

International Association of Applied Mathematics and Mechanics - Working rules of the Executive Board -

1. Tasks of the Executive Board

- 1.1. The Executive Board as the executive body of the Association of Applied Mathematics and Mechanics (GAMM) must ensure the implementation of the resolutions that have been delegated to it by the annual general meeting, and it is responsible for the management of the GAMM in accordance with the applicable statutes and regulations as well as its own resolutions.
- 1.2. The tasks of the Executive Board include in particular:
 - 1.2.1. Representing the GAMM externally; this includes in particular responsibility for contact with other organizations in Germany and abroad, as well as issuing current statements, press releases, etc;
 - 1.2.2. Promoting and coordinating the activities of GAMM branches;
 - 1.2.3. Holding at least four Executive Board meetings a year (these may be held in whole or in part by teleconference or video conference);
 - 1.2.4. Preparing draft resolutions and motions for annual general meetings;
 - 1.2.5. Organizing the support and care for members;
 - 1.2.6. Carrying out employer duties for GAMM staff;
 - 1.2.7. Editing scientific publications (this task may be delegated).
- 1.3. The Executive Board may decide to distribute the duties.

2. The head of the Executive Board

- 2.1. The members of the presidium manage and coordinate the activities of the Executive Board. They are bound by the resolutions of the Executive Board.
- 2.2. The members of the presidium must be informed of all important matters. The other members of the Executive Board should consult with the members of the presidium about any important announcements and projects.
- 2.3. The members of the presidium coordinate their respective actions closely with each other; they inform each other promptly and regularly.
- 2.4. The presidium regularly informs the entire Executive Board about its activities.
- 2.5. In the context of the distributed duties pursuant to para.1.3, each Executive Board member may act on their own responsibility, aiming for close coordination. In all cases, the presidium or the entire Executive Board must be informed promptly of any such actions, pursuant to para.2.2

3. Absence and premature resignation of Executive Board members

- 3.1. The Executive Board members will inform each other of absences of more than two weeks.
- 3.2. If a member of the Executive Board resigns before the end of the respective term of office, the Executive Board will decide on how to redistribute the areas of responsibility. At the next annual general meeting, a by-election must be held for the resigning Executive Board member pursuant to § 8a of the statutes.

4. Executive Board meetings

- 4.1. Executive Board meetings will be convened by the secretary or by a member of the presidium at least two weeks in advance in writing and will be chaired by a member of the presidium. The person heading the meeting may change during the course of a meeting. The date should be agreed in advance with the other Executive Board members. The agenda must be announced with the invitation.
- 4.2. The secretary must provide the members of the Executive Board with the documents for deliberation in writing at least one week in advance.
- 4.3. Each member of the Executive Board has the right to submit items for the agenda to the presidium or the secretary.
- 4.4. At a duly convened Executive Board meeting, the Executive Board has a quorum if more than half of the members of the Executive Board attend the meeting.
- 4.5. The Executive Board may decide to allow members who are not members of the Executive Board or external advisors to attend Executive Board meetings on a temporary basis.
- 4.6. All deliberations of the Executive Board in any form shall be confidential as a matter of principle. Disagreements within the Executive Board may not be disclosed to others.

5. Resolutions

- 5.1. Executive Board resolutions are binding on all members of the Executive Board. However, members of the Executive Board are not bound by previous resolutions of the Executive Board when voting at the annual general meeting.
- 5.2. The president or the secretary may bring about resolutions outside of meetings of the Executive Board by conducting a survey in writing (also by email, Doodle, etc.). In case of surveys via email, the voting period must be at least one week from the date of sending. Such resolutions will only be valid if at least half of the members of the Executive Board have participated in the vote.
- 5.3. All resolutions must be documented in minutes (resolution list in the Executive Board cloud storage).

6. Minutes

- 6.1. Minutes of the results must be prepared for each meeting of the Executive Board, which must be signed by the vice-secretary.
- 6.2. The vice-secretary will forward the minutes to the members of the Executive Board and the GAMM office no later than two weeks after the respective meeting.
- 6.3. Objections to the minutes should be raised no later than at the next meeting of the Executive Board.
- 6.4. The minutes of all meetings must be archived in the Executive Board cloud storage after they have been approved.

7. Financial principles

- 7.1. All Executive Board members perform their duties on a voluntary basis. They are generally not entitled to reimbursement of their expenses by the GAMM unless, in exceptional cases, if this has been approved in advance by the Executive Board in accordance with the applicable financial regulations and the reimbursement rates adopted.
- 7.2. All members of the Executive Board are bound by the budget approved by the annual general meeting. Exceeding the respective individual budgets requires the approval of an absolute majority of all members of the Executive Board.

8. Statements by the Executive Board on behalf of the GAMM

- 8.1. The Executive Board may issue statements on current issues on behalf of the GAMM, as long as these do not affect the competence of other bodies (e.g. annual general meeting, Board of Directors). Examples include press releases, statements on the homepage or statements made on behalf of the association to third parties.
- 8.2. Publishing such a statement requires the approval of the presidium.
- 8.3. The Executive Board appoints a member of the Executive Board as contact for the homepage. It is usually the secretary.
- 8.4. The Executive Board may delegate the representation of the GAMM in dealings with the press.

9. Amendments to the working rules

- 9.1. Any amendment to the working rules requires an absolute majority of all members of the Executive Board.

These working rules were adopted in accordance with § 9 of the statutes by the Executive Board on January 27, 2023 in a video conference.