The By-Laws of the Federation of European Biochemical Societies

The following By-Laws set out the procedures and rules of administration designed to implement the objectives contained in the FEBS Memorandum of Association and Articles.

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Updated March 2026
Previous updates: January 2025; February 2024; 1.3.2016

Introduction

FEBS' Articles of Association clauses concerning the By-Laws: https://www.febs.org/document-uploads/FEBS_-_Memorandum_and_Articles_of_Association.pdf:

15.1.1 (pg. 12): *…the Council shall be required to approve any adoption and/or modification of the articles and By-laws*;

32.1 (pg. 20): The Executive Committee may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Federation (the "By-laws").

32.2 The Council has the power to alter, add or to repeal the By-laws.

32.3 The Executive Committee must adopt such means as they think sufficient to bring the By-laws to the notice of Constituent Societies.

32.4 The By-laws shall be binding on all Members. No By-law shall be inconsistent with, or shall affect or repeal anything contained in, these articles.

32.5 The Executive Committee may amend the By-Laws on application by the relevant Committee or Working Group provided that the alternations apply to the operating rules of that Committee or Working Group. Budgetary amendments should be support by the Executive Committee. Any amendment which would substantially alter the scope or purposes of a Committee or Working Group would need the approval of Council.

Membership of FEBS committees and working groups:

- **Elected members**:

- For Executive Committee members, the elected term is three years and eligible for a maximum of two elected three-year terms. Exceptionally and with the agreement of the Executive Committee, an Officer (EC member) may stand for re-election for a third three-year term. Save with the approval of Council, an EC member who has served for six (exceptionally nine) consecutive years will not be eligible to be re-elected as an EC member for a period of one year.
- For committee and working group members, the elected term is four years and they are eligible to be elected as an EC member at any time during their four-year term. Committee members will not be eligible for re-election in another capacity for at least one year after completion of their term of service.

- **Co-opted members**:

- Co-option proposals are made by the committee Chair, with the agreement of the committee's elected members, and are approved by the EC normally before the start of the following year.
- Co-opted members are appointed for a one-year term, with the exception of the Investment Monitoring Officer (IMO) role. The IMO role term will be the same as for Executive Committee members.
- The number of co-opted members should not exceed 50% of the total number of elected members.
- Co-opted members do not have voting rights on committees.

- **Ex-officio members**:

- FEBS EC members can be appointed ex-officio as members of other FEBS committees, with approval by the EC before the start of the following year.
- Ex-officio members have voting rights.
- The Secretary General and Treasurer are automatically ex-officio members of all FEBS committees and working groups.

- **FEBS staff** may attend EC and committee meetings, by invitation, but they do not have voting rights.
- **Independent expert advisers**: may be appointed with the approval of the EC to fulfil a specific function of that committee for a stated limited period of time; such advisers may attend meetings but they do not have voting rights.

The Executive Committee and Strategic Priorities
As one of the core functions of the EC, FEBS has a Strategic Plan outlining its priorities over a five-year period (currently running to 2028). The EC will continue to review and plan FEBS future strategies and, after each review, the document will be presented to Council for approval.

FEBS office:
- FEBS registered office is in Cambridge, UK
- Address: St Andrew's House, 59 St Andrew's St, Cambridge CB2 3BZ, UK
- FEBS administrative staff, including the Treasury staff, are preferably based in the Cambridge office.
- FEBS journal staff have use of the office facilities as and when required.

Review: each committee or named EC member should review the respective By-Laws annex on an annual basis and any amendments will be in accordance with the Articles, as stated above.

A. By-Laws for FEBS Secretary General

A.1 PROFILE

The Secretary General (SG) of FEBS has a central role in the day-to-day operation and governance of the Federation. Therefore, (s)he also carries responsibility for FEBS' role in the development of science in Europe and relations with its member societies.

The SG should be a scientist with an established excellence and standing in research in the molecular life sciences so as to have the appropriate insight into and understanding of FEBS aims and activities, including journal publishing in the life sciences. (S)he should be a member of a FEBS Constituent Society.

(S)he should preferably have a proven record of experience in scientific administration and policy making of a learned society, academy or institute, preferably with an international and/or European outlook, as well as in one or more of FEBS committees or working groups.

(S)he needs to have the interest, understanding and capacity in further developing and promoting the All-European society and policy makers' attention and involvement in the promotion of science on this continent and its neighbouring countries.

The Secretary General is the line manager for the Chief Administrator staff position and Partnerships and Collaborations Manager position.

A.2 DUTIES AND RIGHTS

A.2.1 Annual Council meetings

1. The SG, with the assistance of FEBS administration, shall convene and organize the annual Council meeting and coordinate its logistic arrangements, prepare and distribute the Council Agenda with all pertinent documents based on the contributions and feedback of the Constituent Societies as well as the input and reports provided by Chairpersons of the Committees and Working Groups and all other Executive Committee (EC) members.

The SG, with the assistance of FEBS administration, will arrange to record the meeting, prepare, circulate and amend the minutes according to any input of the EC and Council meeting participants.

If the Council meeting cannot take place in person (ie. due to Congress postponement), then the SG, with the assistance of FEBS administration, shall convene and organize the Council meeting to be held online as a virtual meeting with the elections, for the vacant positions of FEBS committees and working groups, still taking place as a live vote online.

2. Before the end of the preceding year, the Executive Committee members chairing a committee will provide updated lists of their respective committee composition, including co-opted (non-voting) members, ahead of the call for elections. By March of each calendar year, approximately 4 months prior to each Council meeting, The Secretary General, with the assistance of FEBS administration, will:

i. prepare a list of the available positions for election to the FEBS Committees and Working Groups, distribute it to the Constituent Societies and Officers and request their nominations for candidates not later than six weeks (usually the end of May) prior to the

Council meeting;

ii. ask all Constituent Societies and Officers to send items to be included in the Council's Agenda approximately six weeks (usually the end of May) prior to the Council meeting;

iii. ask all Constituent Societies to send the names of their appointed Delegates to the forthcoming Council meeting, not later than six weeks (usually the end of May) prior to the meeting;

iv. ask all Constituent Societies to submit their bid applications to host the FEBS Congress, in agreement with the Congress Counsellor and in consultation with the Congress core PCO, three years ahead of the relevant date, with the deadline not later than six weeks (usually the end of May) prior to the Council meeting.

3. After the deadline for nominations has passed (usually the end of May), each committee will meet (including ex-officio voting and co-opted non-voting members) to collectively agree on their suggested candidate(s) from the nominations received; this will be discussed preferentially at the in-person EC meeting before the FEBS Congress so as to allow for an overall review of candidates across all available position. The agreed EC recommendations, based on candidate profiles as well as on geographical distribution and gender balance, will be presented at the Council meeting. At least two weeks prior to each Council meeting the SG, with the assistance of FEBS administration, will circulate the CVs of the nominated candidates among the Constituent Societies and Officers, together with a list of the current members of the relevant Committees.

4. Candidates standing for election to positions on the Executive Committee should preferably attend the Council meeting preferably in-person, or online, to present their candidacy.

5. Voting election protocol during Council meetings:

- Endorsements of candidates from societies: permitted in advance or in the meeting.
- List of EC recommendations from nominated candidates for the applicable committee will be shared on screen before each vote (see point 3 above).
- Candidates are elected by a simple majority.
- Round 1: all candidates eligible for voting. The candidate achieving a simple majority is elected. If none of the candidates achieve a simple majority, a round 2 vote will open.
- Round 2: the highest scoring 3 (maximum) candidates from round 1. The candidate achieving a simple majority is elected. If none of the candidates achieve a simple majority, a round 3 vote will open.
- Round 3: only the 2 highest scoring candidates from round 2. The candidate achieving a simple majority is elected.
- If 2 or more candidates are to be elected, the highest scoring 3 (maximum) remaining candidates in round 1, save the new member-elect (if achieved a majority in round 1), would proceed to round 2 of voting. The process will be repeated until the election of all the elected members needed.

A2.2 Executive Committee Meetings

The SG, with the assistance of FEBS administration, shall:

1. prepare and distribute the Agenda for all EC meetings along with pertinent documents based on the contributions and feedback of all other EC members;

2. supervise and coordinate the logistic and administrative arrangements for the meetings;

3. arrange during each EC meeting a date and place for the next meeting – usually two in-person EC meetings are held each year: one in February/March and the second in conjunction with the FEBS Congress; other EC meetings may be held online at more frequent intervals on a focused item(s).

4. prepare, circulate and amend the Minutes according to EC members' input.

5. arrange for the EC meeting to take place online as a virtual meeting, in the event it cannot be held in person.

A.2.3 Contact with the FEBS Constituent Societies

The SG, with the assistance of FEBS administration, is responsible for maintaining continuous communication between FEBS EC and the Constituent Societies. This involves flow and dissemination of information about FEBS activities to and from the latter. In addition, the SG or their nominee may visit the FEBS Societies, attend their national meetings upon request, especially in the countries with underdeveloped economies. (S)he should be responsible for disseminating information on FEBS activities and acquiring information on local needs for FEBS support. The SG is responsible for arranging on request from Constitutive Societies expert scientific evaluation of research carried out in universities and research institutes.

A.2.4 Public Relations and Communications

The SG shall, with the assistance of FEBS administration, supervise the information management and ascertain in collaboration with the Chairpersons of FEBS Committees and working groups that the FEBS website, FEBS News and communications to Constituent Societies contain the most up-to-date information about FEBS' various activities, vacancies, nominations and relevant decisions from the minutes of FEBS meetings.

A.2.5 Counsellor for Institutional Relations (CIR) and cooperation with other organizations

The CIR will be elected by Council (the first call for nominations will be in 2026) and the CIR will be a member of the Executive Committee with voting rights.

The CIR will bring established connections and significant experience working with scientific and academic organizations at the national and international level, as well as with EU scientific governance in Brussels and beyond. The CIR will facilitate and enhance collaborations between FEBS and this community and represent FEBS to them.

The CIR will attend meetings of BioMed Alliance and the Initiative for Science in Europe (ISE); FEBS is a member of both organizations. The CIR may likewise attend conferences of other scientific and science-policy making organisations so as to involve FEBS in the

global development of science, albeit primarily in Europe.

FEBS has contacts with EU political officers, EMBO, ERC, BioMed Alliance in Europe, ISE, EurSci4Health, as well as with non-European organizations in order to exchange information and coordinate activities related to science and society. In particular, under the umbrella of the BioMed Alliance, FEBS has participated in efforts to obtain from the EU the best research budget for the next Framework program (FP9) and also for inclusion of key points of interest to members of FEBS Constituent Societies such as: an increased ERC program budget, small network projects that may give rise to large projects, international labs for neighbouring countries, creation of common resource platforms such as biobanks, reinforcement of the Marie Curie program, funding for shorter stay European PhD programs, reorganization of evaluation processes, and minimization of bureaucracy.

Scientific policy at the European level can be split into two strands: funding and regulation. Within the area of science funding, FEBS aims to empower scientists to take a more active role in strategic plans and to enable them to speak with a unified voice. By consulting the scientific community, it is much easier to generate a bottom-up approach and, most importantly, to create a vision for life sciences, which can be supported through European funding. The other aspect to science policy is working on the regulatory side, ensuring that there is sound scientific input into new laws and regulations that impact the life sciences.

B. By-Laws for the Treasurer and the Finance Committee

B.1 PROFILE

The Treasurer has a unique role in making or receiving and recording all financial transactions of the Federation and reporting these to the EC, Council, the Auditors and statutory bodies and preparing and submitting the Annual Report to Companies House and the Charity Commission in England and Wales.

The Treasurer should be a scientist with an established reputation in the biomedical sciences so as to have the appropriate insight into the aims and objectives of the Federation.

(S)he should be a member of a FEBS Constituent Society and have a proven record of experience in the financial affairs of the Federation or of a learned society together with knowledge of journal publishing in the life sciences.

B.2 DUTIES AND RIGHTS OF THE TREASURER

1. The Treasurer must establish a Treasury team with sufficient staff financed by FEBS to fulfil the reporting, financial and statutory obligations of the Federation.

2. The Treasurer chairs the Finance Committee and is responsible for financial matters of the Federation.

3. The Treasurer reports to the Council about the financial status at every Council Meeting and to the EC and the Finance Committee about financial developments on a regular basis.

4. The Treasurer should liaise with members of the Finance Committee over financial developments and arrange at least one Committee meeting per year to finalize the annual accounts and prepare a budget for the following year to be presented to the EC and to Council for approval.

5. The Treasurer, with the explicit approval by the EC, should arrange for the Investment Monitoring Officer (IMO) to become a signatory to the bank and investment accounts.

6. The Treasurer must consult with the Auditors and provide them with any relevant information they require.

B.3 DUTIES TO THE OFFICERS AND COMMITTEES.

B.3.1 For the Secretary General of the Federation, the Treasurer shall:

provide the financial support for FEBS administration support to the Secretary General; and provide the financial support of FEBS-related travel, hotel and other necessary expenses.

B.3.2 For the Congress Counsellor the Treasurer shall:

provide the financial support for FEBS administration support to the Congress Counsellor and provide the financial support for FEBS-related travel, hotel and other necessary expenses.

B.3.3 For Committees of the Federation, the Treasurer shall:

i. keep them informed of developments in their annual expenditure;

ii. provide the financial support for their meetings, supply funds for their operations and make payments of grants and awards according to the approved budget for a committee;

iii. reimburse the expenses of any Committee member who with the approval of the EC attends an invited event on behalf of the Federation.

B.3.4 For Publications of the Federation, the Treasurer shall:-

i. in collaboration with the Chair of the Publications Committee and FEBS Press Publisher, recruit and employ editorial staff to support the work of the Editors-in-Chief of the FEBS Press journals;

ii. establish in collaboration with the FEBS Press Publisher, Editors-in-Chief of the journals and the Chair of the Publications Committee the levels of remuneration/fees to be paid to editors and referees;

iii. make payments to members of the editorial boards and referees according to data on the numbers of manuscripts handled, supplied by the Managing Editors of the journals;

iv. with the Publications Committee and its Chair and in collaboration with the FEBS Press Publisher, negotiate with Publishers, and if appropriate expert consultants, the terms of contracts to be offered to the Publishers of the journals owned by the Federation and for all other undertakings in publishing;

v. with the Chair of the Publications Committee and in collaboration with the FEBS Press Publisher, submit contracts to be signed with the Publishers for final approval of the EC;

vi. with the Chair of the Publications Committee and in collaboration with the FEBS Press Publisher, monitor the contractual provisions with Publishers to ensure they are observed;

vii. with the Chair of the Publications Committee and in collaboration with the FEBS Press Publisher, agree at the contractual annual business meeting with the Publisher the business plan and financial objectives for the following calendar year;

viii. with the Chair of the Publications Committee and in collaboration with the FEBS Press Publisher, review the financial implications of promotional initiatives and developments proposed for the journals by the Publishers and the Editorial Boards and, if appropriate, bring these to the EC and Council.

B.3.5 For Council meetings of the Federation, the Treasurer shall:

i. meet the costs of the meeting venue including the provision of recording the proceedings and electronic voting;

ii. fund the cost of a dinner for each delegate and to reimburse usually one night's bed and breakfast accommodation;

iii. have no other financial obligations to the Members of Council who are delegates of the Constituent Societies, unless they have other roles in FEBS.

B.3.6 For Congresses of the Federation, the Treasurer shall arrange:

i. to pay a grant to help meet organizational expenses to the Host Society on receiving a clear budget proposal: currently (from 2023) the grant stands at EUR 90,000;

ii. to meet the registration fees, travel and hotel expenses for the duration of the Congress for Members of the EC and FEBS committee / working group members, the journal Editors-in-Chief and FEBS staff who are required to attend.

iii. to meet the financial obligations set out in the Congress guidelines for the FEBS lecture awards;

iv. to transfer the journal prize awards to the recipients and reimburse their expenses for participating in a Congress;

v. to fund the Education Committee events, the Science & Society Committee events, the Integration Committee events, the Women in Science events and the Young Persons Forum and Careers of Young Scientists Committee events according to the budgets approved by the EC and Council, on the advice of the Finance Committee.

B.4. THE FINANCE COMMITTEE

There shall be a FEBS Financial Committee composed of the Treasurer as Chair, 2 members all elected by Council and the Secretary General and the Chair of the Publications Committee ex-officio with voting rights. The Investment Monitoring Officer (IMO) is co-opted to the Finance Committee with no voting rights. The Committee may also include up to two other co-opted members. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction. The Treasurer may invite independent investment consultants, financial advisors and employees, appointed by FEBS, to attend Finance Committee meetings, as non-voting observers. The Committee may co-opt for one year at a time an additional non-voting member(s) of the Committee who provide specific expertise.

B.4.1 Terms of Reference

i. to review regularly the finances of the Federation and formulate future policy proposals in the light of this;

ii. to prepare the budget for the following year to be presented to the EC and Council;

iii. to finalize the annual accounts and present them to the EC and Council;

iv. to consult with the Auditors over the annual reports to the Charity Commission for England and Wales;

v. to decide which banks are selected for FEBS accounts;

vi. to consult expert advisors on the appropriate investment strategies to be adopted, then to make decisions on investments;

vii. to decide and pursue policies that are in accordance with guidelines from the Charity Commission and Companies House in England and Wales.

B.5. Investment Monitoring Officer (IMO)

The IMO candidate will be presented by the Secretary General in consultation with the Treasurer and approved by the Executive Committee (EC);

The IMO will be a trustee and EC member with voting rights, be a non-voting co-opted member of the Finance Committee and be invited to Council meetings with no voting rights;

The IMO will provide specialist knowledge and experience of monitoring investments, to be a link between FEBS investment managers and the Finance Committee. The IMO will be based in the UK as long as FEBS investments are managed and regulated in the UK.

C. By-Laws for the Congress Counsellor and for a FEBS Congress

C.1 DUTIES OF THE CONGRESS COUNSELLOR

The Congress Counsellor is expected to be an internationally recognized scientist who has had a major involvement in organizing a previous FEBS Congress or other large international congress and is aware of the obligations which need to be undertaken by any Organizing Committee. (S)he will be the main point of contact with FEBS appointed core Congress PCO, along with FEBS administration. With the assistance of FEBS administration, the Congress Counsellor will monitor the implementation of these By-Laws and the Congress Guidelines and the roles of the Congress host society, organizing committees and the professional congress organizers (PCO). The Congress Counsellor's term is that which is applicable for all EC members. Should the Congress Counsellor have a need for specific additional expertise, the procedure for co-opting members shall apply, as outlined on page 2 above.

Below is a brief summary of the main aspects of a FEBS Congress. Organization of the event is covered in-depth in the separate 'Congress Guidelines' document which is available on request to prospective Host Societies and current Congress organizers from FEBS administration. The Congress Guidelines document must be followed carefully by

Congress organizers to benefit from previous experiences of FEBS Congresses and to ensure consistency and standards in the delivery of this important annual FEBS event. FEBS Congresses are one of FEBS most visible activities. Without doubt the impression that each Congress makes influences the outcome of Congresses and has a significant impact on the prestige of the FEBS 'brand'. Therefore, every effort has to be made to ensure successful events.

Guidelines for 'Preparing a Bid' to host the Congress are available on request from the Congress Counsellor.

C.2 CONGRESS BIDS, ORGANISATION, TIMING AND VENUE

FEBS Congress and the YSF are held annually in countries that have a Constituent Society of the Federation.
From the 2026 Congress onwards, FEBS works with a core PCO selected by FEBS.

1. Bids to host the Congress (2027 Congress onwards):

i. The call for bids will be invited from FEBS member societies approximately 3 ½ years in advance of the proposed date of the Congress.

ii. The member society hosting the Congress (Host Society) will have an important role in the organisation of the Congress, as part of the new organisational committee structure, comprising: the Management Board, Scientific Program Committee, Organizing Committee and Scientific Advisory Committee (as detailed in the Congress Guidelines).

iii. The destination of the Congress should align with FEBS criteria (outlined in the Congress Guidelines) which includes consideration of the travel and location, budget prospects and the life sciences community in the local region.

iv. The procedure, timeline and content of Congress bids is detailed in the Congress Guidelines 'Preparing a Bid'.

v. If no member society declares an interest, FEBS will select its preferred destination, in consultation with FEBS core PCO, MCI Suisse, in accordance with FEBS priorities and criteria (see above). The member society in the country where the Congress is scheduled to take place, will still be invited to participate in the various committees.

vi. Congress bids will be submitted to FEBS Council, +3 years in advance, for approval.

2. Congress timing: a Congress will normally be held at the end of June or at the beginning of July in order to avoid conflict with summer vacations. The Congress should start on a Saturday afternoon and finish on a Wednesday afternoon. The dates should be chosen to avoid clashing with any other known main scientific conferences and local popular events of a similar nature.

3. Congress collaborations: the Congress Counsellor develops and maintains relations with other federations, including IUBMB. Currently if an International Union of Biochemistry and Molecular Biology (IUBMB) Congress is being held in Europe, FEBS collaborates with IUBMB to hold a joint FEBS/IUBMB Congress.

4. Obligations of Organizers: reporting obligations and timescales are outlined in the Congress Guidelines.

C3. ELEMENTS OF A FEBS CONGRESS

1. FEBS Congresses, although aimed at the whole community of biochemists and molecular biologists, should preferably have a focal topic, which defines the Congress.

2. The Congress program is currently held from Saturday to Wednesday. The program must comprise specific Plenary Lectures, Parallel Symposia, Workshops and/or Special Sessions (including those organized by FEBS Committee or Working Groups – see Congress Guidelines), Poster Sessions, a commercial exhibition, a social programme and an Accompanying Persons program.

3. In addition, there is the preceding Young Scientists' Forum (see By-Laws section I).

4. The Plenary Lectures of a FEBS Congress include the Opening and Closing Lectures, the named FEBS Medal Lectures - Sir Hans Krebs Lecture, Datta Lecture and Theodor Bücher Lecture, Rita Levi-Montalcini Lecture and other sponsored and award lectures, which are currently the EMBO Lecture, IUBMB Lecture, PABMB / FAOBMB Lecture, Education Lecture (on rotation), FEBS/EMBO Women in Science Award Lecture and four FEBS Press journals lectures.

C4. DEVELOPMENT OF THE SCIENTIFIC PROGRAMME

1. The development of the scientific programme is collaborative with members of the Scientific Program Committee and Scientific Advisory Committee (as detailed in the Congress Guidelines).

2. The four FEBS Press Award lecturers are chosen by the FEBS Press journals and the chairs of the lectures will be the Chair of the Publications Committee and the Editor-in-Chief of the journals.

3. The program content is outlined in the Congress Guidelines.

C5. FINANCIAL MATTERS.

1. The Congress Counsellor, in conjunction with FEBS administration monitors the Congress budget, in consultation with the core PCO. The Congress Counsellor keeps the FEBS Treasurer informed. Congress bursaries and invoice payments are all handled by the FEBS Treasury.

2. The separate Congress Guidelines provides the details of FEBS contributions to aspects of the Congress, including the main Congress grant, support for participation of delegates from FEBS Constituent Societies through Congress Bursaries and Sprinzl Scheme, FEBS Medal Lecture and prize lecture support including FEBS Press award lectures, the Young Scientists Forum (with a separate budget) and (if applicable) FEBS Fellows meeting support. FEBS contribution depends on the agreement with the core PCO and currently includes costs for the FEBS Congress website platform, and, in collaboration with FEBS' publishing partner, the Congress app and abstract publication in *FEBS Open Bio*.

3. Payment by FEBS of the main grant instalments is linked to the PCO providing FEBS with satisfactory progress reports at the stated intervals prior to the Congress.

4. Budget responsibilities of the PCO are also outlined in detail in the separate Congress Guidelines and include proposing registration fees, speaker support and attracting and managing income streams including from sponsorship and exhibition.

5. Any profit or budget surplus, up to an agreed limit, which may arise from the holding of FEBS Congresses may go to the Hosting Society upon FEBS Council approval, and shall be used solely for the benefit of Biochemistry and Molecular Biology, primarily participation in FEBS events.

C6. FEBS CONGRESS BURSARIES AND SPRINZL SCHEME

1. FEBS Congress bursaries are awards made from a fund allocated to a FEBS Congress to assist the participation of early-career FEBS members from countries beyond the one in which a Congress is held. The bursary currently covers the recipient's registration fee and makes a contribution to their travel, and is paid to the recipient after their participation in the event. The separate Congress Guidelines detail the amount of the fund, the eligibility criteria, the bursary application process and other handling matters. Recipients are selected by the Congress Organizers.

2. The FEBS Congress Mathias Sprinzl Scheme (formerly Hinari B Support Scheme) The scheme aims to encourage active participation in the Congress of scientists from HINARI (Research4Life) countries in the FEBS area. Through this scheme, FEBS will provide funds to the Congress Organizers to cover a 50% reduction in the early-bird registration fee of eligible members of the applicable FEBS Constituent Societies (updated annually for each Congress). The Congress Guidelines detail the amount of the fund and other handling matters.

C7. FEBS PRESS JOURNALS AT THE CONGRESS.

FEBS Press journals income helps provide FEBS funding for the Congress. FEBS Press journals also assist in promoting the event and produce supplements/special issues and the awarding of certain prizes at the Congress. FEBS Press promotes the journals at the Congress. Special events on publishing in general and FEBS Press journals are part of the Congress. Furthermore, the editors-in-chief are part of the programme committee.

1. There are currently four FEBS Press journal award plenary lectures, one for each of the FEBS Press journals, held at the Congress (currently the 4 lectures occupy two 1-hour slots, with each lecture 30 minutes long).

2. Accepted abstracts of delegates who have registered with payment and of the invited lecturers are expected to be published in a digital supplement of *FEBS Open Bio*. Publishing of Abstracts is financed by an agreement between FEBS and John Wiley and Sons.

3. *FEBS Letters* traditionally produces a Special Collection of contributions from invited speakers at the Congress. The Scientific Programme Committee should send the FEBS Letters editorial office a list of confirmed speakers as soon as this is available.

4. For Plenary Lectures it is customary that the Bücher Lecture, the Krebs Lecture and the WISE Award lecture will be published in *The FEBS Journal*, and the Datta Lecture in the Special Issue of *FEBS Letters*. The organizing Committee should notify the Editors-in-Chief of *The FEBS Journal*, and *FEBS Letters* about the identity of these lecturers as soon as they have accepted their invitations to lecture.

5. FEBS Press journal staff may organize FEBS Press poster prizes at the event. The dedicated time for attended poster viewing should be long enough to allow judging of the posters and the award of daily prizes (ie. ideally a minimum of 1.5h) particularly if the posters will only be on display for a single day. There should also be time allowed in the

programme for announcement of the daily poster prize winners and for the overall winners at the Closing Ceremony.

6. When a Constituent Society wishes to publish material from the Congress in their own journal or another publisher offers to publish Congress proceedings or an associated Special Issue, prior permission should be obtained from the FEBS Congress Counsellor and Chair of FEBS Publications Committee.

C8. OTHER ACTIVITIES AND ON-SITE ARRANGEMENTS AT A CONGRESS

1. Congress Organizers are to ensure that space is available in the Exhibition/Poster area of the Congress venue for the presentation of FEBS activities and publications, as well as separate office and meeting space for FEBS personnel.

2. The FEBS Council meeting currently follows the Closing Ceremony of the Congress and Congress Organizers should liaise with FEBS to facilitate a suitable venue.
The separate Congress Guidelines cover in detail the awards and prizes presented and supported by FEBS at the FEBS Congress. These include the Diplome d'Honneur, FEBS Medal Lectures, FEBS/EMBO Women in Science Award Lecture, FEBS Anniversary Prizes of the Gesellschaft fur Biochimie und Molekularbiologie (GBM) and the FEBS Press award lectures.

D. By-Laws for the FEBS Advanced Courses Committee

D.1. COMPOSITION

There shall be a FEBS Advanced Courses Committee (ACC) composed of the Chairperson and, up to seven members elected by Council and, ex officio with voting rights, the Secretary General and the Treasurer. There is an ACC administrative support postholder, who also attends Committee meetings as a non-voting observer. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction. The Committee may co-opt for one year at a time an additional non-voting member(s) of the Advanced Courses Committee who provide specific expertise.

D.2. TERMS OF REFERENCE

1. To solicit proposals for FEBS Advanced Courses, Workshops and Special Meetings on relevant scientific topics in Biochemistry and Molecular Biology and in related scientific disciplines.
2. To consider these proposals, select suitable ones and arrange an annual programme within the total sum available for this activity.
3. To report to the EC and to Council on the programme arranged during the previous year and on its success.

D.3. GENERAL GUIDELINES

Below is a summary of the main aspects of the FEBS Advanced Courses programme. The full Guidelines for Course Organizers can be found on the FEBS website:
https://www.febs.org/events/advanced-courses/for-advanced-courses-organizers/

The Guidelines must be followed carefully by Congress organizers to benefit from previous experiences of and to ensure consistency and standards in the delivery of these events.

1. FEBS supports courses on relevant, current scientific topics in all areas of molecular biosciences. If agreed, Joint Lecture Courses and Meetings with other established Societies in these fields are supported.

2. Organizers are encouraged to consider gender, career development, as well as science & society issues in course programmes. FEBS suggests to denote a plenary lecture as a 'Women in Science' lecture, to be held by a prominent woman scientist.

3. Applications for financial support of events should be submitted to the Advanced Courses Committee (ACC) by the announced deadline(s). Organizers of these events may also apply for FEBS Youth Travel Fund (YTF) grants to support participation of PhD students and young scientists from countries with FEBS Constituent Societies, and in justified cases also from Asia, North and South America and Africa.

4. Proposals are eligible for evaluation if they comply with ACC guidelines and have been received before the deadline. Eligible proposals are evaluated by the international ACC in a competitive process and results of evaluation will be announced not later than October 1 of the submission year.

5. The award of a Grant is contingent on the responsible person agreeing to follow the FEBS Reporting Guidelines set out below.

6. The Chairperson prepares, organizes and runs ACC meetings. ACC meetings follow an agenda prepared by the Chairperson and distributed among ACC members before meetings in due time.

7. All funding decisions are normally taken during ACC meetings and based on a consensus opinion of the ACC on the quality and merit of applications. Only in exceptional cases may the ACC decide on applications outside regular ACC meetings. In such cases, the Chairperson has to consult with all ACC members by e-mail before any decisions are taken.

8. Should votes on funding decisions become necessary, all members and ex-officio members attending the ACC meeting have a single vote. In case of a tie, the Chairperson is entitled to make the final decision on a given application.

9. The responsible person shall be informed in writing about the evaluation results. The FEBS ACC will nominate one of its members to act as 'Member-in-Charge', so as to provide liaison with the course organizers.

10. The Chairperson prepares detailed minutes of ACC meetings to document ACC decisions. ACC minutes must be approved by all ACC members.

11. The Chairperson is responsible for updating the online submission and reporting system. The Chairperson is responsible for keeping a complete record of all activities of the ACC in an electronic format.

12. The ACC accepts and approves scientific and statistics reports of ACC events, all of which must be provided in the electronic format provided.

13. Financial reports must be approved by the Chairperson and The Treasurer's office.

14. The Chairperson is responsible for reporting to the EC and to Council through regular written reports about ACC activities and for seeking approval of budgetary requirements

with the Finance Committee and the EC to cover the administration costs of the ACC.

15. The Chairperson can propose and install international collaborations of the FEBS ACC with other scientific organizations after seeking approval of associated costs with the EC or Council if applicable.

16. Should the ACC Chairperson for whatever reason become unable to undertake the tasks, the EC is entitled to appoint an interim Chairperson among regular ACC members until Council can elect a new Chairperson.

17. In consultation with the ACC, organizers should invite to their courses members of other FEBS committees and FEBS journal editors.

The definitions used in these guidelines are as follows:

Young Scientist – refers to undergraduate students enrolled in university curricula, graduate (PhD) students, and postdoctoral fellows within 5 years of obtaining a PhD – all under 35 years of age.

Invited Speaker / Lecturer – internationally recognized and leading scientist in a given field.

Tutor – co-organizer and/or participant at courses/workshops; usually involved in course organization, experimental planning and/or supervision of experimental/theoretical work; may also be a person who is guiding small groups or young scientists during practical courses.

Senior Scientist – independent group leader or researcher holding a position at academic or non-profit research institutions.

Corporate Scientist – researcher or scientist affiliated with corporate institutions, including pharmaceutical companies.

Other Participant – academic or other scientists (academic and non-academic) attending FEBS events; may be a non-academic researcher and/or accompanying guest.

D.4. FEBS Advanced Lecture Courses

FEBS Advanced Lecture Courses (ALC) should address topical subjects of general importance and allow participating young scientists to interact with invited scientific leaders in the field during oral presentations, poster sessions, round-table discussions and tutorials. As the focus is on teaching and training, lecturers are asked to present introductory lectures followed by state-of-the-art presentations.

D.5. FEBS Practical Courses

FEBS Practical Courses (PC) teach advanced experimental and computational methods in the molecular life sciences; emphasis should be on hands-on experiments so that young scientists can apply these methods in their home laboratories. Lecturers and tutors can be invited to present lectures that provide a theoretical background to the experiments.

D.6. FEBS Combined Practical and Lecture Courses

FEBS Combined Practical & Lecture Courses (PLC) should have strong hands-on training elements in order to teach participating students basic and advanced techniques in molecular life sciences, in addition to providing lectures and seminars.

D.7. FEBS Workshops

FEBS Workshops (WS) should address timely topics of high scientific interest, bringing together experts and interested young scientists in a forum that is different from the lecture courses by enhancing interactions and contacts among lecturers and students. The purpose is to bring experts and interested people together to discuss the most recent developments in a certain field. Oral presentations, poster sessions and round-table discussions are recommended to ensure active involvement and mutual interaction of all participants.

D.8. FEBS Special Meetings

FEBS Special Meetings (SM) should address timely topics of high scientific interest and have a programme featuring a large number of leading scientists in the field, oral presentations based on presented abstracts, and poster sessions. The purpose of such meetings is to provide an optimal forum for a broad discussion between groups of interested scientists and topic experts.

D.9. Joint FEBS/EMBO Lecture Courses

Joint FEBS/EMBO Lecture Courses (EFLC) have the same focus and format as FEBS Lecture Courses, but are financed jointly by FEBS and EMBO. Therefore both parties need to approve these applications. Up to five joint events can be financed annually.

D.10. Co-Funding Possibilities

FEBS encourages organization of Advanced Courses, Workshops, Practical Courses and Combined Practical and Lecture Courses, as well as Special Meetings, that are supported by other relevant funding bodies, commercial organizations and industry, assuming that the terms and conditions of co-funding are in agreement with FEBS policy, and FEBS is recognized as the main funding organization, including in the event title name and through use of the FEBS-branded website. Co-funding is welcomed to stress the wider scientific and technological importance of the proposed events and their topics.

D.11. FEBS Journals Partnership

FEBS ACC initiated a partnership with *FEBS Letters* in April 2019. This partnership is the result of a long-standing relationship between FEBS Advanced Courses and *FEBS Letters*, as the full journal income has always supported the budget of the FEBS Advanced Courses. *FEBS Letters* is now the official publication partner of FEBS Advanced Courses, thereby giving the opportunity to FEBS Advanced Courses organizers and speakers to promote visibility of their latest work through publication. Other FEBS journals, such as FEBS Open Bio, can also be an ideal forum to publish articles pertinent to FEBS Advanced Courses, and can contribute to support Advanced Courses activities, e.g. by sponsoring awards to the best young presenters.

Course organizers are encouraged to publish in FEBS journals a consensus/community paper or a theme-issue about their course, in particular young scientists who could act as Guest Editors.

D.12. Budget and Financing

The Guidelines for Course Organizers details the current maximum funding from FEBS and the different events of the FEBS Advanced Courses Programme have specific

funding limits.

D.13. Reporting Guidelines

Main points: by signing the Appendices to the Decision Letter and receiving the FEBS grant, the main Organizer agrees to present a complete Report of the event, and this reporting procedure must be completed within three months after the end date of the event. The essential Reporting Forms are Scientific Report Evaluation Summary, Participants Statistics and Financial Report.

D.14. Youth Travel Fund (YTF) Grants

Course Organizers can apply for YTF grants to support participation of PhD students and young scientists in events of the FEBS Advanced Courses Programme.

There are two types of YTFs: 1. YTF and 2. Trans-YTF. The FEBS YTF funding is awarded to Organizers for support of participation of students and postdocs from within the FEBS area. In addition, Organizers can apply for one transcontinental YTF (Trans-YTF) award to assist participation of a young scientist from outside the FEBS area. Trans-YTF awards are from a separate budget and are offered as a result of financial support from IUBMB (administered and paid by FEBS) for participation of scientists from outside the FEBS area in FEBS Advanced Courses.

CONTACT AND ADMINISTRATIVE SUPPORT

The Chair of FEBS Advanced Courses Committee currently has an administrative support postholder. FEBS funds this administrative support position as part of the Advanced Courses Committee budget.

E. By-Laws for the Education and Training Committee

E.1. COMPOSITION

1. There shall be a FEBS Education and Training Committee composed of a chairperson, five ordinary members elected by Council and, three ex officio with voting rights (the Secretary General, the Treasurer and the Chairperson of the FEBS Integration and Networking Committee). The Committee may co-opt for one year at a time an additional non-voting member(s) of the Committee who provide specific expertise. Terms for the elected, ex-officio and co- opted members are the same as those applicable to all FEBS committees and working groups and stated in the Introduction.

2. The Committee Chairperson shall be responsible for the functioning of the Committee over which they preside, including the meeting schedule and the supervision of committee activities.

E.2. TERMS OF REFERENCE

The FEBS Education and Training Committee has the mission of promoting education, training and life-long learning of the highest quality in molecular life sciences in Europe. To realize this important objective, the committee is committed:

1. to provide leadership in education and training activities to increase the knowledge and skills of educators and researchers;
2. to support and encourage the development and dissemination of innovative teaching approaches, good education policies, good practices and educational resources;
3. to organize activities and training designed to strategically improve teaching and learning in molecular life sciences.

E.3. EDUCATION and TRAINING ACTIVITIES

1. At the Congress, in accordance with the Congress guidelines, the Education and Training Committee organizes several education-related activities. These include Education Plenary Lecture and special session(s) on current topics in Education and Training, as well as sessions held jointly with other FEBS committees (in accordance with the Congress guidelines and in consultation with the Congress organizing committees; poster session on education and training and the organisation for the best poster prize on Education and Training, and other educational events at the Congress, as and when required.

2. The Committee works with national constituent societies across Europe and organizes FEBS Education and Training Workshops (2-3 per year) or related training events with host constituent societies.

3. The Committee organizes the FEBS Education and Training Conference (every 2 years). This Conference is a 2 – 4 day event with different formats of delivery of topics related to education and training.

4. The committee runs and oversees the activities of the FEBS Education Ambassadors (one representative from each constituent society), also organising the calls for appointment of ambassadors.

5. The Committee sponsors and oversees the events arranged by FEBS Constituent Societies on educational issues in host countries. Such events might be timed to coincide with the national meetings of the Member Societies.

6. The Committee organises the call and evaluation of the FEBS Education National Lecture Award which is given twice a year for plenary or keynote speakers on education at the scientific program of the national congress of the applicant society (in consultation with the Congress Counsellor and National Lecture awards).

7. The Committee is the founder body of the FEBS Education and Training Academy. The FEBS Education and Training Academy champions excellence and innovation in science and research by fostering education and training skills of current and future educators in molecular life sciences. By combining excellent teachers, innovative, executive-style teaching formats, interactive and online learning tools, the Academy designs and delivers a variety of in-person and online training programmes which provide cutting-edge knowledge and skills necessary for delivering innovative and effective teaching & training in all disciplines of life sciences.

8. The Chair of the FEBS Education and Training Committee works closely with the Editor-in-Chief of FEBS Open Bio, in which there is an Education Section. The Editor-in-Chief of FEBS Open Bio (in consultation with the Chair of the Education and Training Committee) nominates the Section Editor and the Associate Editor of the Education section and the Publications Committee appoints these editors.

9. The Committee serves as the first port of call in respect of enquiries about the educational activities of FEBS.

10. Members of the Education and Training Committee liaise with the organizers of the YSF and related events with a view to providing information and help with career enquiries (CV writing, career planning for the educator role etc).

11. The Education and Training Committee also organizes joint events with other Committees or groups, especially Advanced Courses, Science & Society, Careers of Young Scientists and Integration and Networking committees.

12. The Education and Training Committee also liaises with the education committees of other organisations such as IUBMB, FAOBMB, etc, when joint Congresses or other events are being planned.

F. By-Laws for the Excellence Awards and Fellowships Committee

F.1. COMPOSITION

There shall be a FEBS Excellence Award and Fellowships Committee (EAFC) composed of the Chairperson and up to twelve members elected by Council, who will be elected from candidates grouped by expertise and stating the number of members required with each group of expertise, in accordance with the call for nominations, and, ex officio with voting rights, the Secretary General and the Treasurer. The committee's number of members should have some flexibility according to the expertise required. This includes appointing External Reviewers, proposed by existing committee members, FEBS journals and FEBS EC members, to assist with reviewing applications given the growth and the vast array of scientific fields in programmes overseen by the EAFC. There is an EAFC administrative support postholder, who also attends EAFC meetings as an observer. FEBS staff members may attend, by invitation of the Chairperson, as observers. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction.

The Committee may co-opt additional member(s) for one year at a time depending on the particular expertise required and if not otherwise provided by elected members.

F.2. TERMS OF REFERENCE

1. To administer the FEBS Fellowships and the FEBS Excellence Award programmes.

2. To arrange for the due consideration of applications for Fellowships and FEBS Excellence Awards.

3. In co-operation with the FEBS Treasurer, to assure payments to FEBS Fellowship holders and FEBS Excellence Awardees, in accordance with the respective guidelines.

4. To monitor the progress of Fellows and FEBS Excellence Awardees.

F.3. GENERAL GUIDELINES

1. As part of FEBS commitment to young scientists, FEBS offers Short-Term Fellowships to members of its Constituent Societies. FEBS Fellowships are intended to allow members of FEBS Constituent Societies working in a FEBS country to work in a

laboratory in another FEBS country.

The FEBS Excellence Award is intended to support early-career independent group-leaders who have established their laboratory for at least one year and who have an excellent track record. The FEBS Excellence Award will be provided for a 3-year duration and is for the purchase of small equipment or consumables, to a maximum of €100,000 in total. Applicants should be members of a FEBS Constituent Society.

The EAFC, with the approval of the EC, may introduce other FEBS fellowship schemes which will have a defined purpose, budget and set of guidelines.

Schemes organized jointly with IUBMB (or similar partners) may be introduced with the approval of the EC and with a defined purpose, budget and set of guidelines.

2. Applicants should be a member of a FEBS Constituent Society.

3. Applications from well-established scientists and/or from scientists working for commercial companies will not be considered.

4. FEBS Fellowships may not be used to complement, or as an extension to, another fellowship. Applicants should state whether applications have been submitted to other funding bodies for the same project and whether any other fellowships have been received towards the same visit.

5. No grant will be given by FEBS to the institute receiving the Fellow to cover research costs or bench fees.

6. FEBS does not recognize recipients of its Fellowships as agents or employees of the Federation and accepts no liability for their actions and activities, or for their health and safety. It is the responsibility of the Fellow or the Scholarship Holder to ensure that the host institute is fully covered by the appropriate insurances. No salary to the awardee or any other individual can be taken from FEBS Awards.

7. Medical and travel insurance are not provided by FEBS. Recipients of grants are urged to ensure that they are fully covered by the necessary insurances.

8. FEBS is a charitable organization and its Fellowships are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any taxes levied by a national authority.

F.4. GUIDELINES FOR SHORT-TERM FELLOWSHIPS

https://www.febs.org/our-activities/fellowships/febs-short-term-fellowships/guidelines-for-febs-short-term-fellowships/

To be read in conjunction with the GENERAL GUIDELINES set out above (F.3).

1. Short-Term Fellowships (STFs) are for short-term visits (not longer than two or, in exceptional cases, three months, for the purpose of scientific collaboration, advanced training or employing techniques not available at the candidates' usual place of work. Applicants must have a PhD or have at least one published paper as a main author in an international scientific journal.

2. Candidates should normally be scientists who have obtained their PhD degree within the past six years. However, duly justified career breaks such as compulsory national service and parental leave may be considered.

F.5 FEBS EXCELLENCE AWARD

https://www.febs.org/funding/excellence-awards/

To be read in conjunction with the GENERAL GUIDELINES set out above (F.3).

FEBS Excellence Awards are intended to support research projects in the molecular life sciences from early-career group leaders. They are granted over three years and amount to €100,000. The FEBS Excellence Award is a support to be used exclusively to purchase small equipment (for a maximum of €15,000) and/or consumables related to the project; salaries, stipend and overheads cannot be paid for by the Award.

1. The FEBS Excellence Award is awarded in support of or in connection with the Awardee's research project in accordance with the terms of the Project Proposal.

2. Applicants should be scientists who have obtained their PhD degree within the past eight years. However, duly justified career breaks such as compulsory national service, ill-health, and parental leave of 18 months per child may be taken into account.

3. Prior to the current employment, the applicant should have worked in a different country for at least two years.

4. Applicants must be employed in a salaried capacity as a group leader by the Host Institution (a Host Institution means a university or a research centre), irrespective of the origin of the funding sources, for at least one year prior to the submission of their Project Proposal to FEBS. Candidates must have secured future financial support at the Host Institution for the entire 3-year duration of the Award.

5. Host Institutions must be established in a country with a FEBS Constituent Society.

6. Applicants must have a current membership of a FEBS Constituent Society.

7. FEBS Excellence Awards are not granted to scientists who have been recipients of a FEBS Long-Term Fellowship preceding their current employment if the Host Institution is the same.

8. In each call, no more than one candidate per given Host Institution will be granted an Excellence Award.

9. FEBS Excellence Awards are awarded once a year. Applications should be submitted before July 1st of the corresponding year.

F.6. FEBS EXCELLENCE AWARDEES MEETING (formerly FEBS Fellows Meeting)

Previous Fellows Meetings, now called Excellence Awards Meetings, have been held in Spain in 2012, France in 2014, Israel in 2017, Poland in 2019, Portugal in 2022, Italy in 2024 and Türkiye 2025, in conjunction with the Young Scientists Forum and preceding

the FEBS Congress. In principle, Fellows Meetings take place every two years.
Given the Long-Term Fellowships program was discontinued, there are no Fellows left.
The Meeting is thus called the FEBS Excellence Awardees Meeting, as of June 2024.

CONTACT AND ADMINISTRATIVE SUPPORT

The Chairperson of FEBS Excellence Awards and Fellowships Committee currently has an administrative support postholder. FEBS funds this administrative support position as part of the FC budget.

G. By-Laws for the Publications Committee

G.1. COMPOSITION.

There shall be a FEBS Publications Committee composed of the Chairperson, five ordinary members elected by Council, and the Secretary General and Treasurer ex-officio with voting rights. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction. The FEBS Press Publisher shall attend the committee's meetings as an advisor. The Editors-in-Chief of the FEBS Press journals are regular participants in its meetings but they must be absent from discussions where they could be perceived, determined by the Chair, as having a conflict of interest. The Committee may co-opt for one year at a time an additional non-voting member(s) of the Committee who provide specific expertise. Other FEBS staff, members of the FEBS junior section and other appropriate experts invited by the Chairperson may attend as guests.

G.2. TERMS OF REFERENCE

1. To select the Editors-in-Chief of *The FEBS Journal*, *FEBS Letters*, *Molecular Oncology and FEBS Open Bio* and to recommend their appointment to the Executive Committee.

2. To appoint members of the Editorial Boards of the FEBS Press journals nominated by the Editors-in-Chief of the respective journals.

3. To consider all aspects of publication policy in accordance with the Objectives of the Federation and to advise the EC and Council on all matters concerning publications.

4. To oversee the editorial activities of all FEBS publications, in conjunction with the FEBS Press Publisher. A member of the Publications Committee and the FEBS Press Publisher have to be invited to participate as observers in any meetings of the journal editorial boards.

5. To advise the Executive Committee on suitable publishing partners for the FEBS Press journals and, in conjunction with the FEBS Press Publisher, FEBS Treasury and FEBS administration, to conduct negotiations with publishers and vendors, presenting any contracts agreed for the Executive Committee's approval.

G.3. RESPONSIBILITIES OF THE CHAIR OF THE PUBLICATIONS COMMITTEE

1. To appoint and line manager the FEBS Press Publisher.

2. To supervise the recruitment of journal staff, by the FEBS Press Publisher, to support the work of the Editors-in-Chief and the FEBS Press journals.

3. To ensure, in consultation with the FEBS Press Publisher and the FEBS Treasurer, that the contractual provisions with FEBS commercial publisher are observed.

4. To attend, together with the FEBS Press Publisher, the FEBS Treasurer and Secretary General, the contractual annual business meeting with FEBS' commercial publisher and agree a business plan and financial objectives for the next calendar year.

G.4. GUIDELINES FOR INVOLVEMENT OF FEBS PRESS AT A FEBS CONGRESS

1. Representatives of the FEBS Press journals will join the Scientific Programme Committee for each Congress, in accordance with the Congress Guidelines.

2. FEBS Letters will produce a Special Collection of contributions from invited speakers at the Congress. The Editor-in-Chief or Reviews Editor will contact the Organizing Committee to obtain a list of invited speakers as soon as this is available.

3. For Plenary Lectures it is customary that the Bücher Lecture, the Krebs Lecture and the WISE Award lecture will be published in *The FEBS Journal*, and the Datta Lecture in the Special Issue of *FEBS Letters*. This should be mentioned in the invitation letters sent to these awardees, and the journal editorial offices should be informed as soon as acceptances are received.

4. There are four FEBS Press journal award plenary lectures, one for each of the FEBS Press journals, held at the Congress (currently the 4 lectures occupy two 1-hour slots, with each lecture 30 minutes long).

5. FEBS Press journal staff may organize FEBS Press poster prizes at the event. Announcement of the daily poster prize winners and the overall winners at the Closing Ceremony is part of the congress program.

6. Accepted abstracts of delegates who have registered with payment and of the invited lecturers are published in a digital supplement of *FEBS Open Bio*. Publishing of Abstracts is currently financed by an agreement between FEBS and John Wiley and Sons.

7. Additional arrangements between FEBS Open Bio and Congress: two FEBS Open Bio awards (namely, one article prize and two speed talk prizes) will be awarded as a way to facilitate congress-journal cross-promotion.

8. When a Constituent Society wishes to publish material from the Congress in their own journal, or another publisher offers to publish Congress proceedings or an associated Special Issue, prior permission has to be obtained from the FEBS Congress Counsellor and the Chair of FEBS Publications Committee.

H. By-Laws for the Science and Society Committee

H.1 COMPOSITION

There shall be a FEBS Science and Society Committee (S&S Committee) composed of a Chairperson and three ordinary members elected by Council, and ex-officio the Secretary General, the Treasurer, and the Chair of the Integration and Networking Committee with voting rights. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction. The Committee may co-opt for one year at a time an additional non- voting member(s) of the Committee who provide specific expertise.

H.2. TERMS OF REFERENCE

1. The S&S Committee is focused on outreach, opening FEBS to the public and building the connection between the life sciences community and the wider public. The Committee aims to champion diversity within biochemical sciences. Working with the wider public beyond policy makers, the Committee, in collaboration with the FEBS Constituent Societies, aims to increase the understanding of biochemical science across Europe. This is particularly important as life sciences have undergone a tremendous explosion during recent years, including the impact of the Covid pandemic on the wider population. This rapid development has resulted in a number of ethical issues and the Committee aims to provide unbiased contributions to the wider societal debate.

2. As part of our societal remit, the S&S Committee runs a science and society Special Session at the FEBS Congress open to a public audience. The speakers of these sessions will be selected by the Chairperson of the Committee after consultation with its other members and receive a letter of invitation from the Congress Organizing Committee co-signed by the S&S Committee Chairperson. These Special Sessions are organized by the Chairperson of the S&S Committee, in consultation with the Congress organizers. The S&S Committee may consider with Congress organisers the possibility to organize a lecture in the annual FEBS Congress concerning scientific policy and funding possibilities, through European programmes, by an executive officer of the European Commission.

3. To encourage the organization of public awareness events addressing the local public, in conjunction with the annual FEBS Congress. Organization of such events should be done by the national organizing team of the respective annual FEBS Congress, but the S&S Committee should be fully informed at an early stage.

4. The committee aims to build on the Congress session and reach a wider audience by inviting proposals from FEBS Constituent Societies to run a science and society event or activity, under the same theme, with a grant of (currently) up to €2,000 from FEBS to support this and a social event in collaboration with the constituent societies.

5. To normally meet once a year to plan upcoming activities.

6. To report through the Chairperson to FEBS Council on the Committee´s current and future activities.

H.3. FINANCES

1. The expenses of members of the FEBS Science and Society Committee attending a meeting of the Committee will be met by FEBS. Members attending a Committee Meeting held during or immediately before a FEBS Congress will be reimbursed as set out in the By-Laws of the Treasurer and Finance Committee (section B.3.6.3)

2. The invited speakers of the Special Session(s) at a FEBS Congress organized by the Science and Society Committee will receive the same financial support as all other speakers in the Congress.

3. The speakers of the Science and Society Committee sessions will be accommodated in the same or equivalent hotel as the speakers at other sessions of the FEBS congress. The organizational tasks involved will be provided by the local organizers.

4. For events organized by the Science and Society Committee outside the yearly FEBS Congresses (see above), an organizational budget, subject to approval by the EC, is provided by FEBS to cover other costs related to the event and other committee activities during the year including a member(s) of the S&S Committee participating in events on behalf of the Committee for FEBS and their travel and accommodation costs.

I. By-Laws for the Careers of Young Scientists Committee (CYSC)

I.1 COMPOSITION

There shall be a FEBS Careers of Young Scientists Committee to promote career development among FEBS members, composed of a Chairperson elected by Council, four ordinary members elected by Council, and the Secretary General, Treasurer, the Chair of the Excellence Awards and Fellowships Committee and the Chair of the Women in Science Working Group as ex-officio members with voting rights. Terms are the same as those applicable to all FEBS committees and working groups and stated in the Introduction. The Committee may co-opt for one year at a time an additional non-voting member(s) of the Committee who provide specific expertise.

I.2. TERMS OF REFERENCE

1. To advise the FEBS Committees on measures to improve the careers of young scientists and to recommend expenditure on these actions to the EC and Council.

2. To organize the Young Scientists Forum (YSF) held before each FEBS Congress, along with the FEBS YSF Bridge activity during the Congress to promote the next events organised by the Committee.

3. To organise the FEBS-IUBMB-ENABLE Conference.

4. To supervise and coordinate the FEBS Junior Section, encouraging FEBS Constituent Societies to nominate young members.

5. To organize sessions at the FEBS congress on topics relevant to the development of Young Scientists' scientific careers. These may include round table discussions to inform

on career opportunities, fund raising mechanisms, tutorials on scientific writing etc. Also, the role of researchers in the ERA, and the instruments developed by the European Union to promote the research scientist profession will be among the relevant topics to be addressed.

6. The Chairperson of CYSC may cooperate and coordinate activities with other Committees and Working Groups, as well as with other scientific organizations, to promote tutorials and activities that will help to develop the careers of young scientists.

7. To support and promote activities organized by young scientists in countries that have a FEBS Constituent Society.

I.3. THE YOUNG SCIENTISTS' FORUM (YSF)

The YSF was established in 2001 and is a satellite meeting of up to 2.5 days immediately preceding the Congress, and is organized by young scientists, overseen by the FEBS Chair of the Careers of Young Scientists Committee. The aim is to provide an international scientific meeting that is specifically organized by young scientists, for young scientists. The expected outcome is the creation of scientific contacts among the participants that will facilitate their participation in the main congress, and will foster the formation of collaborative networks at a very early stage of the participants' scientific career.

1. The YSF is organized with a budget that is independent from the Congress budget: FEBS will provide funds for around 100 young scientists, covering their travel, registration and accommodation during the Forum as well as the Congress, and will also cover YSF venue and speaker costs; the total number of participants is usually ca. 125.

2. YSF Chair and YSF Organizing Committee: The Host Society will propose the Chairperson and members of the YSF Organizing Committee, in consultation with and with final approval by the FEBS CYSC Chair. Each year, the local organization of the YSF is planned and organized by young scientists from the Congress host Society. The local YSF Organizing Committee, will comprise local young scientists and the FEBS CYSC Chair. The Chairperson of the YSF Organizing Committee should attend the YSF of the preceding FEBS Congress. The YSF Organizing Committee, and the Chairperson of the YSF in particular, are expected to coordinate the organization of the YSF with the Organizing Committee of the FEBS Congress.

I.4. FEBS-IUBMB-ENABLE CONFERENCE

The FEBS-IUBMB-ENABLE conferences are 3-day international and interdisciplinary events for PhD students and postdocs, hosted at a different research institute each year. These events are organized by young scientists for other young scientists and overseen by the Chair of the Careers of Young Scientists Committee. This type of conference offers an opportunity to learn, network, explore career options, and gain skills in outreach and science communication.

Since the launch of ENABLE, FEBS and IUBMB have been the main sponsors of the events, and, since 2022, have now joined forces to give continuity to these successful events and to offer research institutes devoted to molecular life sciences worldwide the opportunity to host and participate in the organisation of one of these conferences.

There are separate application guidelines and the roles of FEBS and IUBMB are elaborated in the FEBS-IUBMB Agreement (as referred to in section N below).

I.5. FEBS JUNIOR SECTIONS

Students and young researchers of some FEBS Constituent Societies have come together to create the FEBS Junior Section, which is supervised by the FEBS Chair of the Careers of Young Scientists Committee. They develop joint activities and share resources, as well as open doors for young European scientists to opportunities outside their home countries by providing the relevant contacts and fostering communication within the network.

Both FEBS and the Constituent Societies support their young members with a variety of activities and opportunities. In addition, some of the Societies have a Junior Section, which is a group or subdivision of the Society that is organized by their young members, who plan and deliver activities for students and young researchers. Other Societies have national junior representatives instead of junior sections.

The FEBS Junior Section encourages students and young scientists in the molecular life sciences to join their initiative (by joining their Constituent Society and then joining the FEBS Junior Section). They also invite FEBS Constituent Societies without a Junior Section to create one, or select a national young representative. To raise awareness of their initiative, the FEBS Junior Section organizes activities, such as online talks with key researchers, and hosts a room on the FEBS Network.

J. By-Laws for the Integration and Networking Committee (INC)

J.1 MISSION

The INC's primary goal is to promote and facilitate communication and collaboration among Constituent Societies, supporting and advising them in strengthening and developing their activities and in fostering cohesion and connectivity within FEBS. It identifies Constituent Societies' needs, initiates coordinated activities, and provides guidance to foster their development and impact. Additionally, it actively contributes to the coordination and harmonisation of FEBS initiatives and programmes and promotes networking and communication of FEBS with other organisations and institutions in Europe and worldwide, thus contributing to FEBS' global visibility and recognition in the field of molecular life sciences.

The INC oversees and actively contributes to the development and functioning of the FEBS Network. This digital platform serves as a vital space for molecular life scientists, enabling seamless sharing of knowledge, advice, news, insights, opportunities for collaboration and resources relevant to their research. It also serves as an additional communication channel for FEBS to engage with its community.

By fostering networking, communication, and collaboration through different activities, including leveraging the FEBS Network and its functionalities, the INC endeavours to strengthen the ties within the molecular life sciences community, cohesion of FEBS, and further the collective advancement of research in the field.

J.2 COMPOSITION

It consists of a Chairperson and up to four ordinary members elected by the Council. Additionally, it includes ex-officio members, the Secretary General, the Treasurer, the Chairperson of the FEBS Education and Training Committee and the Chairperson of the

FEBS Science and Society Committee. The terms of office align with those applicable to all FEBS committees and working groups as stated in the Introduction. The Committee also has the flexibility to co-opt, for one-year terms, additional non-voting member(s) who provide specific expertise as needed.

J.3. TERMS OF REFERENCE

1. To assess the requirements of FEBS Constituent Societies and molecular life sciences communities in countries where a society is not established. This entails comprehending the challenges encountered, including issues such as restricted communication channels, absence of effective leadership, organisational deficiencies, or inadequate connections with FEBS.

2. To lead and organise activities - leveraging the identified needs, the INC takes proactive steps to arrange and manage initiatives aimed at assisting Constituent Societies by offering organisational advice, mentorship, guidance and facilitating access to resources offered by FEBS. The objective is to enhance and develop the functioning of these societies or establish national societies in countries where a society does not exist.

3. To actively promote and facilitate communication and collaboration among various Constituent Societies and with FEBS. This encompasses supporting effective communication between Constituent Societies and their respective members. By nurturing partnerships among Constituent Societies and fostering active engagement with FEBS, the INC aims to establish a network that enhances mutual support and cooperation, thus strengthening the collective impact and capabilities of the Constituent Societies.

4. To initiate and coordinate activities of Member Society Representatives (MSRs), each representing a Constituent Society, and organise the process for their selection. MSRs serve as the primary liaison between FEBS and their respective societies, with the goal of disseminating information about FEBS initiatives to their society members, encouraging participation, and facilitating increased involvement in these activities. Additionally, MSRs serve as advocates, communicating the needs and desires of their societies to FEBS. Appointment of an MSR is conducted by the Constituent Society and ratified by FEBS for a renewable one-year term, with no specified limit on the number of terms. In cases where an MSR's performance is deemed unsatisfactory, FEBS reserves the right to request the appointment of a replacement MSR.

5. To foster a close collaboration with the Strategic Marketing Manager (SMM), aiming to enhance, advance, and harmonize the FEBS initiatives and programmes while concurrently augmenting the visibility, acknowledgment, and worldwide impact of FEBS within the molecular life sciences field.

6. To organise and conduct exploratory visits to Constituent Societies to enhance collaboration with FEBS and comprehend their needs and challenges. These visits, coordinated with National Societies if existent or upon invitation from local molecular life sciences communities, facilitate discussions with various stakeholders, including representatives from universities, research institutes, funders, and government officials. Following these visits, comprehensive reports are generated, analysing the landscape of molecular life sciences and proposing measures for both Constituent Societies and FEBS to enhance community development and competitiveness based on the gathered insights.

7. To oversee and contribute to the advancement and maintenance of the FEBS Network, a project supported by Wiley as part of the current FEBS publishing agreement. The FEBS Network aims to create a vibrant and interactive digital space that facilitates communication, collaboration, and the dissemination of information among molecular life scientists, ultimately contributing to the advancement of research in their respective fields. It is considered an important communication tool for FEBS to connect with and engage its community and platform for FEBS to disseminate information, updates, and initiatives to its members and the broader scientific community.

The INC plays a role in maximizing the FEBS Network effectiveness and contributes to the platform by providing guidance, fostering engagement, and ensuring that the platform meets the needs of the molecular life science community it serves.
The Committee collaborates closely with partners to ensure the effective functioning, successful development, maintenance, and continuous enhancement of the platform.

8. In coordination with other FEBS committees and working groups to actively partake in and contribute to FEBS initiatives and activities geared towards enhancing collaboration with European scientific organisations and institutions, as well as global entities in the field of molecular life sciences. This concerted effort seeks to strengthen FEBS' influence, visibility, and recognition on a global scale.

K. By-Laws for the Women In Science (WISE) Working Group

K.1 COMPOSITION.

There shall be a FEBS Women in Science Working Group (WISE WG) to promote FEBS' activities on the topic of Equality in Science. The Working Group is composed of a Chairperson elected by Council and ex-officio the Secretary General, the Treasurer and the Chairperson of the FEBS Careers of Young Scientists Committee. Should the WISE Working Group activities expand, the Chairperson may call elections in accordance with the above procedures, for up to four elected members. The Committee may co-opt for one year at a time an additional non-voting member(s) of the Committee who provide specific expertise. A major focus of the working group is the FEBS-EMBO Women in Science Award.

K.2. TERMS OF REFERENCE

1. The WISE WG was established in 2001 to facilitate awareness on the issue of Gender Issues in Science and to encourage people to participate actively in promoting gender equality in science, and to support the Constituent Societies of FEBS and academic institutions in FEBS countries on the issue of Women in Science.

2. The WISE WG organize events at each FEBS Congress, in close collaboration with the Organizing Committee, for example, a lunch for young female scientists to discuss career-related issues with senior scientists.

3. Each year FEBS and EMBO work together to select one outstanding female scientist for the FEBS / EMBO Women in Science Award. The FEBS-EMBO Women in Science

award selection panel will meet once a year to decide on the next WISE Award winner from the applications received.

4. The Chairperson of the Working Group is an elected member of FEBS EC and reports to FEBS Council every year.

K.3. THE FEBS/EMBO WISE AWARD.

1. The aims and application procedure for this award are described here: https://www.febs.org/other-activities/prizes/febs-embo-women-in-science-award/. The call for nominations will open at the end of March with the deadline at the end of May, for the subsequent year's award.

2. The applications will be judged by a Selection Panel comprised of eight to ten members (4 nominated by FEBS' EC or the EMBO Secretariat). One of the FEBS members must be the chairperson of the FEBS WISE WG.

3. The chair of the FEBS WISE WG or the representative from EMBO will chair the meeting of the Award Selection Panel.

4. Membership of the Award Selection Panel is for a period of three years but they may be co-opted for a limited time (usually only 1 year), if the need arises.

5. Members should be chosen from different countries and different fields of expertise, with preferably equal gender representation.

6. The Award Selection Panel will meet once a year, during the FEBS Congress, to evaluate nominations and to determine the award recipient for the following year. The selection panel will be invited to attend the annual FEBS Congress with the costs of the meeting, plus the travel and accommodation, shared equally between FEBS and EMBO.

7. The award recipient will be invited by the Congress Organizing Committee to deliver a plenary lecture at the FEBS Congress.

8. The award will be made at the FEBS Congress, with a representative from EMBO usually co-chairing the award ceremony and lecture. During the award ceremony, the award winner will receive a cheque for €10,000 and a statuette.

9. The costs of the WISE Award statuettes and the travel and accommodation costs for the winner to attend the FEBS Congress will be shared equally between FEBS and EMBO.

10. The Chairperson of the Award Selection Panel will have the duty of notifying the award recipient, be involved in the publicity following the announcement, and be responsible for the coordination of the award ceremony at the FEBS Congress.

L. By-Laws for Society Membership of FEBS

L.1 SOCIETY MEMBERSHIP

Applications for society membership are approved by Council and any approval is conditional on a site visit by a delegation of the Executive Committee to confirm the details of the application. Subject to the outcome of that site visit, the start date of the new society membership of FEBS will be 1st January the following year.

As a basis for a new application, and where requested for existing societies, the applicant Society should provide:

1. A short history of the Society together with its aims and objectives and a copy of its charter (where available) and evidence the Society represents scientists in that country (and beyond if applicable) in the field of biochemistry and molecular biology;

2. A description of its organizational structure and the titles and functions of its officers;

3. The rules for accepting members and their current number and composition;

4. Activity of the society: evidence of organizing annual meetings and seminars and involvement in FEBS activities including the Congress in the previous two years and planned in the future to show it remains active;

7. A short survey of the institutions in the country prosecuting research in biochemistry and molecular biology.

6. FEBS has two categories of society membership: Member Societies and Associate Member Societies. Member Societies, accepted by the Council, shall pay the annual membership and have voting rights in the Council. Associate Member Societies, accepted by Council, do not pay the annual membership fee and do not have voting rights in Council meetings, but they may nominate a delegate to attend Council meetings (with no voting rights). FEBS' Constituent Societies comprise Member Societies (currently 35) and Associate Member Societies (currently 4). (Full details are in FEBS Articles of Association.)

7. FEBS Executive Committee may request this information from existing societies if, at any time, they deem that such information is not known in relation to a society's current status.

L.2 CORPORATE MEMBERSHIP

Corporate partnerships or memberships may be considered as part of FEBS Strategic Priorities work in the future.

M. By-Laws for the Support for FEBS Constituent Society events

M1. FEBS3+ Meeting Programme

1. The FEBS3+ Meeting programme has been established to support Scientific Meetings organized in collaboration by at least three (or more) FEBS Constituent Societies. This programme is overseen by the Congress Counsellor, with support from FEBS administration.

2. These events (a maximum of two per year) should be scientific meetings with symposia and colloquia corresponding to the format of an annual national scientific meeting of a Constituent Society.

3. The total FEBS support is currently €20,000 per event. A sum of €10,000 will be awarded to the host Society for general organization purposes to cover lecturers' travel expenses, accommodation, congress venue renting etc. The second €10,000 has to be used for a 3+ travel award scheme to attract young scientists living outside the host country who are members of the two (or more) collaborating Societies.

4. A FEBS3+ Meeting Programme shall be awarded only when the host organization is not already in receipt of FEBS funds to support the same event which they host, and on the undertaking that no additional application for funds will be made to FEBS in the same calendar year. Societies participating in a FEBS 3+ Meeting who are not the host society, are still eligible to apply for FEBS National Lecture support if they are holding a national meeting as part of the FEBS 3+ Meeting.

5. The deadline for applications in any one year shall be 30th September of the preceding year. If two applications have not been approved by this closing date, the application deadline may be extended.

6. The title of events funded by the FEBS3+ Meeting programme should normally start with the designation 'FEBS3+ Meeting:' followed by the specific event title, and the FEBS logo should appear prominently on the meeting website's homepage and printed program. The role of FEBS should be made clear on the 3+ meeting event website which is that FEBS provides generous support for the 3+ meeting but FEBS is not the organizer (the event organization is the responsibility of the host society in accordance with these 3+ Meeting guidelines.)

Guidelines for FEBS 3+ Meetings are available on the FEBS website: https://www.febs.org/our-members/support-for-members-of-constituent-societies-events/guidelines-for-febs3-meetings/.

M2. FEBS National Lectures

1. FEBS National Lectures were established to commemorate the 40th anniversary of the Federation of European Biochemical Societies. These FEBS National Lectures (usually 5 per year) are intended as Plenary Lectures that significantly enhance the quality of a scientific meeting, symposium or annual national scientific meeting of a Constituent Society. This programme is overseen by the Congress Counsellor, with support from FEBS administration.

2. The Lecturer should be a distinguished scientist with a significant international

reputation for fundamental contributions to the fields of biochemistry and molecular biology. An engraved glass award will be provided by FEBS for presentation to the FEBS National Lecturer after their presentation. If the speaker needs to change, the organizer must notify FEBS to gain their approval before any further decision is made and FEBS financial support continues.

3. FEBS support shall consist of travel expenses (economy flight) for the named speaker already approved; additional support for Hinari B countries is available. The host organization will offer free registration and accommodation. FEBS will not offer an honorarium.

4. A FEBS National Lecture shall normally be awarded only when the host organization is not already in receipt of FEBS funds for support of the same event which they host, and on the undertaking that no additional application for funds will be made to FEBS in the same calendar year, including Education National Lectures. Societies participating in a FEBS 3+ Meeting who are not the host society, are still eligible to apply for FEBS National Lecture support if they are holding a national meeting as part of the FEBS 3+ Meeting.

Guidelines for FEBS National Lectures are available on the FEBS website: https://www.febs.org/our-members/support-for-members-of-constituent-societies-events/guidelines-for-national-lectures/.

M.3. FEBS Patronage

FEBS Patronage is offered to FEBS Constituent Societies' own activities to help with their promotion to participants and with obtaining other sources of support. It is intended to recognize activities with a high scientific or other value in line with FEBS' charitable objectives. Applications for FEBS Patronage can be made where the Constituent Society's event or activity may not be eligible for the other existing support initiatives offered by FEBS.

FEBS's Patronage may be granted to a range of activities organized by FEBS Constituent Societies, including national and international scientific events. Patronage cannot be granted to individual persons, organizations themselves and permanent activities.

Guidelines for FEBS Patronage are available on the FEBS website: https://www.febs.org/our-members/support-for-members-of-constituent-societies-events/.

N. By-Laws for the Collaboration with non-member organisations

N1. Collaboration with developing countries in Europe and neighbouring regions

FEBS approves the participation of biochemists and molecular biologists and related scientists from the above countries in the activities organized by FEBS, subject to the specific guidelines of particular FEBS activities. The general guidelines for FEBS awards should allow biochemists, molecular biologists and related scientists from the above countries where there is no FEBS Constituent Society to receive support. The FEBS annual Congress and Advanced Courses programme attract participants from well beyond the European FEBS region, and our Fellowships programme is open to FEBS

members of all nationalities working in the FEBS area.

N2. FEBS collaborations with IUBMB

FEBS and IUBMB have an agreement, outlining all current collaborations.

Changes to the collaborations currently listed in that agreement can be made, in accordance with the terms of that agreement. The overall agreement will be reviewed every three years, in addition to any specific timescales stated in the individual annexes.

The agreement contains the following annexes – one for each current collaboration:
1. Advanced Courses
2. Education and workshops
3. FEBS-IUBMB-ENABLE Conferences
4. FEBS Congress and joint FEBS-IUBMB Congresses
5. Executive Committee meetings of IUBMB and FEBS

FEBS Executive Committee may explore collaborations on certain FEBS activities with other regional federations.

N3. Support for Congresses and Worldwide Lectures

FEBS has long held close ties with the International Union for Biochemistry and Molecular Biology (IUBMB) and is also developing links with learned societies in the molecular life sciences in regions with emerging interest, investment and output in this area of research. In particular, FEBS contributes to the quality and range of research communication and education at large scientific meetings out of Europe by funding transcontinental travel of distinguished speakers. The sponsored lectures also provide opportunities to raise awareness of the journals of FEBS among potential contributors and readers, as well as of other FEBS activities.

Travel costs will be provided for a distinguished European chosen by the Congress Organizers to deliver a plenary lecture “The FEBS Lecture” at IUBMB Congresses. The other obligations to a plenary lecturer remain the responsibility of the Organizers.

FEBS Research Academy Articles

Article I: Establishment and Purpose

1.1 Establishment

The FEBS Research Academy (FRA) is hereby established by FEBS Council in accordance with the proposal outlined in the document.

1.2 Purpose

The FEBS Research Academy aims to recognize and celebrate premier molecular life scientists from Europe and worldwide, foster closer connections between elected members of the Academy and FEBS, and serve as a valuable resource to support FEBS activities and initiatives. FRA is a FEBS brand that nurtures scientific excellence and overall contribution to scientific community thus contributing to FEBS vision and mission. FRA

members are invited to actively promote and support FEBS activities and initiatives.

Article II: Vision, Mission and Objectives

2.1 Vision

The FEBS Research Academy is envisioned to serve as a prestigious hub of excellence in molecular life sciences and related fields, fostering research, innovation, and collaboration among scientists in the field. Through engagement, leadership and advocacy, the FEBS Research Academy shall strive to shape the future of scientific research in the field, advancing knowledge and driving positive changes for the benefit of society.

2.2 Mission

FEBS Research Academy shall empower and enhance FEBS activities focused on advancing research in molecular life sciences, ultimately contributing to the betterment of society.

2.3 Objectives

To build more awareness and appreciation of FEBS as a leading European scientific organisation, to develop closer connections between leading scientists and FEBS, thus helping to progress the aims and profile of the Federation, and to increase the influence of FEBS within the scientific community. Members of the FEBS Research Academy will be invited to serve as valuable assets to FEBS, providing advice and support for its activities and initiatives. To acknowledge and honour outstanding researchers in molecular life science and related fields from both Europe and around the globe, in order to highlight their exceptional contributions to scientific advancement and innovation

Article III: Membership

3.1 Eligibility

Membership in the FEBS Research Academy shall be open to scientists in molecular life sciences and related fields, based on the excellence of their published research work and/or wider contributions to the scientific community.

3.2 Designation

Members shall be encouraged to use the following suggested designation in their affiliations to spread the awareness, recognition and prestige of FEBS: FRAM (FEBS Research Academy Member).

3.3 Membership

It is anticipated that the membership of the Academy will grow to approx. 1000 members over a period of 20 years and maintained at this level through retirement of existing members and adjustment of the number of new members elected in subsequent years.

3.4 Types of membership

The FEBS Research Academy acknowledges three distinct categories of membership:

• Full Members shall be active scientists from FEBS countries who are elected through the regular election process.

• Associate Members shall be active scientists from non-FEBS affiliated countries who are elected through the regular election process.

• Honorary Members shall be either Full or Associate Members upon reaching official retirement.

3.5 Nomination and Election

3.5.1 Nomination procedure

Nomination for membership in the FEBS Research Academy shall be made annually, with nominations accepted from existing members, FEBS Constituent Societies, and the FEBS Research Academy (FRA) Election Committee.

3.5.2 FEBS Research Academy (FRA) Election Committee The FEBS Research Academy Election Committee shall be composed of a minimum of ten (10) members appointed by the FEBS Executive Committee, for a period of three years, and approved by the FEBS Council. FRA Election Committee is chaired by the FEBS Secretary General. The role of the FRA Election Committee is to consider and evaluate all nominations submitted to the Committee according to a range of election criteria, and to propose a list of names for election to the FRA on an annual basis, subject to final approval by the FEBS Council.

3.5.3 Selection criteria

Nominees for membership in the FEBS Research Academy shall be distinguished researchers in molecular life sciences and related fields who have made exceptional contributions to knowledge by means of their peer-reviewed research activities, showcasing pioneering discoveries and innovative methodologies. Moreover, nominees shall be esteemed for their broader impact on the scientific community, which may include significant contributions to scientific training, mentorship, interdisciplinary collaboration, and leadership roles within academic institutions and/or professional societies/journals. The election process shall prioritize individuals whose work has made a profound and lasting impact, furthering the advancement of molecular life sciences and inspiring future generations of scientists.

3.5.4 Selection procedure

Taking all nominations into account and a range of election criteria, the FRA Election Committee shall review all nominations and elect up to 50 new members per annum, forwarding the nominees' names for election for approval by the FEBS Council. It is anticipated that the FRA Election Committee would appoint ~10-15% of new members on the basis of wider considerations (underrepresented countries, contributions to scientific

leadership, etc.) in addition to scientific excellence.

3.5.5 Election Ceremony at the Annual FEBS Congress

All newly elected FRA members will be invited to attend an election ceremony to be held at a prominent time during the Annual FEBS Congress. Newly elected members would be presented with a certificate of election to the FEBS Research Academy.

Article IV: Structure and Governance

4.1 Leadership The FEBS Research Academy shall be chaired by the FEBS Secretary General, who will serve as the FRA Chief Executive Officer. Full members of FRA shall elect an Honorary President to serve as the FRA Chair for a term of 2 years. The election may be conducted online, and the results shall be determined by a simple majority vote of the full members present. Additionally, full members shall elect 5 members to serve as Court of Honour members. The Court of Honour members will appoint one of their number to serve as the Chair of the Court of Honour.

4.2 FRA General Assembly The FRA members shall convene for the FRA General Assembly, which is called by the FRA Secretary General at least once per year, either online or in person. The FRA Honorary President presides over the FRA General Assembly. All decisions made during the General Assembly shall be determined by a simple majority vote of the FRA members present.

4.3 Task Force Groups Upon the request of the FEBS Executive Committee or FEBS Council, the FEBS Research Academy may establish Task Force Group(s) for a term of 2 years with possibility for extension.

4.4 Coordination

The FEBS Research Academy shall be supported by a FEBS administrative staff.

Article V: Meetings and Decision-Making

5.1 Annual Meetings

Annual meetings of the FEBS Research Academy shall be held in person or, preferentially, online, to facilitate communication, collaboration, and decision-making among members.

Article VI: Code of Conduct and Ethics

6.1 Standards of Behaviour Members of the FEBS Research Academy shall adhere to a code of conduct and ethics, promoting integrity and professionalism in all of their interactions and activities.

6.2 If a member breaches the code of conduct and ethics, the Court of Honour has the authority to initiate a deliberative process that may lead to the revocation of their membership of the FRA.

Article VII: Amendment Procedures

7.1 Amendments

These Articles may be amended upon the initiative of the FEBS Executive Committee and subsequent approval by the FEBS Council. FEBS Research Academy members are entitled to propose amendments to the Executive Committee. If accepted, the changes must then be approved by the FEBS Council.

Article VIII: Dissolution

8.1. Dissolution In the event that the FEBS Research Academy needs to be dissolved, all decisions shall be made by the FEBS Council.

Article IX: Additional Regulations or Guidelines

9.1. Membership Fee

Membership fees may be introduced in the future, with details to be determined by the FEBS Council.

Operation costs supported by annual grant approved by the FEBS Finance Committee and the FEBS Council.
