

**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 1<sup>st</sup> 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

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

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 18/11/2016