

## NJF Statutes

The following statutes are valid for NJF-C (NJF Nordic/Central level), which is the umbrella organisation for the eight national associations in the respective member country. The national associations have statutes of their own. NJF is a member driven organization where the governing bodies consist of a board and a scientific committee.

### § 1

#### **Organisation**

The Nordic Association of Agricultural Scientists consists of National Associations in the following countries

- Denmark
- Estonia
- Finland
- Iceland
- Latvia
- Lithuania
- Norway
- Sweden

The national associations appoints their respective chairperson as their representative in the NJF board, see § 16 for the responsibilities of this board. The working language of NJF is English. However, if agreed upon, a national language can be used.

### § 2

#### **Objectives**

The objective of NJF is to promote and develop networks between actors in the Nordic/Baltic agricultural community. Focus is the agricultural sector, primary production of food and the quality and safety of the produce, rural and environmental issues. We bring together our members' expertise to make the best scientific evidence accessible to decision-makers. Our member-led policy networks drive policy engagement and skills development across the Nordic/Baltic region.

### § 3

#### **Location of NJF secretariat**

The NJF secretariat is located in one of the member states.

### § 4

#### **Membership**

Members of NJF include: Individual members.

### § 5

#### **NJF board**

The NJF board is the governing body of NJF. The delegates of the NJF board consists of the chairpersons of each national association. In the event of absence, a delegate can be

replaced by another person appointed from the national board representing the same country. The NJF board meeting is convened by the secretary general at 30 days' notice. The agenda for the board meetings must be distributed to the delegates 14 days prior to the meeting. Minutes are taken at NJF board meetings and made available to NJF members electronically. The secretary general must participate in the NJF Board meeting, but has no voting rights. At the request of the NJF scientific committee or a delegate, external experts can take part without voting rights. The president, or vice-president, acts as chairperson of the NJF Board. The NJF board forms a quorum when at least 50% of the delegates are present. The NJF board makes decisions by majority vote. In the event of a tie, the president has the decision vote.

## **§ 6**

### **The NJF Board's responsibilities**

The agenda at meetings of the NJF Board must contain the following items:

1. Approval of the Annual Report on the activities of NJF.
2. Approval of the accounts and discharge from liability for the NJF Scientific Committee and Secretary General.
3. Adoption of long-term plans and budgets for NJF activities.
4. Adoption of an annual working programme and budget for NJF activities.
5. Decision on the membership fee to be paid by the national associations to NJF-C for each national member.
6. Preparation and decision on a theme and host country for the Congress held every four years.
7. When relevant, decision on the establishment/discontinuation of sections, the number of sections and revision of the mandates.
8. Establish working groups/committees, which are intended to work for a limited time period, for example arranging the congress. The NJF Board decides on the mandate and members of these groups.
9. Issue of publications and other information material as a means of furthering the objectives of NJF.
10. Appointment of honorary members.
11. Appointment of at least three members from different member states to a presidential election committee.
12. Election of a vice-President from among the members of the NJF Board or the Scientific Committee.
13. Issue of a mandate to the NJF Scientific Committee to make legally binding financial decisions on behalf of NJF.
14. Decision on employment of a secretary general and on the location of the secretariat.
15. Where the NJF Board deems it appropriate, delegation of issues and decisions to the NJF Scientific Committee.

16. Instruction of the secretary general on the management of NJF finances and supervision of the work of the secretariat.
17. Preparation for appointment of a secretary general.

## **§ 7**

### **Election period**

Only persons who are national members can hold positions in NJF. The president, the delegates and members of the section boards are elected for a four-year term, equivalent to the Congress period. The resigning NJF Board and section boards must carry out their functions until the new NJF Board and section boards have been constituted (cf. § 9 and 14). No individual can be appointed member of the same body for more than two successive election periods. No individual member of the NJF Board can be appointed for the same period as a member of the NJF Scientific Committee. In each organisational unit of NJF, the representation must be as broad as possible in terms of profession, gender and age of the members.

## **§ 8**

### **NJF Scientific Committee**

The NJF Scientific Committee consists of the chairpersons of the sections and the president, who acts as chairperson.

The NJF Scientific Committee has the following main functions:

1. Preparation of draft proposals for long-term and annual working plans and the budget, which are to be decided on by the NJF Board.
2. Preparation of other matters for the consideration by the NJF Board.
3. Consideration of proposals referred to the NJF Scientific Committee by members, Sections, National Associations or the NJF Board.
4. Ensuring that NJF's activities are in accordance with current and future development within the scope of NJF.
5. The NJF Scientific Committee can make legally binding financial decisions in accordance with the mandate of the NJF Board and can delegate such matters.
6. Appointment of members of external committees.
7. Management of the Congress arrangements in co-operation with the National Association in the host country, in accordance with mandate set by the NJF Board.

The NJF Scientific Committee forms a quorum when at least 50% of members are present. In addition to conventional physical meetings, meetings by phone, video conferencing and e-mail can be used. The NJF Scientific Committee makes decisions by majority vote. In the event of a tie, the President has the decision vote. The NJF Scientific Committee's first meeting after the Congress must be called by the Secretary General. Minutes must be taken at the meetings. At a meeting of the NJF Scientific Committee, the Chairperson of a Section can be replaced by another section member. External individuals can participate in the meetings. The NJF Scientific Committee can appoint Working Groups for the preparation and handling of tasks and proposals which cannot naturally be referred to any of the Sections. The Secretary General must participate in meetings of the NJF Scientific Committee, but has no voting rights.

## **§ 9**

### **President**

The President is the leader of NJF and represents NJF.

The NJF Board appoints an Election Committee, which nominates candidates for President based on suggestions by National Association Boards. The Election Committee, through the National Associations, must organise electronic voting for those members with e-mail addresses and ordinary postal voting for those without e-mail. All members of NJF have the right to vote. The members must be given at least 10 days' notice to vote. The candidate receiving the most votes is elected President. If two or more candidates receive the same number of votes, the election procedure is repeated with these candidates. Where there is only one candidate who receives less than 50% of the votes, the entire election procedure must be repeated. The President must be elected at least one month before the Congress. The president will be paid a fee fixed in the annual budget approved the board.

## **§ 10**

### **Sections and Plenary Sessions**

The Sections are the scientific bodies of NJF with responsibility for their respective areas. The Sections consist of the members of the National Associations who have signed up for a specified Section or Sections. The Section's highest authority is the Plenary Session, held in connection with the NJF Congress. The Chairperson of the Section Board calls the Plenary Session, together with the invitation to Congress. The Plenary Session is the last meeting of the outgoing Board. The Plenary Session forms a quorum with the members present. Minutes must be taken at the session and made available to the participants and other members within one month of the session.

The Plenary Session must deal with the following subjects:

1. Appointment of a chairperson and a secretary for the session.
2. The Section Board's report on the work carried out in the last four-year period.
3. Discussion of the Section's draft proposals for working plans (and budget), both annual and long term.
4. Introduction of the members of the Section Board for the coming four-year period.

## **§ 11**

### **The Section Board**

The Section Board is NJF's executive body in the working area of the Section. The Section Board has one member from each member state when relevant. The Section Board can appoint up to four additional board members with special knowledge of the Section's working area. Each national representative must be appointed by the annual meeting of the National Association prior to the Congress. The period can be prolonged once. The Section Board elects a chairperson and a vice-chairperson from among its members for a four-year period. The Section Board appoints a secretary either from among its members or outside the Section Board. The chairperson of the resigning Section Board calls the first meeting of the new Section Board, preferably in connection with the plenary session. The Section Board decides when and where meetings are held, including the joint meeting of all Section Boards. Meetings are called at 14 days' notice by the chairperson or the secretary. If the chairperson considers it necessary, or when two other members so require, extra meetings can be called. Minutes must be taken at Section Board meetings and made available to Section Board members and other members within one month. Decisions of the Section Board must be made by at least 50% of the Section Board members. In the event of a tie, the chairperson has the casting vote. The agenda for meetings and other necessary material must be distributed 8 days prior to the Section Board meeting. The Section Board decides on its own working procedures.

## **§ 12**

### **The Section Board's tasks**

The Section Board has the following main tasks:

1. Preparation and proposal of annual and long-term working plans and budget to be discussed at the Annual Meeting, by the NJF Board and every four years at the Plenary Session.
2. Stipulation of working procedures for the Section.
3. When necessary, establishment of Working Groups.
4. Maintenance and development of contacts with similar research organisations.
5. Ensuring that the activities of the Section are in accordance with developments in the area.
6. Proposal of interdisciplinary activities and establishment of Working Groups accordingly.
7. Reporting annually to the NJF Board and to the NJF Scientific Committee on the Section's activities.

## **§ 13**

### **Working groups**

A Section Board can set up Working Groups, for instance in order to:

- Arrange conferences, scientific courses, etc.
- Establish and develop co-operation in special fields within the scope of the section

It is up to the section board to grant authority to a working group with a clear objective and a term of office which is appropriate for the task to be carried out. The Section Board must appoint a chairperson for the working group. Meetings of the Working Group must be documented in written minutes.

## **§14**

### **Secretary General and the Secretariat**

At the suggestion of the NJF Board, the NJF Board must appoint and employ a Secretary General for a designated period, with the possibility of prolongation of the appointment. The Secretary General must implement the decisions taken by the NJF Board and carry out the work of the Secretariat in accordance with NJF statutes. The NJF Secretariat assists the Secretary General in the work of managing the finances, issuing publications, and carrying out other tasks on behalf of the NJF Board and the President. On request, the National Associations must submit an up-to-date membership register to the Secretariat for mailing purposes. The NJF Board delegates to the Secretary General the function of legal signatory of the Association.

## **§ 15**

### **Finances and Accounts**

The NJF budget and accounts must follow the calendar year. One auditor appointed by the NJF Board must audit the accounts. The NJF administration system and accounting system must be used for all activities within NJF.

## **§ 16**

### **National Associations**

There is a National Association in Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden. The National Associations are members of NJF-C. The highest authority of a National Association is its Annual Meeting, and the executive body is the association's National Board. The National Board can consist of the national representatives elected to the NJF Section Boards, or members with special knowledge of the working area of NJF.

Each National Association has the responsibility to:

1. Act as a link between NJF and the authorities in each country.
2. Recruit and accept members, collect the membership fee and keep a membership register in collaboration with NJF.
3. Apply for funds for NJF activities.
4. Transfer to NJF-C, by October each year at the latest, supporting members' contributions and other funds, and the membership fee decided on by the NJF Board.
5. Work to achieve the objectives of NJF and observe the interests of NJF.
6. Arrange the NJF Congress in close collaboration with the NJF Board, when it is the country's turn.
7. Elect national members of the Section Boards and their deputies.
8. Identify and report initiatives for the NJF Scientific Committee or Sections, as possible NJF activities to be carried out in own country.

#### The Annual Meeting

The highest authority of a National Association is its Annual Meeting. The Annual Meeting must decide on the statutes of the National Association, which must be in accordance with the statutes of NJF-C and the national regulations.

#### **§ 17**

##### **Amendment of statutes**

Any amendment of NJF statutes must be decided by the NJF Board. An amendment requires that at least 75% of those entitled and present support the amendment. If less than 75% of the entitled members are present, then the amendment must be confirmed at a subsequent meeting of the NJF Board where at least 75% of those entitled and present must support the amendment.

#### **§ 18**

##### **Disbandment**

In the event of disbandment of NJF, its funds must be used to promote agricultural research in member states in accordance with the decision of the NJF Board.

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