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**ENGLISH**

Company plan ISME

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**Introduction**

This plan shows the course of the association for the next five years. It is a summary of decisions made during the international board meetings, held on 20 and 21 August 2016 and the general members meeting, held on 26 August 2017 in Montreal Canada.

More information about the goals and rules of the association can be found in the by-laws and rulebook.

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The International Society for Microbial Ecology

## **General**

The International Society for Microbial Ecology (ISME) is a scientific members association, registered in Wageningen, the Netherlands at the Chamber of Commerce (09191073 / RSIN 820279328).

The general goal of the association, as described in the by-laws, is:

- a) To stimulate education and research activities in microbial ecology at the regional and international level.
- b) To facilitate interaction between researchers in microbial ecology and related disciplines.
- c) The organization of meetings that promote the exchange of scientific information on microbial ecology, including the international Symposium on Microbial Ecology as defined under article 9 of the present bylaws.
- d) The sponsoring of publications that broadly communicate knowledge in microbial ecology to scientists, policy makers and the general public.
- e) To publish newsletters and journals related to microbial ecology.

The association is non-profit. The policy of the association must be a charitable one, as meant in article 5b of the Dutch general Tax Act.

## **Organization & Organization Chart**

ISME has the following bodies:

- Executive Board (Vice President, President, Past President and Treasurer)
- International Board (8 members)
- Editors (2 chief editors, 16 Senior Editors and 60 Editorial Board Members)
- Ambassadors (100 members)
- Regular & Student Members (600-1600 members)

Goals of the assigned bodies:

For the above bodies, ISME will at all times try to distribute the members as international as possible.

Besides these bodies ISME has appointed several committees:

Nomination committee	- consisting of 3 association members and the Vice President
Award committee	- consisting of 2 board members and the Vice President
Local organizing committee	-consisting of scientists, mostly from the region of the coming symposium.

The role of these committees are described in the society's (online) rulebook.

The association holds collaborations with likeminded organizations. At the moment there are two memoranda of understanding active, with: American Society for Microbiology and the International Water Association.

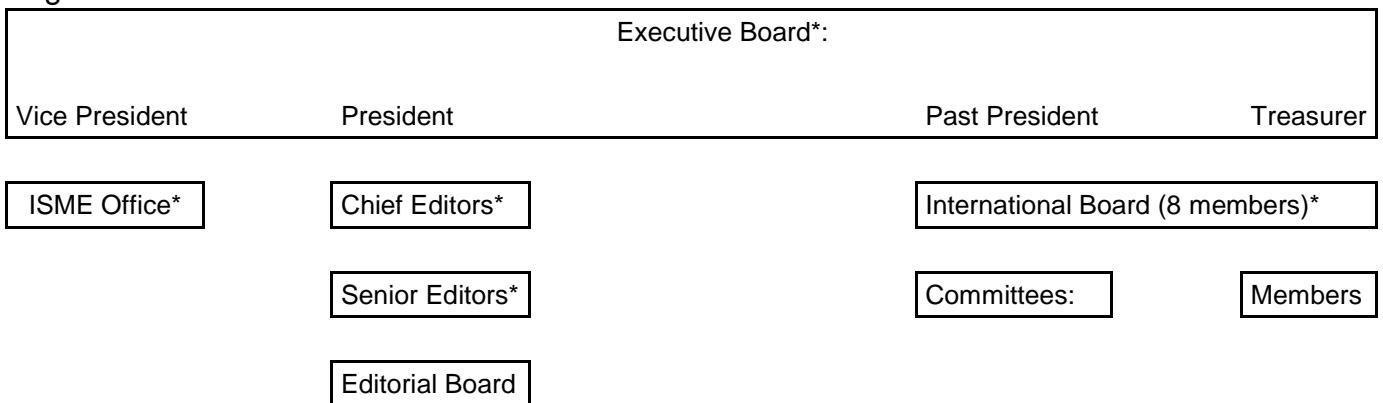
The secretariat of the association is located within the Netherlands Institute of Ecology (NIOO) in Wageningen. NIOO is part of the Royal Academy of Arts & Sciences (KNAW).

The secretariat, called ISME Office, consists of 2 permanent employees and occasionally a 3<sup>rd</sup> part-time employee (mostly during conference years). The salaries of the secretariat are paid for by NIOO-KNAW (according to Labor Agreement of Dutch Universities). The association has therefore no appointed staff. However, the association quarterly reimburses NIOO-KNAW all employee costs.

Goals of the secretariat:

With the expansion on activities of the association the goal is to hire a 3<sup>rd</sup> employee on a permanent basis.

Organization Chart:



All of the functions above are unpaid positions, with the exception of the secretariat.

## Members

Anyone with an interest in microbial ecology can become a member of ISME. Memberships are calculated in calendar years.

Membership benefits:

- Online access to The ISME Journal. Against an extra fee, a hardcopy of the journal can be purchased (12 issues per year).
- Discount to ISME Symposia or other events organized by ISME
- Access to key note talks and presentations of previously held symposia
- Students, developing countries and retired members get an extra discount on membership fees
- The right to cast votes during board elections or to stand elect as board member
- Free advertising of jobs on the website of ISME
- Submitting bids to host future symposia



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- Requesting sponsorship for your local or regional workshop or symposia
- Access to the online ISME membership database

Furthermore the publisher grants a 50% discount to any other publications within their assortment via an online link, only visible to active members.

Goals to improve membership and membership benefits in the coming years:

- (a) Expanding the benefits
- (b) Growing the membership numbers
- (c) Stabilizing the membership numbers in between symposium years

### **Publications**

ISME publishes a journal in corporation with publisher *Springer Nature* via ISME Publications BV Company. The volume is 12 issues per year. Articles in the journal are edited according to the so called peer-review system. The commercial aspects of the journal are being handled by the publisher; the content by microbial ecologists. The ecologists that handle the editorial work for the journal (from chief editors to reviewers) are all unpaid functions.

Goals:

- (a) To expand the editorial team in various topics and expertise in order to relief the work pressure on editors.
- (b) Stabilizing the “rejection rate” to guarantee the quality of the content.
- (c) Contract negotiations between ISME and the publisher

ISME also publishes a quarterly newsletter to the members and publishes the symposium proceedings in an abstract book.

Finally, on the website ISME publishes reports of sponsored events and the financial year reports of the association.

## **Symposia**

Organizing international symposia in the un-even numbered years.

The organization lies with the executive board, local organizing committee (LOC) and the ISME Office. The symposium is realized with its own budget and has a break-even purpose where potential shortage can be topped by the association.

Symposium income consists of registration fees and sponsorship.

Goals to improve the symposia:

- (a) To offer the widest scale of topics and developments within microbial ecology
- (b) To attract young researchers
- (c) Focus highly on:
  - Gender equality (minimum of 40% of speakers/presenters should be female)
  - Internationality (a fair and global representation of speakers)
- (d) Distributing more grants to young researchers from developing countries
- (e) To offer social events within the registration fees as much as possible (though heavily depending on the specific budget each time).

## **Sources of income**

ISME has various financial resources available:

- Members (membership fees)
- Trust funds (donations of external parties to be used for symposium awards)
- Symposia surplus (if applicable)
- Donations of ISME Publications BV, the fundraiser, to ISME. In 2016 ISME has legally demerged the fundraising activity (publishing the journal) from the association and placed it in a new, separate ltd company named ISME Publication BV.

Besides the above ISME also obtains and publishes free knowledge sources to members:

- Videos of symposia keynote talks
- Job advertisements in microbial ecology
- Workshops and events in microbial ecology
- ISME Journal (see chapter “publications”)

Goals: to serve the association and its members in the best manner possible and in the most ethical way.

## **Fund Management**

The capital of ISME lies with the Rabobank under various checking and savings accounts. No investments are being made with the capital.

Money transactions are made through the Rabobank Internet Banking system, submitted by the



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ISME office and signed off by the treasurer. No automatic debits can be made without a second signature of the treasurer of ISME.

Goals: to manage the funds and capital of the association in a responsible manner, with regards to the mission of the association and with benefit to the members and rest of the community in microbial ecology.

### **Spending review**

Every year the executive board writes an annual society budget for the coming year. In the budget all income and expense items are listed with preliminary amount predictions (as far as possible). The budget has to be approved by the international board before effective. In case proposals are made to increase budget-items, the international board must give approval.

The capital of the association is used for the following:

- (a) To hold substantial reserves to cover calamities such as a canceled symposium (force majeure) and devaluation of foreign currencies. The board finds it most important to reserve a substantial amount to cover conference center rent and other related costs and obligations. This reserve will guarantee the continuance of the association.
- (b) Fixed costs, as described in the published year reports
- (c) Travel costs reimbursement of positions (see organization chart with \*). Reimbursements are paid on the basis of submitted declarations and receipts (based on 2<sup>nd</sup> class or economy fare prices).
- (d) Awards & Travel Grants: to distribute monetary prizes to young scientists to sponsor the travel costs to the symposium.
- (e) Sponsoring activities (workshops, lectures, symposia, within the field of microbial ecology).
- (f) Topping of the symposium budget if applicable
- (g) To co-organize workshops in developing countries
- (h) When the capital of the association exceeds what is needed to guarantee the continuance of the association, together with the above named bullets, at all times the surplus will be used to serve the common interest.

Wageningen,

On behalf of the executive board,

Executive officer ISME