

Statutes of Max Planck BioImaging core unit network

1. Definitions and Participation

1.1 Definition

Henceforth, various service groups and core facilities of the Max Planck Society (MPS) on the area of light microscopy, electron microscopy, medical imaging, flow cytometry, image analysis as well as individuals working in the above-mentioned fields establish a network. We define “service group” or “core facility” as a work unit that is dedicated to support researchers in the respective institute in performing experiments that require the above-mentioned techniques. In doubt, we adopt the definition of service groups and core facilities as specified on the homepage of the institutes of the MPS.

1.2 Name

The name of the network is “Max Planck BioImaging core unit network”.

1.3 Language

The working language of the Max Planck BioImaging core unit network is English.

1.4 Aims

The main aim of Max Planck BioImaging core unit network is to support service groups or core facilities within the MPS in fulfilling their function and improving their competence and performance.

Thus, we have the following specific aims:

- Facilitate access to imaging and cytometry infrastructure
- Improve services for technology users
- Improve training for technology users, facility staff, and technology experts
- Join forces in data analysis and storage support for user-generated image and cytometry data
- Promote high-quality standards for image and cytometry data acquisition, training and data management
- Coordinate our actions with other imaging and cytometry communities and networks
- Ensure cooperation with research infrastructures in related and complementary fields
- Promote careers of junior staff

1.5 Participation

All MPS service group and core facility heads are encouraged to join Max Planck BioImaging core unit network as delegates. All other MPS service group and core facility staff are encouraged to join Max Planck BioImaging core unit network as member. Imaging experts that provide a service similar to that provided in facilities may join as member. Any MPS employee might join as other stakeholder. Delegates, member and other stakeholder are encouraged to contribute to the activities of Max Planck BioImaging core unit network.

1.6 Organizational Structure and Officers

Max Planck BioImaging core unit network officers are Steering Group members.

2. Central structure and officers

2.1. Delegates

A delegate is the representative of a core facility or service group, typically the group leader.

2.2 Steering Group

The Steering Group is responsible for the overall development of Max Planck BioImaging core unit network according to the resolutions of the General Assembly. The Steering Group consists of the Spokesperson, the Deputy Spokesperson, the Financial Officer, and the Representatives of the workgroups and two additional elected members. It is recommended that the composition of the Steering Group of the Max Planck BioImaging core unit network reflects the diversity of its members in particular regarding gender, nationality, location, age and disability.

2.3 Spokesperson

The Spokesperson represents and manages Max Planck BioImaging core unit network and heads the Steering Group. The Spokesperson is responsible for communication within the network as well as with external parties, such as the President of the MPS. They might delegate some of this responsibility to the Deputy Spokesperson or the leader of the workgroup “Events, Internal Communication & Public Relation”. The Spokesperson shall report on the work of the Steering Group in front of the General Assembly during the General Meeting.

2.4 Deputy Spokesperson

The Deputy Spokesperson takes on the responsibilities of the Spokesperson when the Spokesperson is temporarily unable to carry out their duties. In the case that the Spokesperson is unable to complete their term of office, the Deputy Spokesperson may become the new Spokesperson and a new Deputy Spokesperson must be selected. Next to the Spokesperson, the Deputy Spokesperson is responsible for the representation of the Max Planck BioImaging core unit network.

2.5 Financial Officer

The Financial Officer (Zeichnungsbefugte/r) and is responsible for the Max Planck BioImaging core unit network funds. Only the Financial Officer is authorized to sign payments from the Max Planck BioImaging core unit network budget. The name of the Financial Officer must be communicated to the MPS Administrative Headquarters (Generalverwaltung) within four weeks after the General Meeting has concluded. The Financial Officer reports every transaction to the Spokesperson in a timely manner and provides a final statement of accounts to the Spokesperson and the succeeding Financial Officer at the end of their term. In the event that the Financial Officer is unable to act at any required moment (e.g. sickness) they need to formally notify the Steering Group. The Steering Group must decide a temporary substitute.

2.6 Working Groups

The Working Groups (WGs) are essential to the Max Planck BioImaging core unit network mission, as they provide the principal platform for the network's day-to-day activities. They are formed among the members of the General Assembly during the General Meeting, and each Group has a single Leader.

Leaders report regularly to the Spokesperson. The following three WG are established:

WG 1: Events, Internal Communication & Public Relation

WG 2: Finance, Legal & Strategy

WG 3: Staff and User Training

Upon a successful motion proposed by the Spokesperson, the General Assembly can establish additional WGs or fuse existing WGs.

2.7 Scientific advisory board

The scientific advisory board evaluates the success of Max Planck BioImaging core unit network and offers non-binding strategic advice on its future development. Reports are confidential and send to the steering committee and the president of the Max Planck Society, whom might choose to make parts of the report available to others. The composition of the scientific advisory board should reflect the diversity of the Max Planck BioImaging core unit network.

3. Voting and Elections

Various forms of voting and election take place at within Max Planck BioImaging core unit network. Voting occurs at the General Assembly of Max Planck BioImaging core unit network to serve two goals. First, to maintain democratic legitimacy, certain critical votes are reserved for delegates only. A delegate is the representative of a core facility or service group, typically the group leader. Second, to encourage active participation of everyone at the General Assembly, non-critical votes are open to all members. Voting at the General Assembly is therefore categorized into major and minor voting, respectively. The right to vote might be delegated in writing prior to the General Assembly.

3.1 General Assembly

Once each year, Max Planck BioImaging core unit network will hold a General Meeting. At the General Meeting, all in attendance at the General Meeting (also known as the General Assembly) will determine the network's general strategic development. Every two years elections for its offices will be held. All members may attend the General Meeting. Other guests must be invited and approved by the Steering Group; however will not vote in the General Meeting. The date of the General Meeting must be announced at least six weeks in advance, using the Max Planck BioImaging core unit network official channels. Minutes of the General Meeting are to be published on Max Planck BioImaging core unit network webpage no later than eight weeks after the General Meeting has concluded. These minutes include annual reports of the Steering Group, the Financial Officer and Working Groups. In exceptional circumstances (e.g. if government rules prohibit larger assemblies) the General Meeting might be held virtually. In this case, electronic or other forms of vote will be organized.

All delegates and member are eligible to hold offices at all levels.

3.2 Minor voting:

At the discretion of the Steering Group, an immediate minor vote may be taken on a motion proposed by a member of the General Assembly. A successful motion requires a simple majority of the votes by all members of the General Assembly present, in which case the motion must be enacted. A motion may not be used to circumvent major voting.

The members of each work group conduct a minor vote to elect that Group's Leader. Each election requires a simple majority of the votes of the Group's members. Other stakeholder may join workgroups as WG member without a right to vote the WG Lead. They cannot become Leader of the workgroup. Delegates, member and other stakeholder can join a workgroup upon confirmation by a minor vote of all workgroup members.

3.3 Major voting:

Any member or delegate that is present at the General Assembly can stand for election for Steering Group offices. Holding the elections earlier requires a successful motion proposed by the Spokesperson. WGs must be formed before the election of the Steering Group takes place.

The elections of the:

- Spokesperson
- Deputy Spokesperson
- Finance Officer
- two other members of the Steering Group

require an absolute majority of present Delegates. If more than two candidates are tied, all tied candidates participate in the run-off vote. If the run-off vote is also tied, the election for this position will be repeated. If there is only a single candidate for any position, the ballot shall contain the options "Yes" and "No" and the candidate shall be elected only in the case of a majority of the "Yes"-votes. In the case of a majority "No" vote, a new vote will be held. In the case of a second majority "No" vote, the position will remain vacant until the following election period.

3.4 Advisory Board

Steering Group elects five to nine persons as members of the scientific advisory board. Their election requires a three-fourth majority within the steering group. Their election lasts for three years.

3.5 Change of statutes

New versions of these statutes need to be approved by a two-third majority of the delegates as well present at the General Assembly as the majority of the steering group. The Steering Group then ratifies new versions of these statutes.

3.6 Term of Office

If there is no challenge to the election, the term of office commences at least two weeks after the day of the election, as determined by the Election Committee, and lasts for two years.

3.7 Premature withdrawal

Should any Officer withdraw from office prior to the expiry of their term, a new election must be held and the Steering Group must be informed. The newly elected officers' term of office ends when their predecessor's term would have ended.

An elected Officer prematurely withdraws from office if they

- a. permanently depart their institute,
- b. are temporarily unable to perform their duties or are temporarily not employed by the MPG (e.g. due to a gap between two fixed-term contracts). In this case the Steering Group will decide by a simple majority whether the Officer will be reinstated in office after returning.
- c. resigns.

In case, an officer accepts a related job offer at any other institute of the Max Planck Society the office will not expire.

Resignations are to be announced and sent to the Steering Group.

4. Enforcement

These statutes come into force the day after they are published on Max Planck BioImaging core unit network website or are being made available to its members by e-mail, having previously been accepted by the delegates of Max Planck BioImaging core unit network and signed by a majority of Steering Group members.

Accepted and signed on 15 January 2021



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