

**Bye-laws
Of the
EUROPEAN COLLEGE OF SPORT SCIENCE e.V.**

The Executive Board of the EUROPEAN COLLEGE OF SPORT SCIENCE e.V. (hereinafter briefly referred to as: *“the association”*) adopted the following bye-laws in conformity with the powers conferred upon it under § 17 subs. 3 of the charter. As part II. of these bye-laws, the Executive Board adopted the Membership Fee Regulation in accordance with § 12 subsections 3 and 7 of the charter.

Supplementary to the following bye-laws the Executive Board adopted the following annexes.

A – Role and Person Specifications for ECSS Board and Committees

B - Operational procedures of the Young investigators Award (YIA) evaluation (t.b.a.)

C – Compensation declaration of ECSS Executive Volunteers: members of Executive Board (EB), Scientific Board (SB), Scientific Committee (SC), Reviewing Panel (RP), Advisory Board (AB), Search Committee (SEC), Credentials, Awards & Tributes Committee (CATC) (t.b.a.)

**I.
Bye-laws**

**§ 1
Boards and committees**

- (1) Boards and committees are established to support the Executive Board.
- (2) The boards and committees perform the tasks assigned to them in these bye-laws.
- (3) The Executive Board decides on the establishment, the cancellation and the constitution of such boards and committees. For such purpose, the Executive Board is advised by the Advisory Board (excepting Search Committee nominations).
- (4) The following permanent boards and committees shall be established:
 - 1.) the Scientific Board;
 - 2.) the Scientific Committee;
 - 3.) the Credentials, Awards & Tributes Committee;
 - 4.) the Search Committee;
 - 5.) the Advisory Board;
 - 6.) the Reviewing panel.
- (5) The regulations in § 20 subsections 2 and 3 (calling of and presiding over meetings), § 21 subsections 1, 2, 4 and 5 (resolutions) and § 26 (recording of resolutions) of the charter apply *mutatis mutandis* to the meetings and resolutions of the Scientific

Board, the Scientific Committee, the Advisory Board, the Credentials, Awards & Tributes Committee and the Search Committee provided that the rights and duties assigned to the President by the aforementioned charter regulations are assigned to the respective Chair of these boards and committees.

- (6) Boards and committees may in consideration of the requirements of the charter and these bye-laws adopt their own internal rules governing their respective working processes and approach.
- (7) These afore mentioned (§ 1(6)) rules and working processes are to be published as an annex to these bye-laws.

§ 2

The Scientific Board

- (1) The Scientific Board renders advice to the Executive Board with regard to all issues relating to scientific aspects of the working process and approach of the College. The Scientific Board is in particular expected to prepare the scientific contents of scientific meetings together with the Executive Board and in cooperation with the local hosts of scientific meetings.
- (2) Generally, the Scientific Board should consist of a Chair of Board and at least two representatives from each of the different fields of sport science, namely social sciences and humanities, sports medicine and physiology, biomechanics and neuromuscular control.
- (3) When selecting the members of the Scientific Board (SB), it should generally be ensured that
 - 1.) SB members should be members of the Scientific Committee,
 - 2.) SB members should be appointed for a term of 6 years, that their re-appointment should be limited to a new office term of 4 years only and that the appointment as Chair entails the commencement of a new office term of 6 years,
 - 3.) Regional aspects are reasonably taken into consideration and
 - 4.) Both genders should be equally present in the Scientific Board.
- (4) The Chair of the Scientific Board may submit to the Executive Board proposals for the appointment of a Co-Chair and a Secretary from among the members of the Scientific Board. This right to submit proposals is without prejudice to the Executive Board's authority to appoint according to § 1 subs. 3.

- (5) The Chair of the Scientific Board is assigned and authorized by the Executive Board to conduct all aspects of the "*Young Investigators Award*" as further described in ANNEX B.

§ 3

The Scientific Committee

- (1) The Scientific Committee renders advice to the Scientific Board with regard to all issues relating to scientific aspects of the scientific meeting and the development of scientific targets of the association. In addition, the Scientific Committee renders advice and support to the Scientific Board in the review and assessment procedures in the context of the "*Young Investigators Award*".
- (2) When selecting the members of the Scientific Committee (SC) it should generally be ensured that
 - 1.) SC members come from the reviewing panel,
 - 2.) SC members are appointed for a term of 4 years and that their re-appointment, if any, should be made for an office term of another 4 years
 - 3.) Regional aspects are reasonably taken into consideration and
 - 4.) Both genders should be equally present in the Scientific Committee.
 - 5.) The Chair of the Scientific Board presides over the Scientific Committee.

§ 4

The Search Committee

- (1) The Search Committee advises the Executive Board regarding proposals for the election of the members of the Executive Board. In addition, the Search Committee advises the Executive Board with regard to the composition of the Scientific Board, the Scientific Committee and Reviewing Panel.
- (2) The Search Committee consists of the past President, the Chair of the Scientific Board and one of the Advisory Board members, appointed by the Executive Board; for the term of office of such person, § 3 subs. 2 no. 2.) applies mutatis mutandis. The past President presides over the Search Committee.
- (3) The Search Committee should propose to the Executive Board at least two candidates for each new Executive Board member to be elected. The candidates should be experienced and reputable scientists of international reputation as further described in annex A.
- (4) When submitting the proposals, the Search Committee should take the following aspects into consideration:

- 1.) Generally, representatives from the different fields of sport science, namely social sciences and humanities, sports medicine and physiology, biomechanics and neuromuscular control, should be equally present in the Executive Board.
 - 2.) The composition of the Executive Board should reasonably reflect regional aspects.
 - 3.) Preferably, both genders should be equally represented in the Executive Board.
- (5) The right of each individual member of the Search Committee who is at the same time a member of the association to submit, either alone or jointly with other members of the association, to the President proposals for candidates, so exercising the member's right stipulated in the charter (§ 18 subs. 3 and § 19 subs. 4 of the charter) remains unimpaired and is not dependent on any decisions or proposals of the Search Committee or the Executive Board.

§ 5

The Credentials, Awards & Tributes Committee

- (1) The Credentials, Awards & Tributes Committee consists of the officiating President, the former President and the Chair of the Scientific Board. The officiating President presides over the Credentials, Awards & Tributes Committee.
- (2) The Credentials, Awards & Tributes Committee renders advice to the Executive Board with regard to the appointment of members as fellows. Generally, the Executive Board should obey the decision of the Credentials, Awards & Tributes Committee when deciding on the appointment of a member as fellow. The officiating President is deemed permanently assigned and authorized by the Executive Board to announce any relevant decisions of the Executive Board to the member concerned.

§ 6

The Advisory Board

- (1) When specifically convened and consulted by the Executive Board, The Advisory Board (AB) renders advice regarding all issues relating to short, medium and long-term strategy, operational procedures and structures, processes and policies and financial and long-term sustainability of the College. The Advisory Board and its members are expected to proffer advice in written or verbal formats when either consulted as individuals or as a group, and may be expected to attend meeting of the Executive Board when requested.

- (2) Generally, the Advisory Board should consist of at least four representatives from the different fields of sport science, namely social sciences and humanities, sports medicine and physiology, biomechanics and neuromuscular control.
- (3) When selecting the members of the Advisory Board (, it should generally be ensured that
 - 1.) AB members should have significant knowledge of the working practice of the association.
 - 2.) AB members should be appointed for a term of 4 years, and that their re-appointment should be limited to a new office term of 2 years only,
 - 3.) Regional aspects are reasonably taken into consideration, and
 - 4.) Preferably, both genders are equally represented
 - 5.) and members carry significant academic standing (as outlined in Annex A).
- (4) The President of the College or member of the Executive Board may submit proposals to the Executive Board for the appointment of representatives to serve as Advisory Board members. This right to submit proposals is without prejudice to the Executive Board's authority to appoint according to § 1 subs. 3.

§ 6

Reviewing Panel

- (1) The purpose of this panel is to conduct the abstract review on the open submission for the annual congress of the European College of Sport Science.
- (2) Each reviewer is expected to review on average about 50 abstracts between the 15th December and the 5th of March each winter before the forthcoming congress in the summer.
- (3) When selecting the members of the Reviewing Panel (RP), it should generally be ensured that
 - 1.) RP members shall ideally be appointed from among ECSS fellows and former winners of the Young Investigators Award.
 - 2.) RP members should be appointed for a term of 4 years, and that their re-appointment should be limited to a new office term of 4 years only.
 - 3.) The Chair of the Scientific Board presides over the Scientific Committee.

§ 7

Guidelines for fellows

- (1) Generally, regular members should only be conferred the position of a fellow after at least 5 years of membership in the association.
- (2) Applications for status of fellow are received by ECSS office and forwarded to the Credentials, Awards & Tributes Committee.
- (3) The Credentials, Awards & Tributes Committee make recommendations based on the criteria stipulated in the charter and these bye-laws.
- (4) ECSS Fellows shall have made a significant contribution to the development of sport science through research. They receive approval by the ECSS after application for fellowship by submitting their CV and meeting the following criteria
 - 1.) Short CV
 - 2.) PhD level
 - 3.) Minimum of 5 years membership (consecutive membership is not required)
 - 4.) Participation in annual congress (1 out of last 3)
 - 5.) 10 papers in international, peer-reviewed journals submitted as first or last author
 - 6.) 2 letters of support from ECSS Fellows
 - 7.) one page document summarizing evidence of promoting the ECSS (e.g. promote membership, promote congress attendance, contribution to congress programme, abstract reviewing, EJSS reviewing, supervision of YIA contestants)

§ 8

Allocation of duties within the Directorate

- (1) The officiating President manages the affairs of the association and performs the tasks assigned to him/her by the charter and these bye-laws.
- (2) The elected President is responsible for the internal coordination and supervision of the organization of future scientific meetings. The elected President assumes the responsibilities of the officiating President if the latter is prevented from performing them.
- (3) The former President renders advice to the association, its executive bodies ("Organe") and its boards and committees. The former President assumes the responsibilities of the President elect if the latter is prevented from performing them.

§ 9

Assignment and authorization of representatives; Appointment of an executive director; management of the association office

- (1) The Executive Board and the Directorate may entrust third parties, in particular individual members of the Executive Board or the Directorate but also non-members, with the performance of the tasks assigned to them. For the avoidance of doubt, it is made clear that this does not constitute an appointment of special representatives in terms of § 30 BGB (German Civil Code) but an assignment under the law of obligations and the grant by virtue of a legal act of the authority to represent. This clarification also particularly applies to any assignments and authorizations already specifically contained in these bye-laws.
- (2) In particular, the Executive Board and the Directorate may entrust an Executive Director with the management of the current affairs of the association including the management of the association office and may confer upon such Executive Director the powers required for such purpose.
- (3) Assignments and authorizations in terms of the preceding paragraphs should be documented in writing. This applies in particular to the assignment and authorization of an Executive Director.

II.

Membership Fee Regulation

§ 1

Membership fee

- (1) The members are obliged under § 12 of the charter to pay recurring membership fees in the form of annual monetary payments (membership fee). Pursuant to § 12 subs. 2 of the charter, the membership fee is due on the 1st of January each calendar year. Pursuant to § 12 subs. 6 of the charter, the founding members and the honorary members of the association are released from the obligation to pay membership fees.
- (2) The membership fees of the regular members, the fellows and the student members are fixed as follows:

1.)	Members:	100.00 EUR per year
2.)	Fellows:	100.00 EUR per year
3.)	Student members:	50.00 EUR per year

§ 2

“Lifelong Membership“

- (1) § 12 subs. 7 stipulates that regular members and fellows have the right to fully satisfy their obligation to pay membership fees by rendering a one-off payment (so-called “Lifelong Membership”).
- (2) The amount of the one-off payment is fixed as follows:
 - 1.) Regular members: 2,000 EUR.
 - 2.) Fellows: 2,000 EUR.

III. Language

§ 1 Working language

The working language of the association shall be English. This is without prejudice to the fact that solely the German versions of the charter and of these bye-laws including the Membership Fee Regulation are authoritative and legally binding and that any recordings prescribed by law or by the charter have to be drawn up in German, too.

§ 2 Gender

Where designations of persons in the charter or these bye-laws including the Membership Fee Regulation are used in the masculine gender, this is done only for the purpose of linguistic simplification. Of course, all of the aforesaid regulations apply likewise to both women and men, every masculine designation of a person is to be understood so as to implicitly include the corresponding feminine designation, too.

ANNEX A

Role and Person Specifications for ECSS Boards and Committees.

1. Roles and Responsibilities of Elected Members of Executive Board

President

(Time demanded – at least 1.5 day per week)

- Preside over all meetings of College
- Oversee and coordinate the work of all committees
- In agreement with Executive Board appoint Executive Director of College
- Oversee all strategic and operational functions of the College
- Work with Executive Board, Scientific Board and Executive Director to deliver against mission
- Chair committees as outlined in Bye-Laws
- Provide timely updates on activities, and present College status to Executive Board at Annual Summer and Winter meetings
- In performing these tasks, the President works and communicates directly with Executive Director in ECSS Office

President Elect

(Time demanded – at least 0.5 days per week)

- The President Elect shall coordinate and oversee the organisation of future congresses of the College
- In performing these tasks the President Elect works and communicates directly with the Congress Manager in ECSS Office
- Assumes Executive Function in the unscheduled absence of the President
- Attends all sessions of Executive Board in order to help collectively make executive decisions
- Undertakes any ECSS duties delegated to them by the President and the Executive Board
- Provides regular updates to members of Executive Board on status of Congresses

Past President

(Time demanded – at least 0.5 days per week)

- Provides an advisory role for the College and Executive Board
- Chairs the Search Committee
- Attends all sessions of Executive Board in order to help collectively make executive decisions
- Undertakes any ECSS duties delegated to them by the President and the Executive Board
- Assumes Executive Function in the unscheduled absence of the President and President Elect

Executive Board Member responsible for Finances

(Time demanded – at least 0.5 days per week)

- Has full knowledge of all records relating to past, current and predicted finances of the College
- Presents a report of financial status of the College to Executive Board at least twice yearly and notifies Executive Board of any financial concerns immediately
- Presents a report of financial status of the College to the Annual General Assembly at the annual Congress
- In performing these tasks, communicates directly with the Executive Director and Congress Manager in ECSS Office
- Attends all sessions of Executive Board in order to help collectively make executive decisions
- Undertakes any ECSS duties delegated to them by the President and the Executive Board

Executive Board Member responsible for Journal and Media (Social) Relations

(Time demanded – at least 0.5 days per week)

- Oversees all matters concerning the management and scientific status of the European Journal of Sport Science
- In performing this role, communicates directly with Editor in Chief of Journal, and where and when necessary the Journal Publishers
- Presents a report on the status of the media position (Journal, PR and Social Media) of the College at least twice yearly and notifies Executive Board of any concerns immediately
- In performing these tasks communicates directly with Executive Director and PR Manager in ECSS Office
- Attends all sessions of Executive Board in order to help collectively make executive decisions
- Undertakes any ECSS duties delegated to them by the President and the Executive Board

Executive Board Member responsible for Exchanges and Affiliations

(Time demanded – at least 0.5 days per week)

- Manages the integrity and focus of all current and future academic exchange partners of the college
- Ensures that content of invited exchanges are populated appropriately and submitted to Scientific Board in timely manner
- Oversees all activities of the college related to affiliated Societies and Organisations
- In performing these tasks communicates directly with Executive Director and PR Manager in ECSS Office
- Presents a report on the status of Exchanges and Affiliations at least twice yearly and notifies Executive Board of any concerns immediately
- Attends all sessions of Executive Board in order to help collectively make executive decisions
- Undertakes any ECSS duties delegated to them by the President and the Executive Board

Management of College and Congress Partners (Task-Force)

- The management of relationships with core College and Congress Partners is managed by a College Task-Force consisting of President, President Elect, Executive Board Member (Finance) and Executive Director of College.
- The Chair of the Directorate is the ECSS President
- The Directorate is required to meet at least twice per year
- This body has ultimate responsibility for ensuring vitality and health of all relationships
- This body has ultimate responsibility for identifying and negotiating all new relationships
- In performing these tasks the Task-Force communicates directly with Executive Director and Marketing Manager in ECSS Office
- This body, through the President, reports on the status of Partner relations at least twice yearly and notifies Executive Board of any concerns immediately

2. Roles and responsibilities of members of Scientific Board, Scientific Committee, Reviewing Panel and Advisory Board

Chair of Scientific Board

(Time demanded – at least 1 day per week)

- Preside over all meetings of Scientific Board/Committee/Reviewing Panel
- Oversee and coordinate the work of Scientific Board, Committee and Reviewing Panel
- Manage all aspects of Congress Quality Assurance (Content and Programming)
- Oversee all aspects of ECSS Young Investigators Award (YIA) competition and its judging
- Provide timely updates on activities to Executive Board at Annual Summer and Winter meetings
- Attend Summer, Winter meetings of ECSS and Programming Meeting of future Congress

[Co-Chair / Secretary Scientific Board]

(Time demanded – at least 0.5 day per week)

- Support the work of Chair of Scientific Board in overseeing and coordinating the work of Scientific Board, Committee and Reviewing Panel
- Support the work of Chair of Scientific Board in managing all aspects of Congress Quality Assurance (Content and Programming)
- Support the work of Chair of Scientific Board in overseeing all aspects of ECSS YIA competition and its judging
- Attend Summer, Winter meetings of ECSS and Programming Meeting of future Congress
- Undertake the work of Chair of Scientific Board if and when absent

Member of Scientific Board

(Time demanded – at least 1 day per month)

- Encourage submission of quality proposals for the invited programme
- Ensure quality of Congress Plenary and Invited sessions
- Advise Chair of Scientific Board on latest development in respective field

- Act as expert reviewer and judge for YIA contest
- Attend Summer and Winter meetings of ECSS

Member of Scientific Committee

(Time demanded – at least 0.5 day per month)

- Encourage submission of quality proposals for the invited programme
- Act as expert reviewer and judge for YIA contest
- Ensure quality of Congress Plenary and Invited sessions
- Advise Chair of Scientific Board on latest development in respective field
- Attend Summer meeting of ECSS
- Assist in reviewing open submission where necessary

Member of Reviewer Panel

(Time demanded – at least 0.5 day per month)

- Act as expert reviewer of submitted abstracts to open programme of Annual Congress
- Ensure quality of abstracts submitted to Annual Congress
- Where possible, attend Annual Congress and Summer meeting of ECSS

Member of Advisory Board

- Advise Executive Board with regard to all issues relating to short, medium and long-term strategy, operational procedures and structures, processes and policies and financial and long-term sustainability of the Association.

3. Job description & Person Specifications

Executive Board Member

Job Descriptor

- Leads future direction of College
- Strategically Plans future activities of College
- Implementation of process
- Responsible for governance issues – quality/finance
- Steers activity of ECSS Office (only president)
- Approval of Operational decisions

Person Specification

- Significant leadership experience
- International research profile and track record in Sports Exercise Science/Medicine
- Understand developments in Sport/Exercise Science
- Have history of ECSS citizenship (preferably at Committee level)

Scientific Board Member

Job Descriptor

- Possess international expertise in field of Sport and Exercise Sciences
- Ensure quality of Scientific Programme

- Work collaboratively and diplomatically within a committee structure
- Respect opinion of colleagues from a multidisciplinary perspective
- Review YIA Abstracts and judge presentations

Person Specification

- International research profile and track record in Sports Exercise Science/Medicine
- Understand developments in Sport/Exercise Science
- Have history of ECSS citizenship
- Have record of postgraduate mentorship

Scientific Committee Member

Job Descriptor

- Possess expertise in field of Sport and Exercise Sciences
- Help Quality Assure Scientific Programme
- Work collaboratively and diplomatically within a committee structure
- Respect opinion of colleagues from a multidisciplinary perspective
- Review YIA Abstracts and judge presentations

Person Specification

- Have emerging international research profile in Sports Exercise Science/Medicine
- Understand developments in Sport/Exercise Science
- Have history of ECSS citizenship

Reviewing Panel Member

Job Descriptor

- Possess expertise in field of Sport and Exercise Sciences
- Review abstracts
- Ensure quality of Congress programme

Person Specification

- Have emerging international research profile in Sports Exercise Science/Medicine
- Understand developments in Sport/Exercise Science
- Have history of ECSS citizenship

ANNEX B

Guidelines and Procedures for Annual ECSS Young Investigators Award

One tenet in the Mission of the European College of Sport Science (ECSS) is “to empower the development of young scientists.” As one step to fulfil that part of its mission, the ECSS holds an annual Young Investigator Awards (YIA) competition, which provides exposure for and promotes the careers of outstanding young scientists who work in any discipline area represented in the ECSS and/or germane to Sport Science. This annex to the ECSS bye-laws describes the YIA program and the procedures and guidelines that govern selection of the recipients of the award. The ECSS wishes to ensure that the selection of YIA winners is based on the merit (i.e., quality) of the application, and that no significant preference is given to any specific discipline or area of research. The process described here is designed to achieve that goal.

The ECSS is governed by the Executive Board (EB), which appoints ECSS members to serve on the Scientific Committee (SC), and a number of the SC members to serve on the Scientific Board (SB). SC and SB members are selected to represent all research disciplines represented in the ECSS, which are categorized into four cognate areas: Physiology & Medicine (PM), Biomechanics & Neuromuscular (BN) and Social Sciences and the Humanities (SH) and multi-disciplinary (MI).

Evaluation Criteria/Ratings and Review/Selection Process

The recipient of the YIA is chosen by a several step process carried out by the YIA Committee (YIAC), which includes all members of the SC and the SB, and the YIAC Chair, who is the sitting Chair of the SB/SC. Each year, awards are presented to 20 young scientists in total, 10 oral and 10 mini-oral presenters at the Annual Congress of the ECSS. Awards are further designated for 1st, 2nd, 3rd and 4th place among all oral presentations and 1st, 2nd, 3rd and 4th place among all mini-oral presentations. The remaining 12 awards are designated for 5th place among all oral or mini-oral presentations, respectively.

In the first round of review, applications are first reviewed administratively by the ECSS office to ensure that all eligibility criteria¹ are met. The Chair of the SB and SC then assigns each YIA application to its relevant discipline area and sends applications/abstracts, grouped by discipline, to two members of the YIA Committee (YIAC) with relevant expertise. The members evaluate abstracts based on 9 criteria, and assign a rating (scale of 1 (high) to 5 (low)) to each abstract.

The 9 Evaluation Criteria are:

- 1.** The work is original - ergo not published at the time of submission.
- 2.** The research has relevance for sport and/or exercise and its effects on performance and/or health and/or aspects of well-being.
- 3.** The abstract has been carefully prepared and is well structured.
- 4.** The background and relevance are clearly described.

5. The work is innovative.
6. The methodology is sound and the data/arguments/reasoning are solid.
7. Where there are quantitative data in the abstract, the study has enough power and appropriate statistical tests have been performed to underpin claims on significance.

Where there are qualitative data in the abstract these are reported/interpreted using established paradigms/frameworks and contextualized appropriately.

In the case of a mixed-methods study, a brief description of both types of methodological approaches should be provided, as well as reporting the data to meet the criteria of quantitative and qualitative data listed above

8. There is a clear and justified conclusion at the end.
9. The work is either highly significant for the respective field or has a potential future high impact (e.g. development of new methodologies/interpretations that will generate new knowledge and impact for society).

Abstract rating is based on which and how many of the 9 specified criteria the abstract satisfies, using the following guidelines:

Rating = 1; satisfies ≥ 8 criteria, including criteria 1, 2 and 9.

Rating = 2; satisfies ≥ 6 criteria, including criteria 1, 2 and 9

Rating = 3; satisfies ≥ 6 criteria, but fails to satisfy criterion 1, 2 or 9

Rating= 4; no specific deficiency but while scientifically sound, is not very exciting, interesting or novel, is primarily confirmative or descriptive, or is inconclusive.

Rating = 5; inadequate: one or more of the following deficiencies are present: poor study design, methodologically or technically unsound, data fails to justify stated conclusions, omission of essential experiments/data, presentation is inadequate or uninterpretable due to poor English language skills, poor preparation or other inadequacies.

Applications are accepted and moved forward in the review process, if the abstract receives a rating of 4 or lower; all other applications are removed from consideration for the YIA award. It is expected that only the top 5% of submissions in each disciplinary area should receive a rating of 1, and the top 10% of submissions in each disciplinary area should receive a rating of 1 or 2.

YIAC members send abstract ratings to the Chair, who then considers all ratings with respect to inter-evaluator variance (within each disciplinary area) and inter-discipline variance. If discordant opinions are noted (i.e., large inter-evaluator variance and rating discrepancy ≥ 2 levels) for a specific application, the Chair resolves the issue in consultation with the discipline experts.

Prior to the ECSS Annual congress and based upon the submitted abstract, the Chair and the YIAC identify the top 60 applicants in each presentation format (oral and mini-oral), and

these applicants are invited to give a presentation at the Annual Congress. The Chair also asks at least two discipline experts to evaluate each oral and mini-oral presentation during the annual congress schedule, again using the same 9 criteria/rating system used to evaluate abstracts.

After all oral and mini-oral presentations are heard at the Congress, the YIAC meets to rate and rank all presentations. Ratings given for the presentation carry twice the weight of the abstract ratings. The YIAC then discusses ratings and impressions of each presentation/presenter, to arrive at a consensus decision on relative merit of all presentations. The task of the YIAC is to identify: 1) the top 10 oral and top 10 mini-oral presentations; 2) 1st through 4th place oral presentations; 3) 1st through 4th place min-oral presentations. The top 4 applicants giving oral presentations are invited to give a second 10 min oral presentation at the final plenary session of the Annual Congress, followed by 5 min questioning by one discipline expert member of the YIAC. The YIAC meets again, immediately following the final plenary session of the Congress, at which time the 1st, 2nd, 3rd and 4th place winners of the competition are determined.

Note that the YIAC must remain independent of other ECSS structures and must not be influenced by solicitation of any kind. If such is to occur, it should be reported to the Chair of the YIAC.

It is customary that the winner of the YIA award is selected by consensus decision of the YIAC. However, if the YIAC is unable to reach an agreeable consensus by discussion alone, the Chair may, at his/her discretion, hold a vote using specific terms or criteria to be agreed upon by the YIAC in attendance. Furthermore, the Chair holds the authority to cast a deciding vote, if the vote tally does not unequivocally identify a single applicant as winner of the award.

Conflict of interest

Members of the YIAC must abstain from rating or discussion of a submitted abstract or oral/mini-oral presentation, if the Committee member has a relevant conflict of interest (see below). This applies equally to the Chair, Co-Chair and all members of YIAC.

A conflict of interest exists, when a YIAC member is:

- co-author with applicant for YIA award
- colleague in same research group as applicant or presenter
- colleague in same department as applicant or presenter
- involved in a personal relationship of any kind with applicant or presenter

Ethical Guidelines for YIAC Members

YIAC members are expected to be as objective as possible, capable of acting as an eager champion of outstanding young scientists, *whether or not* the scientist works within the same discipline area as the Committee member. This is meant to reflect an important principle: namely, scientists are expected to act in professional manner, which means that they

should remain open-minded and impartial, and should always treat the opinions and expertise of all colleagues with the utmost respect, independent of their personal interests or disciplinary allegiances. Without adherence to this principle, neither the YIAC nor the ECSS as a whole could operate in a just and fair manner. This point is reiterated at each YIAC meeting, and guides the recruitment and selection of SC and SB members.

To reiterate, YIAC members are expected to:

1. Be critical but fair.
2. Be respectful of opinion and expertise from all colleagues on YIAC
3. Promote outstanding work from any discipline.
4. Use evidence-based reasoning and sound scholarly judgment.
5. Always adhere to complete transparency.

Roles of Officers of the SC/SB during the YIA Competition

Chair:

1. Distributes abstracts to best-qualified members of the SC and SB for evaluation and rating.
2. Informs members of the SC and SB about the plenary meeting scheme of YIA evaluations at the annual congresses.
3. Assigns submitted abstracts to oral and mini-oral presentations, prior to the annual congress, and designates two or more YIAC members to be responsible to evaluate each oral/mini-oral presentation.
4. Leads deliberations of YIAC at all stages of the YIA selection process, as described above.
5. Willingly defers to Co-Chair, who assumes role of the Chair, if the Chair has a conflict of interest in relation to any YIA applicant.
6. Remains impartial at all times and upholds the principles of cross-disciplinary equity and fairness as described above.

Co-Chair

1. Supports the Chair in above duties.
2. Assumes role of YIAC Chair, as described above, if the Chair of YIAC cannot perform the role because of an existing conflict of interest (or any other valid reason/unanticipated complication, such as medical emergency).

Secretary:

1. Lists abstract ratings in the program of the Annual Congress.
2. Records ratings of oral and mini-oral presentations as they are received from designated reviewers/YIAC members.
3. Makes list of the submissions with rating ≤ 2 .
4. Records outcomes of all YIAC discussion sessions
5. Generates signature page that allows the YIAC Chair to officially designate and announce the final results of the YIA competition, including relative rank of top 20 presentations.

¹ – Eligibility Requirements for YIA Application/Abstract Submission and Ineligibility for Concurrent Awards: 1) current ECSS member in good standing (dues paid); 2) Application submitted before deadline; 3) ECSS Annual Congress registration fee paid before deadline; 4) ≤ 32 years old; 5) undergraduate student, PhD student, or postdoctoral fellow; 6) Less than two years since award of PhD; 7) if past YIA winner, may not compete again in the same category; 8) acceptance of any other concurrently offered competition award or prize disqualifies the applicant for an YIA award at any one congress.

ANNEX C

Compensation declaration of ECSS Executive Volunteers: members of Executive Board (EB), Scientific Board (SB), Scientific Committee (SC), Reviewing Panel (RP), Advisory Board (AB), Search Committee (SEC), Credentials, Awards & Tributes Committee (CATC) (t.b.a.)

last amended on 17/02/2017