

SME4SPACE: EUROPEAN CONSORTIUM OF SPACE SME

1. Name:

The European Consortium of Space SMEs will be named SME4SPACE, intending mainly to address the interest of Small Medium Enterprises who are active in the space market sector.

2. Aims:

- (a) To provide a coordinated voice for SMEs concerning the strategic direction of European space policy by engaging in frequent dialogue with the European Space Agency, the European National space agencies and the European Commission Bodies as appropriate
- (b) To provide an organised forum for discussion and business development directly targeted at the needs of the European SME space community.
- (c) To provide an opportunity for smaller companies to form European consortia offering turnkey solutions to Invitations to Tender across a broad range of space requirements.
- (d) To operate working groups which formulate and plan activities to pursue specific areas of common interest to European SMEs.

3. Membership:

- (a) The SME4SPACE is not-for-profit consortium of Space Associations, Space Industries and Space Professionals.
- (b) Members from the above mentioned organisations will be admitted as members by decision of the SME4SPACE Board. An application for membership may be through any existing member of the Consortium or may apply directly by submitting an application form.
- (c) Members will have the right to attend the Assembly, to vote during the plenary sessions of the group, to participate in the elections of the Board and to receive information regarding the activities of the Consortium.
- (d) Membership will be terminated by a written notification either to, or from, the Board.
- (e) Membership will be free unless otherwise determined in the future by the Consortium.

4. Plenary Sessions:

- (a) At the end of each Assembly a plenary session will be held. It is intended as a forum for SME4SPACE members, during which the general direction of activities, including the themes of future conferences of the Consortium, will be discussed.
- (b) Constitutional changes may be proposed by any member of the group. Such proposals should be submitted to the Chairman in written form and should be received at least a week before the plenary session. Changes in the Constitution must be approved by a two thirds majority of the members present during the plenary session.

5. Board:

- (a) The Board of SME4SPACE consists of one representative from each of the European countries or group of countries participating through their SMEs to the Consortium. Other countries may join.

The Board will decide on the extension of Board membership, subject to the endorsement by the plenary meeting.

- (b) If a National SME Trade Association exists in a country, and this Association becomes a member of SME4SPACE, the Board member will be designated by that Association through its own selection process.
- (c) All Board members are elected for a term of three years.
- (d) The Board members will elect from their number a present Chair, a Vice-Chair and, if necessary, a Treasurer. The Vice-Chair will act Deputy to the Chair for the first year and then would be elected as the next Chair.
- (e) The members of the Consortium assign to the Chair the right to speak and make undertakings on behalf of the Consortium.
- (f) The elected Chair and Vice-Chair will organise the next conference to be held in their country. The Chair shall hold office for a period of one year.
- (g) The role of Chair will, preferably, rotate between different countries each year.
- (h) The Board will meet at least once a year and will establish its own rules of procedure. The Board may decide to introduce a membership fee and a conference registration fee.

6.Assembly:

The Assembly should take place every year to ensure intellectual exchange, networking and cooperation. They shall be organised by the Board Chair and Vice-Chair with the support of the other Board members. The Board as a whole proposes a general theme considered relevant for the Members.

7.Transitional Clause

For the first year of operation the Chair and the Vice-Chair will be nominated by AIPAS and ASTOS.