

INTERNAL RULES OF EUFANET

INTRODUCTION

The Internal Rules is an internal document which completes “Les Statuts de l’Association EUFANET” and has for object to precise the functioning modality of the Association.

ARTICLE 1. DECLARATION

The EUFANET Association is an independent european scientific association concerned with the failure analysis of electronic components and assemblies. EUFANET has the goal to promote and animate a network of volunteers to share knowledge and experience in the fields mentioned above.

ARTICLE 2. ACTIVITY

The activities of the EUFANET Association are the ones which are related with the fulfilment of its objectives and may include

- Creation and management of an E-Mail discussion list
- Creation and management of a Web site
- Creation and management of a database or library of available informations in the scientific societies, official organisms, companies and scientific people working in the field of failure analysis.
- Publication of a technical bulletin
- Publication of scientific articles in international workshops, conferences and journals
- Organisation of scientific manifestations: periodical workgroups, workshop and technical meetings
- Organisation of formations
- Establishment of cooperation with other organisations sharing similar objectives

ARTICLE 3. RESPONSABILITIES AND TASK SHARING AT THE BOARD OF DIRECTORS

The officers of the Board of Directors, and the mission agents as well as the failure analysis experts named by them, fulfil the following tasks.

The Board of Directors has the responsibility to animate the life of the Association and survey the members in order to identify their fields of activities and their expectations concerning the Association.

The President: The tasks of the President are defined in “Les Statuts de l’Association EUFANET”. In addition The President is in charge of assuring that all decisions taken by the Board of Directors are properly executed. The President is also in charge of the collaboration with other associations and organisms sharing similar objectives. He shares this responsibility with the Exterior Affairs Agent.

The Secretary: The tasks of the Secretary are defined in “Les Statuts de l’Association EUFANET”.

The Treasurer: The tasks of the Treasurer are defined in “Les Statuts de l’Association EUFANET”.

The Animation Vice-President: This post has for first task to animate the EUFANET discussion group on the Web. It coordinates this activity with the other Executive Committee officers, and shares this responsibility with the Web Discussion Group Agent and the FA Expert(s).

The Formation Vice-President: This post has for first task to organise the EUFANET formation day(s). It coordinates this activity with the other Executive Committee officers, and shares this responsibility with the FA Expert(s).

The Publication Vice-President: This post has for first task to publish and distribute the EUFANET technical bulletin. It coordinates this activity with the other Executive Committee officers, and shares this responsibility with the Knowledge Date Base Agent and the FA Expert(s).

The Symposium and Workgroup Vice-President: This post has for first task to organise the EUFANET periodical technical meeting. It coordinates this activity with the other Executive Committee officers, and shares this responsibility with the Technical Meeting Agent and the FA Expert(s).

The Failure Analysis Expert (FA Expert): This post has for first task to supervise the knowledge content conveyed by EUFANET within a specific research domain in which it is specialised. It provides this expertise to the Executive Committee officers.

The Web Discussion Group Agent: This post has for first task to create and maintain the EUFANET Website and the E-Mail discussion list. It provides this expertise to the Executive Committee officers, mainly the Animation Vice-President.

The Knowledge Data Base Agent: This post has for first task to create and maintain the EUFANET database or library of knowledge in all its forms, paper or electronic. It is also responsible to create and maintain the distribution list of the EUFANET technical bulletin. It provides this expertise to the Executive Committee officers, mainly the Publication Vice-President.

The Technical Meeting Agent: This post has for first task to coordinate and implement the EUFANET periodical Symposium. It provides this expertise to the Executive Committee officers mainly the Symposium and Workgroup Vice-President.

The Exterior Affair Agent: This post has for first task to identify and maintain contacts with other associations or organisms sharing similar objectives as EUFANET. It provides this expertise to the Executive Committee officers mainly the President.

Executive Committee:

The Executive Committee is composed at the minimum of the President, the Animation Vice President and the Secretary-Treasurer. The Executive Committee has meeting at least once every three months to verify the good progress of the operations (the meetings can be held by phone or by videoconferences). The Executive Committee proposes the decisions to be taken by the Board of Directors.

ARTICLE 4. ANIMATION

- Frequency: PERMANENT
- Site: mainly through EUFANET Website, Web mail and discussion group.
- Technical Organisation:
 - The Animation Vice-President has full authority to maintain permanent contact and exchange of ideas and knowledge with all the Members and other organisations sharing similar objectives as EUFANET. He does this with the help of the Web Discussion Group Agent.

ARTICLE 5. FORMATION

- Frequency: minimum annual (one per year) and as often as required.
- Format: from technical meetings to one-day workshop; can be held at the same time as the Symposium.
- Site: to be defined by the Board of Directors
- Technical Organisation:
 - The Formation topics and day(s) are advanced by the Formation Vice-President and proposed by the Board of Directors to the members (through the distribution list, or the technical bulletin). The topics are selected by the members.
 - The Formation Vice-President assumes the organisation and the coordination of the Formation mainly with the help of the appropriate FA Expert(s).

ARTICLE 6. PUBLICATIONS

- Frequency: annual (one per year) and at each event of the Association.
- Format: to be defined by the Board of Directors
- Technical Organisation:
 - The Publications contents are proposed by the Publication Vice-President, or the officer in charge of the event, and approved by the Board of Directors.
 - The Publication Vice-President assumes the organisation and the coordination of the publications mainly with the help of the Knowledge Data Base Agent and the appropriate FA Expert(s).

ARTICLE 7. SYMPOSIUM

- Frequency: annual (one per year)
- Site: to be defined by the Board of Directors
- Technical Organisation:
 - The themes are advanced by the Symposium Vice-President and proposed by the Board of Directors to the members (through the distribution list and the technical bulletin). The themes are selected by the members.

- The Symposium Vice-President assumes the organisation and the coordination of the symposium mainly with the help of the Technical Meeting Agent and the appropriate FA Expert(s).

ARTICLE 8. CONTRIBUTION

The amount of the annual contribution disbursed by the Benefactor Member is proposed by the Board of Directors and approved by the General Assembly. The disbursement of the contribution permits the Association to promote his services and products on the EUFANET Website, in its publications, and during the formation events or annual Symposium..

ARTICLE 9. EXPENSES AND SALES ENGAGEMENT

The officers authorized to engage expenses or sales are:

The President for an amount of 2000 Euros

The Secretary for an amount of 2000 Euros

ARTICLE 10. VOTING MODALITY

The vote is necessary for:

A. Election of the members on the Board of Directors (officers)

B. Constitution of the Executive Committee by the officers of the Board of Directors

The Secretary is in charge of the preparation, the registration of the vote counting, and the minutes of the General Assemblies.

Toulouse, Mai 16 2005

The president

The secretary