



The Nordic Lipidforum Statutes

Revised at the board meeting in Uppsala, Sweden, 27.08.2017. Approved at the Members meeting in Uppsala 28.9.2017.

- §1. The Nordic Lipidforum is a professional organization for individuals and organisations in the five Nordic countries Denmark, Finland, Iceland, Sweden and Norway with common interest in lipids. It is an interdisciplinary forum for the broad range of information within lipid research and technology in the Nordic countries and collaboration with relevant international bodies.
- §2. Lipidforums' activity includes the organization of Nordic lipid symposia, special symposia, seminars and courses as well as the sharing of relevant information and publication activity through the Nordic Lipidforum's web pages.
- The activity is lead by a board with the assistance of the Secretariat whose tasks are defined in a separate annual contract with the Head of the Secretariat.
- A year of activity is equal to the budget year, which is from January 1st to December 31st.
- §3. Membership is obtained by an application submitted to the Secretariat. Membership structure is defined in the Nordic Lipidforum's web pages.
- Membership can be terminated by written message to the Secretariat, and is valid at the beginning the following activity year. The board can decide on the termination of membership if membership fee is not paid for one year.
- §4. Members' meeting (general assembly) takes place during a Lipidforum Symposium, which normally is held bi-annually. This meeting is considered as the deciding entity. Additional membership meetings can be held when the board deems it necessary. Voting among members can in certain cases be done by e-mail. A members meeting decides with simple majority. Minutes are sent to all members.
- §5. The membership structure and fee is decided by the board.
- §6. The board is composed by 11 delegates, of which 2 from Denmark, Finland, Iceland, Sweden and Norway and the Head of the Secretariat. In between member's meetings, the board can appoint board members provided they are elected by their country members (voting by e-mail). Of the 2 board members from each country, one should be employed/associated by a company and the other at a research institute/university. The mandate period for each delegate is 4 years. Re-election can occur. The mandate period shall be bi-annual between the two delegates from the same country, meaning that only half of the board delegates will be up for election at each members' meeting.
- Members of each country elect their representatives for the board, and only they have the opportunity to vote by e-mail. The election should proceed as follows:
- *The Head of the Secretariat announces by e-mail to the members, two months prior to the members meeting, who of the board members are resigning or are up for re-election, and encourage all members from that country to nominate new board members. Nominations are to be made by e-mail to the Head of the Secretariat.
- *One month prior to the members' meeting the list of nominees is sent out by e-mail to all members from the country that is electing their board representatives.
- *The Head of the Secretariat counts the votes and brings the result (anonymously) to the members' meeting. Based on the voting result the members' meeting elects the new member(s) of the board. If two persons receive the same amount of votes, the election is made by drawing lots. The election procedure is approved by the members through e-mail.



Chair person of the board is elected for 2 years, and is one of the board members.

The board takes decisions with simple majority, and can conclude when the chair person is present together with 4 more board members. Voting can occur by e-mail. In cases of equal number of votes, the chair person decides.

§7. Secretariat function is administered by the Head of the Secretariat, who's tasks are defined in a separate contract between the board (without the Head of the Secretariat present) and the Head of the Secretariat.

Head of the Secretary is elected for 4 years. Re-election can occur.

In case of the Head of the Secretariat is unable to act in the role, the chair person of the board can appoint a temporarily acting Head of the Secretariat.

§8. For symposia, seminars, courses etc., separate budget and accounts are made. The person responsible for arranging the event is responsible for the budget and accounts. Final balance (profit/deficit) is transferred to the Nordic Lipidforum. A copy of the final accounts is sent to the Head of the Secretariat and is presented in the Lipidforum annual report.

§9. Lipidforum may own funds.

§10. Accounts are taken care of by the Head of the Secretariat and approved by a registered accountant. The accounts are managed through a registered organization "Nordisk Lipidforum- Sekretariat Norge" (no. 995264234).

§11. The Head of the Secretariat presents the annual report and accounts at the first board meeting every year. The yearly report and accounts are then to be presented at the members' meeting for a final approval and liability. This can also be done by e-mail.

§12. Revisions of the statutes are suggested by the board and are to be accepted by minimum 7 board members. Board members can also make their vote by e-mail. Changes in the statutes are decided on the following members meeting, alternatively by e-mail.

§13. In the case of termination of the Nordic Lipidforum, any assets are to be transferred to "Nordic Council" or a similar organization. Such a decision is to be made by the members meeting, or all members are to vote by e-mail.

Ingrid Undeland
Chair of the board | SWE

Robert Wolff
Secretary | NOR

Place: Uppsala, Sweden

Date: 28 August 2017

Version History (latest on top):

- Approved at the Members meeting in Uppsala, Sweden, 28th August 2017
- Approved at the Members meeting in Helsinki, 18th June 2013