Matters

The ordinary income of the VMB consists of the AVETH's contribution.

The accounting year starts January 1st and ends on December 31st of the same year.

The financial audition is conducted by two elected members of the association (auditors).

The VMB is allowed to access external incomes, as long as such incomes do not violate its own bylaws or the regulations of ETH Zurich.

Borrowing or liabilities are not allowed.

6. Auditors

The two auditors are elected members of the association and cannot be members of the management board at the same time. Auditors are elected for a period of one year. Re-election is allowed.

The auditors verify the annual financial statement of the association. They report to the assembly and request discharge of the management board for the prior financial period upon positive verification of the financial statement.

The accounting year ends on December 31st of the year.

7. Liabilities

The liabilities of all members of the VMB are restricted to the membership fee. Additional payment liability is explicitly ruled out.

8. Modification of the Bylaws, Dissolution of the Association

Modification of the Bylaws

In order to be binding, the modifications have to be approved by a two-thirds majority of all ordinary members present at the assembly.

Dissolution of the Association

In order to be binding, the dissolution has to be approved by a two-thirds majority at the assembly.

Under all circumstances, this agenda item has to be announced in the invitation for the assembly.

Upon dissolution, all remaining assets belong to the AVETH.

9. Closing Provisions

This founding statues came into effect on September 19th 2011. This translation was provided April 7th 2016.