

NJF Statutes

The following statutes are valid for NJF-C (NJF Nordic/Central level), which is the umbrella organisation for the eight national associations in the respective member country.

The national associations have statutes of their own. NJF is a member-driven organization which governing body is the board.

§ 1 Organisation

The Nordic Association of Agricultural Science consists of National Associations in the following countries:

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

Each national association appoints its chairperson as the respective national association's representative in the NJF board. See § 6 for the responsibilities of this board. The working language of NJF is English. However, if agreed upon, a national language can be used.

§ 2 Objectives

The objective of NJF is to promote and develop networks between actors in the Nordic/Baltic agricultural community. For this purpose, NJF organizes scientific conferences, seminars, training schools and other relevant activities which enable scientific or practical exchange between the members and which bring together members from NJF's countries. The focus of NJF is the agricultural sector, primary production of food and the quality and safety of the produce, rural and environmental issues. NJF brings together its members' expertise to make the best scientific evidence accessible to decision-makers. NJF's member-led policy networks drive policy engagement and skills development across the Nordic/Baltic region.

§ 3 Location of NJF secretariat

The NJF secretariat is located in one of the NJF member countries.

§4 Membership

Members of NJF include:

- Individual members, who are natural persons. Honorary members nominated by the board (see § 6) are individual members.
- Corporate support members, who are juridical persons. The employees of corporate support members are not members of NJF, unless they have signed up separately as individual members.

§ 5 NJF board

The NJF board is the governing body of NJF. The delegates of the NJF board consist of the chairpersons of each national association. In the event of absence, a delegate can be replaced by another person appointed from the national board representing the same country. The NJF board meeting is convened by the Secretary General at 30 days' notice. The agenda for the board meetings must be distributed to the delegates 14 days prior to the meeting. Minutes are taken at NJF board meetings and made available to NJF members electronically. The Secretary General must participate in the NJF Board meeting, but has no voting rights. The President, or Vice-President, acts as chairperson of the NJF Board. The NJF board forms a quorum when at least 50% of the delegates are present. The NJF board makes decisions by majority vote. In the event of a tie, the President has the decision vote.

§ 6 The NJF Board's responsibilities

The agenda at meetings of the NJF Board must contain, if relevant at the time of the meeting, the following items:

1. Approval of the Annual Report on the activities of NJF.
2. Approval of the accounts and discharge from liability for NJF Secretary General.
3. Adoption of long-term plans and budgets for NJF activities.
4. Adoption of an annual working programme and budget for NJF activities.
5. Decision on the membership fee to be paid by the national associations to NJF-C for each national member.
6. Preparation and decision on a theme and host country for the Congress held every four years.
7. Establishment or discontinuation of Thematic Working Groups, which are intended to work for a limited time period, for example arranging the congress. The NJF Board decides on the mandate and members of these groups.
8. Issue of publications and other information material as the means of promoting the objectives of NJF.
9. Appointment of honorary members.

10. Appointment of at least three members from different member states to a presidential election committee.
11. Election of a Vice-President from among the members of the NJF Board.
12. Decision on employment of a Secretary General and on the location of the Secretariat.
13. Instruction of the Secretary General on the management of NJF finances and supervision of the work of the secretariat.
14. Preparation for appointment of a Secretary General.

§ 7 Election period

Only persons who are members of a national association can hold positions in NJF. The President and the delegates are elected for a four-year term. The resigning NJF Board-must carry out its functions until the new NJF Board has been constituted (cf. § 8 and § 11). No individual can be appointed member of the same body for more than two successive election periods. In each organizational unit of NJF, the representation must be as broad as possible in terms of profession, gender and age of the members.

§ 8 President

The President is the leader of NJF and represents NJF. The NJF Board appoints an Election Committee, which nominates candidates for President based on suggestions by National Association Boards. The Election Committee, through the National Associations, must organize electronic voting for those members with e-mail addresses and ordinary postal voting for those without e-mail. All members of NJF have the right to vote. The members must be given at least 10 days notice to vote. The candidate receiving the most votes is elected President. If two or more candidates receive the same number of votes, the election procedure is repeated with these candidates. Where there is only one candidate who receives less than 50% of the votes, the entire election procedure must be repeated. The President must be elected at least one month before the Congress. The president will be paid a fee fixed in the annual budget approved by the board.

§ 9 Thematic Working Groups

The Board can establish temporary or permanent Thematic Working Groups, for instance to organize conferences, scientific courses or other activities for NJF.

The Thematic Working Groups consist of the members who have been nominated by the National Associations. The Board appoints a chairperson for each Thematic Working Group. Each Thematic Working Group can invite up to four additional members with special knowledge of the area, to support its work. Each Thematic Working Group shall select a secretary among its members at the first meeting of the working group.

The meetings of the Thematic Working Groups are called at 14 days notice by the chairperson or the secretary. The agenda for meetings and other necessary material must be distributed 8 days prior to the Thematic Working Group meeting.

Decisions must be made by at least 50% of the Thematic Working Group members. In the event of a tie, the chairperson has the casting vote. Meetings of the Thematic Working Group must be documented in written minutes. Otherwise, each Thematic Working Group decides on its own working procedures.

A Thematic Working Group is discontinued if after one year since its last activity, no other action is planned to take place.

§ 10 Thematic Working Groups' tasks

The Thematic Working Groups have the following main tasks:

1. Organize conferences, scientific courses or other scientific activities for NJF. When the Thematic Working Group is organizing an activity, it must ensure that there is a sufficient revenue available for funding the respective activity.
2. Establish and develop co-operation in special fields that are within the scope of the Thematic Working Group, including the maintenance and development of contacts with relevant research organisations.
3. Stipulation of working procedures for the Thematic Working Group.
4. Preparation and proposal of annual and long-term working plans and budget to be discussed at the Annual Meeting, by the NJF Board and every four years at the Plenary Meeting.
5. Reporting annually to the NJF Board on the Thematic Working Group's activities.
6. Organise a Plenary Meeting at the NJF congress.

The Plenary Meeting and the Annual Meeting of the Thematic Working Group must deal with the following subjects:

1. Appointment of a chairperson and a secretary for the Meeting.
2. Thematic Working Group's report on the work carried out in the last four-year period in the event of the congress or during the last year in the event of Annual Meeting.
3. Working Group's proposals for work plans and budget, both annual plan and long-term outlook.

§11 Secretary General and the Secretariat

At the suggestion of the NJF Board, the NJF Board must appoint a Secretary General for a designated period, with the possibility of prolongation of the appointment. The Secretary

General must implement the decisions taken by the NJF Board and carry out the work of the Secretariat in accordance with NJF statutes. Besides organizing Board meetings, the Secretary General shall manage the finances (together with the President and NJF's accounting agency), manage NJF's member registry and communications to members, and carry out other tasks on behalf of the NJF Board and the President. On request, the National Associations must check and update membership register information. The NJF Board delegates to the Secretary General the function of legal signatory of the Association. The secretary general can be paid a fee fixed in the annual budget approved by the board.

§ 12 Finances and Accounts

The NJF budget and accounts must follow the calendar year. One auditor appointed by the NJF Board must audit the accounts. The NJF administration system and accounting system must be used for all activities within NJF.

The budget and the work plan for the following year must be decided in December at the latest.

§ 13 National Associations

There is a National Association in Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden. The National Associations are members of NJF-C. The highest authority of a National Association is its Annual Meeting, and the executive body is the association's National Board. The National Board can consist of the national representatives elected to the Thematic Working Groups, or members with special knowledge of the working area of NJF.

The Annual Meeting decides on the statutes of the National Association, which must be in accordance with the statutes of NJF-C and the national regulations.

Each National Association has the responsibility to:

1. Act as a link between NJF and the authorities in each country.
2. Recruit and accept members, collect the membership fee, if the fee is not collected centrally by NJF-C, and keep support NJF-C in maintaining the membership register.
3. Apply for funds for NJF activities.
4. Transfer to NJF-C, by October each year at the latest, supporting members' contributions and other funds, and the membership fee that the National Association has collected, decided on by the NJF Board.
5. Work to achieve the objectives of NJF and observe the interests of NJF.
6. Organise the NJF Congress in close collaboration with the NJF Board, when it is the country's turn.

7. Elect national members of the Thematic Working Groups and their deputies.
8. Identify and report initiatives as possible NJF activities to be carried out in own country.

§ 14 Amendment of statutes

Any amendment of NJF statutes must be decided by the NJF Board. An amendment requires that at least 75% of those entitled and present support the amendment. If less than 75% of the entitled members are present, then the amendment must be confirmed at a subsequent meeting of the NJF Board where at least 75% of those entitled and present must support the amendment.

§ 15 Disbandment

In the event of disbandment of NJF, its funds must be used to promote agricultural research in member states in accordance with the decision of the NJF Board.

Approved by the board of NJF on the 5th of December 2023