

NJF Statutes

NJF (The Nordic Association of Agricultural Scientists) was established in 1918. The statutes for NJF are valid for NJF-C (NJF Nordic/Central level). The national associations have statutes of their own.

§ 1

Organisation and language

NJF (The Nordic Association of Agricultural Scientists) was established in 1918 as a Nordic organization but is now an international association consisting of national associations in the following countries (referred to a "member states"):

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

The Association comprises the following organisational units:

- Assembly of Delegates
- NJF board
- Sections
- Secretary General and a secretariat

The working language of NJF is English. However, working groups and other bodies may choose not to use English when it is most convenient to use a national language.

§ 2

Objectives

The main objective of NJF is to promote and develop interaction (networking) between scientists, advisors, teachers and administrators, and between agriculture, agricultural research, industry, consumers and the society, particularly in the member states. In addition NJF shall promote activities which facilitate research in agriculture, in primary production of food and the quality and safety of the produce, and in rural and environmental issues.

§ 3

Location of NJF office

NJF-C is located together with the Secretariat in one of the member states.

§4

Membership

Members of NJF-C are:

- Members of the national NJF associations in the member states.
- Supporting members are private persons, organisations, institutions and companies that wish to promote the objectives of NJF through financial contributions or otherwise.

- Honorary members are persons whose work for NJF and the Nordic co-operation has been especially valuable.
- Individual members from other countries than the member states.

§ 5

Assembly of Delegates

The Assembly of Delegates is the highest authority of NJF.

Delegates are the chairpersons of the sections and the chair person of each country. In case of absence a delegate can be replaced by another person representing the same body as the absentee.

The Delegates will convene to one annual meeting, the Assembly. Extra meetings can be called by the President, or at the demand of at least five Delegates.

The Assembly is called by the Secretary General at 30 days notice. The agenda and other relevant documents shall be distributed to the Delegates 14 days prior to the meeting.

Minutes are taken at the meeting and made available to the Delegates and members of NJF 30 days after the meeting.

The Secretary General shall participate in the Assembly, but have no right to vote.

At the request by the NJF board, or a Delegate, external experts can take part.

The president, or the vice president, acts as chairperson of the Assembly.

The Assembly forms a quorum when at least 50% of the delegates meet. The Assembly makes decisions by vote majority. In case of parity, the President as the chairperson has the casting vote.

§ 6

The Assembly's agenda

At the Assembly the agenda shall contain the following subjects.

1. Adopt long-term plans and budgets for the activities of NJF.
2. Adopt NJF's annual working programme and budget.
3. Decide on the membership fee to be paid by the national associations to NJF-C for each national member.
4. Approve of the annual report on the activities of NJF.
5. Approve of the accounts and discharge from liability for NJF board and secretary general. The members of the NJF board have no votes in this matter.
6. Prepare for and decide on a congress theme and country every fourth year.
7. When relevant, decide on the establishment/discontinuation of sections, the number of sections and to revise the mandates.
8. Establish working groups/committees that are intended to work for a time longer than the congress period. The Assembly also decides on the mandates and members of these groups.
9. Issue publications and other information material as a means of furthering the objectives of NJF
10. Appoint honorary members.
11. Appoint at least 3 members from different member states to a President election committee.

12. Give mandate to the NJF board to make legally binding economically on behalf of NJF.
13. Decide on the employment of a Secretary General, and on the location of the secretariat.
14. If the Assembly finds it appropriate, delegate matters and decisions to the NJF board.
15. Instruct the Secretary General on the management of NJF's economy, and supervise the work of the Secretariat.
16. Prepare for appointment of Secretary General.

§ 7 Election Periods

Only persons who are national members can have positions of trust 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 shall carry out their functions until the new NJF board and section boards have been constituted (cf. § 9 and 14). No one can be appointed a member of the same body for more than two election periods in continuation. In each body of NJF the representation should be as broad as possible in terms of profession, gender and age of the members.

§ 8 NJF board

The NJF board is the executive body of NJF-C, and consists of the chairpersons of the sections, and the President, who is acting as chairperson.

The NJF board forms a quorum when at least 50 % of members meet. In addition to conventional way meetings by phone, video conferencing and email can be used. The NJF board makes decisions by vote majority. In case of parity the President shall have casting vote.

The NJF board's first meeting after the congress shall be called by the Secretary General. At this meeting the NJF board shall elect a vice president among its members. Following meeting dates are set by the NJF board, and meetings are called at 14 days notice by the President. The agenda and other documents shall be at the disposition of the board members 8 days before the meeting.

Minutes shall be taken at the meetings.

At a meeting of the NJF board, the chairperson of a section can be replaced by another section member. External experts can participate in the meetings.

The NJF board 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 shall participate in the meetings of the NJF board, but has no voting right.

The NJF board has the following main functions:

1. Prepare proposals for long-term and annual working plans and budget which are to be decided on by the Assembly of Delegates.
2. Prepare other matters for the consideration by the Assembly.
3. Consider proposals, which are referred to the NJF board by members, sections, national associations or by the Assembly.
4. Ensure that NJF's activities are in accordance with current and future development within the scope of NJF.

5. The NJF board can make legal bindings economically in accordance with the mandate of the Assembly of Delegates, and can delegate such matters.
6. Appoint members of external committees.
7. Manage the congress arrangements in co-operation with the National Association in the host country in accordance with mandate set by the Assembly of Delegates.

§ 9

President

The President is the leader of NJF and represents NJF.

The Assembly of Delegates appoints an election committee, which nominates candidates based on suggestions by national and section boards. The election committee shall through the National Associations organise electronic voting for those members with e-mail addresses and by ordinary mail for those without e-mail. Members of NJF have the right to vote. The members must be given at least 10 days to vote.

The candidate that is given most votes is elected. If two or more candidates receive the same number of votes, the election procedure is repeated with these candidates. In case there is only one candidate, who is given less than ½ of the votes, then the entire election procedure shall be repeated.

The president must be elected one month before the congress.

§ 10

Sections and plenary sessions

The sections are the professional bodies of NJF with responsibility for their respective areas. Sections consist of the members of the national associations that have signed for a specified section or sections.

The section's highest authority is the plenary session, held in connection with the NJF congress every 4th year. The chairperson of the section's board calls the plenary session, together with the invitation to the congress. The plenary session will be the last meeting for the resigning board.

The plenary session forms a quorum with the members present.

Minutes are taken at the session, and are made available to the participants and other members in one month after the session.

At the plenary session the following subjects should be dealt with:

1. Appoint a chairperson and a secretary for the session.
2. The section board's report of the work carried out in the last four-year period.
3. Discuss the section's 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 states. The section board can appoint up to four additional board members with special knowledge of the section's working area.

Each national representative shall be appointed by the annual meeting of the national association prior to the congress. The period can be prolonged once.

The board elects a chairperson and a vice chairperson among its members for a four year period. The section board appoints a secretary either among the members of the board or outside the board.

The chairperson of the resigning board calls the new section board's first meeting, preferably in connection with the plenary session.

The board decides when and where meetings are held taking into account the joint meeting of all sections 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 are taken at board meetings, and made available to board and other members in one month time. Decisions of the section board shall be made by at least 50 % of the board. In case of parity of votes the chairperson shall have the casting vote.

Agenda and other necessary material shall be distributed 8 days prior to the board meeting. The section board decides on its own working procedures.

§ 12

The Section Board's tasks

A section board has the following main tasks:

1. Prepare and propose annual and long-term working plans and budget to be discussed at the annual meeting, the Assembly of delegates, and every 4th year at the plenary session.
2. Stipulate working procedures for the section.
3. When necessary, to establish working groups.
4. Maintain and develop contacts with similar research organisations.
5. Be responsible for the activities of the section being in accordance with the development in the area.
6. Propose interdisciplinary activities and establishment of working groups accordingly.
7. Report annually to the Assembly of Delegates and to the NJF board on the section's activities.

§ 13

Bodies under the Section Board

A section board can set up working groups, for instance in order to:

- Arrange seminars, scientific courses, etc.
- Establish and develop co-operation in special fields within the scope of the section
- Clarify questions regarding research methodology, terminology etc.
- Compare available research results
- Prepare plans for research assignments which can be solved more appropriately through co-operation or work distribution
- Initiate research projects and participation in international research programmes

It shall be up to the section board to grant authority to a working group with a clear and concrete objective and a term of office, which is adjusted to the task to be carried out. If a term of office is extended beyond four years, approval has to be obtained from the Assembly of Delegates.

The section board shall appoint the chairperson of the working group. Meetings in working groups must be documented by written minutes.

§14

Secretary General and the Secretariat

At the suggestion of the NJF board the Assembly of Delegates shall appoint and employ a Secretary General for a designated period with the possibility of prolongation of the employment.

The Secretary General shall implement the decisions taken by the Assembly of Delegates and shall conduct the work of the Secretariat in accordance with NJF's statutes.

The Secretariat to NJF assists the Secretary General in the work to manage the economy, issue publications, and carry out other tasks on behalf of the Assembly and the President. On request the national associations submit their up-dated membership registers to the Secretariat for mailing purposes.

AD delegates to the Secretary General the function of legal signatory of the Association.

§ 15

Economy and Accounts

NJF's budget and accounts shall follow the calendar year. Two auditors appointed by the Assembly of Delegates shall audit the accounts. One of them shall be a state authorised public accountant. Auditors and their deputies shall be appointed for two years at a time. NJF's administrative system and accounting shall 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 the annual meeting, and the executive body is the association's board. The national board can consist of the national representatives elected to the section boards or members with special knowledge to the working area of NJF.

The national association shall have the following responsibility:

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 Government grants and other funding for NJF's activities.
4. Transfer to NJF-C Government grants, supporting members' contributions, and other funds, and the membership fee decided on by the Assembly of Delegates at latest in October each year.
5. Work for the objectives of NJF and to observe the interests of NJF.
6. Arrange the NJF congress in close co- operation 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 make initiatives for NJF's board 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 shall decide on the statutes of the national association, which are to be in accordance with the statutes of NJF-C and the national regulations.

§ 17

Amendment of statutes

Amendment of NJF's statutes shall be decided by the Assembly of Delegates. An amendment requires that at least $\frac{3}{4}$ of those entitled and present are for the amendment. If less than $\frac{3}{4}$ of the entitled members are present then the amendment must be confirmed at a following meeting in the Assembly of Delegates, where at least $\frac{3}{4}$ of those entitled and present must be for the amendment.

§ 18

Discontinuation

In case of discontinuation of the Association its funds shall be used to promote agricultural research in member states in accordance with the decision of the Assembly of Delegates.

Modifications to the 10 November 2006 corrected and approved statutes were decided by the Assembly of Delegates on 17 November 2010 and the statutes were approved by the Assembly of Delegates on 13 June 2011.