

## Sensometrics Society

**Agenda for the Annual General Meeting to be held at the 10<sup>th</sup> Sensometrics Meeting, July 25-28, Rotterdam, The Netherlands.**

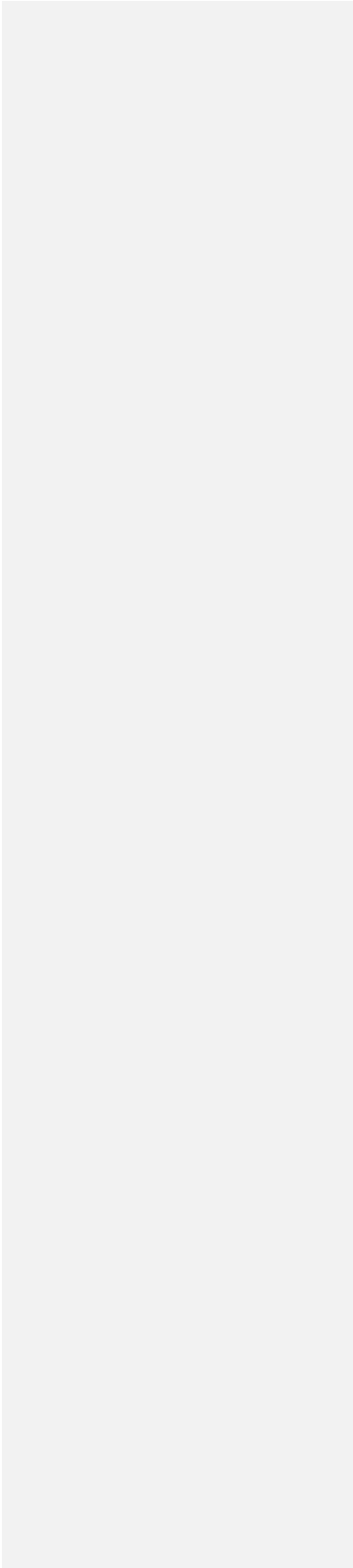
**Day and time:** To be confirmed

**Place:** Meeting Venue

- 1) **The minutes of the previous meeting** held at the 8th Pangborn Sensory Science Symposium, Florence- Italy on July 28 can be read on our web page. A vote of approval of these minutes shall be called for.
- 2) **Treasurer's report** (Tom Carr)
- 3) **Membership issues:**
  - a) Did the discount for members to the Sensometrics Meeting inscription fees have an effect on membership?
  - b) Proposals on attracting more members
  - c) Possibility of creating different member categories
- 4) **Web page issues:**
  - a) Since our last meeting Sebastian Le has been in charge of organizing our website in collaboration with the webmaster. Sebastian and other committee members are invited to comment on how this procedure is working.
  - b) Increase of what is offered on the web page: codes for statistical analysis in R or other programs, tutorials, mini-review of papers, chairman's blog. This increase of what is offered on the web page has been discussed at other meetings and so far there have been few advances. A call for contributions is needed.
- 5) **Present 10<sup>th</sup> Sensometrics Meeting.** Pieter Punter will inform the meeting on its organization:
  - a) Number of participants
  - b) Abstracts and presentations
  - c) Financial issues
  - d) Pre-meeting tutorials: a discussion on the outcome will be held as a help in organizing future tutorials. It is suggested that Hal MacFie lead this discussion due to his high level of involvement in the tutorial organization.
  - e) How did the Student Awards work out? Were there sufficient applicants?
- 6) **Future venues for Sensometrics Meeting:**
  - a) In light of the relatively low turnout for the present Rotterdam Meeting, there was a mention on the wisdom of continuing with the current 2-year frequency and type of meeting. This issue will be discussed.

- b) 11th Sensometrics Meeting in 2012: Rennes, France. Sebastian Le and/or Jerome Pages will inform on any details concerning the organization.
  - c) 12<sup>th</sup> Sensometrics Meeting in 2014: it was confirmed that it will be held in Chicago.
  - d) 13<sup>th</sup> Sensometrics Meeting in 2016: Guillermo Hough contacts in Spain did not accept the possibility of holding it there. A venue shall be discussed.
- 7) ***In the previous AGM in Florence***, Guillermo Hough informed that in August 2010 a regional Sensory Science Symposium would be held in Brazil with participants from Central and South America (SENSIBER). He suggested that the Society could help finance a Sensometric Workshop or Tutorial at this Symposium and there was general agreement that this would be possible. This proposal has prospered and our current Chairman Per Brockhoff will be travelling to Brazil on behalf of our Society; he will inform on his planned activities at SENSIBER and what our Society has contributed towards his trip.
- 8) ***Change of Rules:*** Michael Meyners has been looking into the rules and has suggested some changes which have been circulated and discussed among Committee members. Pages 3-10 contain details of the proposed changes. Following is a summary:
- a) Art 2- Membership: re-wording to make meaning clearer.
  - b) Art 3- Officers and Committee: a list of officer's main duties has been included in the Appendix. These were written out based on what Officers do at present. A general statement regarding ordinary members duties has also been included.
  - c) Art 5- Officers and Committee, Election and Retirement: at present all Officers would have to be renewed every four years. The proposal is to have half the Officers renewed every two years to thus gain continuity. This entails a transition which has been contemplated in the new rules.
  - d) Art 6- Committee Business. It is been proposed that in case of parity of votes on an issue to be decided on by the Committee, the vote of the chairperson shall count twice.
  - e) Art 15- Now states that the membership list should not be used for commercial purposes.
- This proposal to change the rules shall be discussed and a vote of approval called for.
- 9) ***Election of new officers:***
- a) If the above change of Article 5 is approved then the proposal is for the following Committee members to be elected with their corresponding period of office: Chair (2 years), Vice-Chair (4 years), Treasurer (4 years), Secretary (2 years), 2 Ordinary Members (4 years)
  - b) If the above change of Article 5 is not approved then the same Committee members have to be elected all for a period of 4 years, except for the vice-chair who could stay on for another 2 years.

10) *Other projects.*



## RULES OF THE SENSOMETRIC SOCIETY

| ACTUAL RULES  | PROPOSED CHANGES<br>HIGHLIGHTED IN RED   |
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| <p><b>1. Title and aims</b></p> <p>The group shall be known as the "Sensometric Society".</p> <p>The main aim of the group is to:</p> <p>increase the awareness of the fact that the field of sensory and consumer science needs its own special methodology and statistical methods improve the communication and co-operation between persons interested in the scientific principles, methods and applications of sensometrics act as the interdisciplinary institution, world-wide, to disseminate scientific knowledge on the field of sensometrics.</p> | <p><b>1. Title and aims</b></p> <p>The group shall be known as the "Sensometric Society".</p> <p>The main aim of the group is to:</p> <ul style="list-style-type: none"> <li>• increase the awareness of the fact that the field of sensory and consumer science needs its own special methodology and statistical methods;</li> <li>• improve the communication and co-operation between persons interested in the scientific principles, methods and applications of sensometrics;</li> <li>• act as the interdisciplinary institution, world-wide, to disseminate scientific knowledge on the field of sensometrics.</li> </ul> |
| <p><b>2. Membership</b></p> <p>Membership of the group shall be open to all persons interested in sensometrics.</p> <p>The committee may suspend membership of any person subject to such a decision being accepted at the next meeting, either the Biannual General Meeting or a General Meeting of the Group. In such cases, the suspended member shall continue to enjoy all privileges of membership until the next meeting and will be informed in writing of the committee's decision.</p>  | <p><b>2. Membership</b></p> <p>Membership of the group shall be open to all persons interested in sensometrics.</p> <p>The committee may suspend membership of any person subject to such a decision being accepted at the next <del>meeting, either the Biannual General Meeting or a</del> General Meeting of the Group. In such cases, the suspended member shall continue to enjoy all privileges of membership until the next meeting and will be informed in writing of the committee's decision.</p>  |
| <p><b>3. Management of the Group</b></p> <p>The management of the Group shall be vested in a committee; the Chairperson of that committee shall be the senior officer of the Group.</p>   | <p><b>3. Management of the Group</b></p> <p>The management of the Group shall be vested in a committee; the Chairperson of that committee shall be the senior officer of the Group.</p>  |
| <p><b>4. officers and committee</b></p>   | <p><b>4. Officers and committee</b></p>  |

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| <p>The officers of the group shall be the Chairperson, the vice Chairperson the honorary Secretary and the honorary Treasurer. The committee shall consist of the officers plus four ordinary members.</p>   | <p>The officers of the group shall be the Chairperson, the vice Chairperson, the honorary Secretary and the honorary Treasurer. The committee shall consist of the officers plus four ordinary members. <b>The duties of the officers are outlined in the appendix.</b></p>  |
| <p><b>5. officers and committee - Election and Retirement</b></p> <p>The officers shall be elected at a biannual general meeting by the members of the group and shall retire at the end of the biannual general meeting 4 years from their election. Two ordinary members shall be elected at each biannual general meeting and shall serve on the committee for four years, retiring at the end of the corresponding biannual general meeting.</p> <p>- officers and members shall not be eligible for consecutive periods in the same position. They can be re-elected on the committee in a different position to the one previously held.</p> | <p><b>5. Officers and committee - Election and Retirement</b></p> <p><b>The members of the committee shall be elected at a biannual general meeting by the members of the group. Their term shall end with the biannual general meeting 4 years from their election.</b></p> <p><b>At each biannual general meeting, two officers and two ordinary members shall be elected for a full term.</b></p> <p><b>Any vacancy occurring amongst the officers or any other members of the committee may be filled by the committee and the member so elected shall remain in office for the unexpired period that his/her predecessor would have served. The subsequent general meeting should approve the nomination or elect any other person for the same period.</b></p> <p><b>Officers and members shall not be eligible for consecutive periods in the same position, except if they have not served a full 4-years term. In that case, they are eligible for a subsequent full term.</b></p> <p><b><del>Officers and members can be re-elected on the committee in a different position to the one previously held.</del></b></p> |
| <p><b>6. committee business</b></p> <p>committee meetings of the group shall be called by the Chairperson or by written request to the honorary secretary by at least three members of the committee. The honorary secretary shall notify all committee members of the date, time and place of all committee meetings giving not less than 5 weeks notice of such a meeting.</p> <p>At meetings of the committee, the chair shall be taken by the chairperson or in his/her absence by the vice-chairperson. In the absence of both, the chair shall be taken by</p>   | <p><b>6. Committee business</b></p> <p>Committee meetings of the group shall be called by the Chairperson or by written request to the honorary secretary by at least three members of the committee. The honorary secretary shall notify all committee members of the date, time and place of all committee meetings giving not less than 5 weeks notice of such a meeting.</p> <p>At meetings of the committee, the chair shall be taken by the chairperson or, in his/her absence, by the vice-chairperson. In the absence of both, the chair shall be taken by</p>   |

**Commentaire [MM1]:** This has moved here from Section 6 (wording unchanged)

**Commentaire [MM2]:** To me, this is obvious from the above ("not re-eligible in the same position"), so could be dropped.

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| <p>one of the other officers elected by those members of the committee present at the meeting.</p> <p>Any question involving a decision shall be decided by a simple majority of votes of those members of the committee present.</p> <p>Any vacancy occurring amongst the officers or any other members of the committee may be filled by the committee and the member so elected shall remain in office for the unexpired period that his/her predecessor would have served.</p> <p>The committee may set up sub-committees for specific purposes. Any such sub-committee shall remain directly responsible to, and may be dissolved at any time by, the committee. The committee shall also have power to invite additional persons to its meetings to discuss specific items on the agenda; such persons shall have no voting rights.</p> <p>The quorum of the committee shall be four members which must include an officer.</p> | <p>one of the other officers elected by those members of the committee present at the meeting.</p> <p>Any question involving a decision shall be decided by a simple majority of votes of those members of the committee present.</p> <p>The committee may set up sub-committees for specific purposes. Any such sub-committee shall remain directly responsible to, and may be dissolved at any time by, the committee. The committee shall also have power to invite additional persons to its meetings to discuss specific items on the agenda; such persons shall have no voting rights.</p> <p>The quorum of the committee shall be four members which must include an officer.</p>   |
| <p><b>7. Finances</b></p> <p>There shall be a fund known as the 'Sensometrics Fund', to enable the objectives of the group to be met. These objectives shall be:</p> <ul style="list-style-type: none"> <li>• the arranging of conferences, meetings, newsletters, exhibitions and courses of instruction in sensometrics.</li> <li>• any other educational purpose that the committee may approve</li> <li>• any other activity that may be approved by the committee for the purpose of furthering the study or application of sensometrics and allied subjects.</li> </ul> <p>The fund and income thereof shall be administered and dealt with by the committee.</p> <p>The committee shall have the following powers:</p> <ul style="list-style-type: none"> <li>• to collect and receive donations,</li> </ul>   | <p><b>7. Finances</b></p> <p>There shall be a fund known as the 'Sensometrics Fund', to enable the objectives of the group to be met. These objectives shall be:</p> <ul style="list-style-type: none"> <li>• the arranging of conferences, meetings, newsletters, exhibitions and courses of instruction in sensometrics;</li> <li>• any other educational purpose that the committee may approve;</li> <li>• any other activity that may be approved by the committee for the purpose of furthering the study or application of sensometrics and allied subjects.</li> </ul> <p>The fund and income thereof shall be administered and dealt with by the committee.</p> <p>The committee shall have the following powers:</p> <ul style="list-style-type: none"> <li>• to collect and receive donations,</li> </ul> |

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| <p>subscriptions, grants and other payments</p> <ul style="list-style-type: none"> <li>• to accept gifts of property</li> <li>• to use invested moneys or interest thereof for income</li> <li>• to decide for what purposes moneys are to be applied</li> <li>• to accumulate income</li> <li>• to invest moneys and change investments from time to time</li> <li>• to open and maintain a bank account or accounts and to draw cheques provided that any cheque so drawn shall need the signatures of any two officers.</li> </ul> <p>The members of the committee and any appointed sub-committee may charge to the fund reasonable travelling, hotel and other expenses for attendance at meetings or in the execution of their duties.</p> <p>The costs and expenses of the fund shall be paid from the fund.</p> <p>The honorary treasurer shall keep proper records of all financial transactions of the fund. Such records shall be made available for inspection by the committee , provided that at least fourteen days notice of such an inspection shall be given.</p> <p>The records of the financial transactions of the fund shall be laid before the biannual general meeting.</p> | <p>subscriptions, grants and other payments;</p> <ul style="list-style-type: none"> <li>• to accept gifts of property</li> <li>• to use invested moneys or interest thereof for income;</li> <li>• to decide for what purposes moneys are to be applied;</li> <li>• to accumulate income;</li> <li>• to invest moneys and change investments from time to time;</li> <li>• to open and maintain a bank account or accounts and to draw cheques provided that any cheque so drawn shall need the signatures of any two officers.</li> </ul> <p>The members of the committee and any appointed sub-committee may charge to the fund reasonable travelling, hotel and other expenses for attendance at meetings or in the execution of their duties.</p> <p>The costs and expenses of the fund shall be paid from the fund.</p> <p>The honorary treasurer shall keep proper records of all financial transactions of the fund. Such records shall be made available for inspection by the committee, provided that at least fourteen days notice of such an inspection shall be given.</p> <p>The records of the financial transactions of the fund shall be laid before the biannual general meeting.</p> |
| <p><b>8. Biannual General meeting</b></p> <p>The biannual general meeting shall be held each second year at a place and time to be determined by the committee. All members of the group shall be entitled to vote.</p> <p>All members of the group shall be given 2 months notice of the time and place of the biannual general meeting and shall be asked to nominate those officers and members of the committee to be elected at the biannual general meeting. Such nominations shall be received by the honorary secretary at least</p>  | <p><b>8. Biannual general meeting</b></p> <p>The biannual general meeting shall be held each second year at a place and time to be determined by the committee. All members of the group shall be entitled to vote.</p> <p>All members of the group shall be given 2 months notice of the time and place of the biannual general meeting and shall be asked to nominate those officers and members of the committee to be elected at the biannual general meeting. Such nominations shall be received by the honorary secretary at least</p>  |

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| <p>three weeks before the date of the biannual general meeting. Any member shall be able to place items on the agenda of the biannual general meeting provided at least three weeks notice is given to the honorary secretary.</p> <p>The biannual general meeting of the group shall be chaired by the Chairperson or in his/her absence by the vice-Chairperson. In the absence of both, the chair shall be taken by one of the officers elected by members present at the meeting.<br/>The business transacted shall be:</p> <ul style="list-style-type: none"> <li>• to agree to the minutes of the previous biannual general meeting and of any general meetings held during the previous year</li> <li>• to elect a teller for the meeting</li> <li>• to decide on membership questions under rule 2</li> <li>• to receive the Chairperson's report</li> <li>• to receive the honorary secretary's report</li> <li>• to receive the honorary treasurer's report</li> <li>• to receive the honorary treasurer's records of financial transactions</li> <li>• to elect the officers of the committee whose period of office have expired</li> <li>• to elect two ordinary members of the committee</li> <li>• to determine the subscription to be paid by members during the period till the next biannual general meeting</li> <li>• to transact any other business of which due notice shall have been given to the honorary secretary.</li> </ul> <p>The quorum for the biannual general meeting shall be ten members or ten per cent of the membership whichever is the lower figure and must include an officer of the group.</p> | <p>three weeks before the date of the biannual general meeting. Any member shall be able to place items on the agenda of the biannual general meeting provided at least three weeks notice is given to the honorary secretary.</p> <p>The biannual general meeting of the group shall be chaired by the Chairperson or, in his/her absence, by the vice-Chairperson. In the absence of both, the chair shall be taken by one of the officers elected by members present at the meeting.<br/>The business transacted shall be:</p> <ul style="list-style-type: none"> <li>• to agree to the minutes of the previous biannual general meeting and of any general meetings held during the previous year;</li> <li>• to elect a teller for the meeting;</li> <li>• to decide on membership questions under rule 2;</li> <li>• to receive the Chairperson's report;</li> <li>• to receive the honorary secretary's report;</li> <li>• to receive the honorary treasurer's report;</li> <li>• to receive the honorary treasurer's records of financial transactions;</li> <li>• to elect the officers of the committee whose period of office have expired;</li> <li>• to elect two ordinary members of the committee;</li> <li>• to determine the subscription to be paid by members during the period till the next biannual general meeting;</li> <li>• to transact any other business of which due notice shall have been given to the honorary secretary.</li> </ul> <p>The quorum for the biannual general meeting shall be ten members or ten per cent of the membership whichever is the lower figure and must include an officer of the group.</p> |
| <p><b>9. Extraordinary general meetings of the group</b></p> <p>An extraordinary general meeting (EGM) of the group can be called by the committee at any time provided that not less than 6 weeks days notice shall be given of the time and</p>  | <p><b>9. Extraordinary general meetings of the group</b></p> <p>An extraordinary general meeting (EGM) of the group can be called by the committee at any time provided that not less than 6 weeks notice shall be given of the time and place of</p>  |

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| <p>place of the meeting to all members.</p> <p>An EGM general meeting of the group shall be called by the committee at the written request of ten members of the group. Such a meeting must be held within 6 weeks of such a request being received either by the Chairperson or honorary secretary. The request must specify the item or items to be discussed or voted upon. The committee may, at such an EGM, add an item to the agenda, provided that at least fourteen days notice shall be given to members of a resolution or amendment to a resolution to be voted upon.</p> <p>The quorum for an EGM shall be ten members or ten per cent of the membership of the group whichever is the lowest figure.</p> <p>The Chairperson of the group shall chair an EGM or in his/her absence the vice-Chairperson. In the absence of both, the chair shall be taken by the honorary secretary, or in his/her absence the honorary treasurer. If no officer is present, then the members present shall elect a Chairperson for the meeting from amongst the members present at the meeting.</p> | <p>the meeting to all members.</p> <p>An EGM general meeting of the group shall be called by the committee at the written request of ten members of the group. Such a meeting must be held within 6 weeks of such a request being received either by the Chairperson or honorary secretary. The request must specify the item or items to be discussed or voted upon. The committee may, at such an EGM, add an item to the agenda, provided that at least fourteen days notice shall be given to members of a resolution or amendment to a resolution to be voted upon.</p> <p>The quorum for an EGM shall be ten members or ten per cent of the membership of the group whichever is the lower figure.</p> <p>The Chairperson of the group shall chair an EGM or, in his/her absence, the vice-Chairperson. In the absence of both, the chair shall be taken by the honorary secretary or, in his/her absence, the honorary treasurer. If no officer is present, the members present shall elect a Chairperson for the meeting from amongst the members present at the meeting.</p> |
| <p><b>10. Sensometrics Meetings</b></p> <p>A Scientific Sensometrics Meeting will be organised every two years. For this meeting a scientific committee and an organising committee will be formed. The meeting will be in the spirit of the 1st through 5th Sensometrics Meeting, this means a rather informal meeting with a scientific focus and ample opportunities to discuss and meet fellow scientists interested in sensometrics. This meeting shall not have any commercial aims, but will serve the aims in section 1 of this constitution. Candidates for organising this meeting will be sought and appointed by the committee.</p>   | <p><b>10. Sensometrics Meetings</b></p> <p>A Scientific Sensometrics Meeting will be organised every two years. For this meeting a scientific committee and an organising committee will be formed. The meeting will be in the spirit of the 1<sup>st</sup> through 5<sup>th</sup> Sensometrics Meeting, this means a rather informal meeting with a scientific focus and ample opportunities to discuss and meet fellow scientists interested in sensometrics. This meeting shall not have any commercial aims, but will serve the aims in section 1 of this constitution. Candidates for organising this meeting will be sought and appointed by the committee.</p>   |
| <p><b>11. Tellers</b></p> <p>At the biannual general meeting or any EGM, a teller shall be elected, who will be responsible for telling of any votes taken. The teller shall not vote.</p>  | <p><b>11. Tellers</b></p> <p>At the biannual general meeting or any EGM, a teller shall be elected, who will be responsible for telling of any votes taken. The teller shall not vote.</p>  |
| <p><b>12. Minutes</b></p> <p>The honorary secretary shall keep written</p>  | <p><b>12. Minutes</b></p> <p>The honorary secretary shall keep written</p>  |

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| records of the proceedings of all biannual general, EGM and committee meetings. Such records shall be available for inspection by all members of the group provided that no less than 6 weeks notice, in writing, shall be given to the honorary secretary.   | records of the proceedings of all biannual general, EGM and committee meetings. Such records shall be available for inspection by all members of the group provided that no less than 6 weeks notice, in writing, shall be given to the honorary secretary.   |
| <p><b>13. Changes in the rules</b></p> <p>Changes in the rules of the group may be made at the biannual general meeting provided that:</p> <ul style="list-style-type: none"> <li>at least 100 days before the biannual general meeting, the honorary secretary shall be given, in writing, such proposed changes to the rules</li> <li>the honorary secretary shall circulate with the notice of the biannual general meeting, the proposed changes to the rules</li> <li>no change in the rules shall be effective until voted upon at the biannual general meeting.</li> </ul> <p>Such a change shall require that at least two-thirds of members present at the meeting shall vote for such a change.</p> | <p><b>13. Changes in the rules</b></p> <p>Changes in the rules of the group may be made at the biannual general meeting provided that:</p> <ul style="list-style-type: none"> <li>at least 100 days before the biannual general meeting, the honorary secretary shall be given, in writing, such proposed changes to the rules</li> <li>the honorary secretary shall circulate with the notice of the biannual general meeting, the proposed changes to the rules</li> <li>no change in the rules shall be effective until voted upon at the biannual general meeting.</li> </ul> <p>Such a change shall require that at least two-thirds of members present at the meeting shall vote for such a change.</p> |
| <p><b>14. Rules of the group</b></p> <p>A copy of the rules of the group shall be made available to any members on written request to the honorary secretary.</p>   | <p><b>14. Rules of the group</b></p> <p>A copy of the rules of the group shall be made available to any members on written request to the honorary secretary.</p>   |
| <p><b>15. Membership</b></p> <p>The committee shall keep a list of members. This list shall be available to any member for his/her personal use.</p>  | <p><b>15. Membership</b></p> <p>The committee shall keep a list of members. This list shall be available to any member for his/her personal use. <b>It must not be used for any commercial purposes.</b></p>  |
| <p><b>16. Dispersion of funds</b></p> <p>In the event of the group being wound up, all funds and assets of the group remaining after payment of any debts shall be given to a group with similar aims. If such another group cannot be identified, the funds and assets shall be given to an educational institution to support teaching in sensometrics, as decided by an EGM.</p>   | <p><b>16. Dispersion of funds</b></p> <p>In the event of the group being wound up, all funds and assets of the group remaining after payment of any debts shall be given to a group with similar aims. If such another group cannot be identified, the funds and assets shall be given to an educational institution to support teaching in sensometrics, as decided by an EGM.</p>   |
|   | <p><b>Appendix: Duties of officers</b></p> <p><b>The duties and powers of the officers include but are not limited to the following:</b></p>  |

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|  | <p><b>Chairperson:</b></p> <ul style="list-style-type: none"><li>• representation of the society in relation to other institutions and the general public</li><li>• overall responsibility for assigning duties to committee members/officers</li><li>• arrangement and calling for the general meetings and any committee meetings (in collaboration with the secretary)</li><li>• leading the general meetings and any committee meetings</li></ul> <p><b>Vice Chairperson:</b></p> <ul style="list-style-type: none"><li>• take full responsibilities of the chairperson in case of his/her absence</li></ul> <p><b>Honorary Treasurer:</b></p> <ul style="list-style-type: none"><li>• financial management of the society</li><li>• collection of membership fees</li><li>• signing for agreed upon expenses</li><li>• membership secretary (maintaining an up-to-date record of (new and renewing) members and passing the information on to Elsevier (for FQAP subscriptions) and the maintainer of the Sensometrics yahogroup roster</li></ul> <p><b>Honorary Secretary:</b></p> <ul style="list-style-type: none"><li>• arranging the agenda for any meetings (in collaboration with the chair)</li><li>• keeping notes on all meetings, writing out the minutes and distribute them among the society's members in an appropriate way</li><li>• administer the rules and any other documents of the society</li></ul> <p><b>Any duties may be delegated to other members of the society as deemed necessary or helpful by the responsible officer. He/she shall duly monitor the delegated tasks and remain responsible to the general meeting, though.</b></p> |
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