
ROYAL SOCIETY OF CHEMISTRY

Rules of the Education Division

1. Preamble

1.1 These Rules, made by the Council of the Royal Society of Chemistry (RSC) on the day of 2009 in accordance with By-law 75 and Standing Orders made thereunder, shall apply to the Education Division of the RSC.

1.2 These Rules supersede all previous Rules.

2. Name

2.1 The names of Interest Groups shall be as specified from time to time in Standing Orders made under By-Law 75. The name of this Interest Group is the Education Division.

3. Purpose

3.1 The role of the Education Division is to foster the knowledge and understanding of, and an engagement with, all aspects of the Chemical Sciences that relate to learning, teaching and communication. Its purpose is:

- (i) To promote research and scholarship in chemistry education and to encourage their dissemination at all levels.
- (ii) To undertake activities which will foster interest and encourage enthusiasm in all aspects of chemistry education.
- (iii) To promote the aims of the Society and to organize activities appropriate to chemistry education.
- (iv) To collaborate with other Divisions, with Boards and with Local Sections or, where appropriate, with others, in promoting the research and scholarship in chemistry education and its dissemination at all levels

4. Membership of the Education Division

4.1 Only members of the RSC shall be eligible to be members of the Education Division. Lists of members shall be maintained by the RSC.

5. Responsibility to RSC Council

5.1 In accordance with the By-laws and Standing Orders, the Education Division shall be responsible to RSC Council.

6. Management of the Education Division

6.1 The Committee of the Education Division shall be known as the Education Division Council.

6.2 The Honorary Officers of the Education Division shall be the President, Immediate-Past President, President-Elect, Honorary Secretary/Honorary Treasurer. The Education Division Council may from time to time and at any time appoint any member of the Division or immediate past Member of Council to fill any vacancy occurring amongst the Honorary Officers.

- 6.3 The management of the day-to-day activities of the Education Division shall be the responsibility of a Council of up to 12 persons elected by and from among the members of the Division [or co-opted by the Council]. The Education Division Council may appoint, delegate some of its functions to, and dissolve sub-committees of its own members and non-members. Subject to the general rules and procedures as set out in RSC Council, Boards and Committees – General Principles.
- 6.4 Five members of the Education Division Council shall be the quorum necessary for the transaction of any business. Questions arising at any meeting of the Education Division Council shall be decided by a majority of votes and in the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- 6.5 Minutes of all meetings of Education Division Council will be produced and distributed as agreed by the Council.

7. Communication with Members

- 7.1 Except in the case of a General Meeting of the Group (16 below), the Education Division Council may use any means of communication with members it considers expedient, including placing information on that part of the RSC website designated for the purpose. The Education Division Council shall communicate with members at least once a year.

8. Officers and periods of Education Division Council membership

- 8.1 The President (Chair), Honorary Secretary/Honorary Treasurer shall be elected from amongst members of the Education Division who are members of the RSC. Such officers shall serve for a maximum of three years and their terms of office shall run from one Annual General Meeting (AGM) of the RSC to another.
- 8.2 The Immediate Past President will serve for one year after leaving office and the President Elect will serve for one year before taking up office. The Immediate Past President or the President Elect will act on behalf of the President as required.
- 8.3 The Honorary Secretary/Honorary Treasurer may serve for two consecutive terms of office.
- 8.4 The Education Division Council will be made up of 6 to 12 ordinary members. This includes a President who will chair the Council and an Honorary Secretary/Treasurer. In addition, the Council may co-opt members from within and beyond the Society for specific purposes. With its different educational system one member should be appointed to represent Scotland

9. Election of the Education Division Council Members

- 9.1 Up to twelve members of the Education Division shall be eligible for election to the Education Division Council and the elections and periods of office of members of the Council shall be arranged so that a proportion of the Council members to retire each year. The term of office for all ordinary members, Honorary Officers and co-opted members is three years. Ordinary members, Honorary Secretary/Honorary Treasurer and co-opted members may be elected for two consecutive terms. Retiring members are eligible for re-election but may only serve a maximum of two consecutive terms in office.
- 9.2 The Secretary to the Education Division Council shall notify members of the Education Division of the seats on the Council to be filled by elections with effect from a forthcoming AGM of the RSC and shall invite nominations. Nominations shall be made with the agreement of the candidate and supported by two other members of the Education Division for an Honorary Officer position and two other members of the Education Division for an Ordinary Member position. Nominations shall be lodged with the Secretary to the Education Division by the closing date advertised.

- 9.3 Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall all be deemed elected to the Education Division Council. Their election shall be announced on the day of AGM of the RSC.
- 9.4 Where the number of nominations received exceeds the number of vacancies on the Council, a ballot shall be held. In this instance, the Secretary shall notify all members of the Education Division of the candidates and the number of vacancies to be filled. Members shall communicate their votes to the Honorary Secretary at least 28 days before the AGM of the RSC.
- 9.5 In the event of a ballot being required the President of the Education Division shall appoint two members to act as Scrutineers to assist in the subsequent counting of votes. The Scrutineers shall be neither Members of the Council nor candidates for election.
- 9.6 In any case of equality of votes for two or more candidates in respect of one vacancy, the President of the Education Division shall have a casting vote.
- 9.7 The results of the ballot shall be declared on the day of the AGM of the RSC.
- 9.8 The Honorary Secretary may use and require such means of communication for the ballot as deemed appropriate by Education Division Council.

10. Casual vacancies on the Education Division Council, and co-options

- 10.1 The Education Division Council may make appointments to fill vacancies arising otherwise than through the completion of a designated term of office. Members appointed to fill such 'casual' vacancies shall serve until the next AGM of the RSC, at which time they should be eligible for election or re-appointment. A member who fills a casual vacancy shall, in addition, be eligible to serve two full terms of office consecutively. No member of Education Division Council may serve for more than 6 years consecutively in any one position (three years for office bearers).
- 10.2 The Education Division Council may, from time to time, co-opt additional members of the Council to fulfil a special role, for a defined period not exceeding three years. A former co-opted member shall be eligible for election to the Council.

11. Finance

- 11.1 The RSC may provide financial support for the Education Division and the amount will be agreed, in consultation with the Director, RSC Science, Education and Skills, the RSC Finance Department, on an annual basis and is subject to approval by RSC Council.

12. Accounts and reports

- 12.1 The Education Division Council will submit a report of its activities for the year to RSC Council and that report shall be made available to all members of the Education Division.
- 12.2 Every five years there will be an appropriate review of the Education Division.
- 12.3 The President of the Education Division is also a member of the RSC Science Policy Board and Education Policy board.

13. Activities and Scientific Meetings

- 13.1 The Education Division Council is expected to undertake a programme of activities that will further the purpose of the Education Division for which central RSC staff support will be provided.

13.2 There will be two business meeting each year of the Education Division Council to cover such items as review of the subject and supporting activities, future actions and Council elections.

14. Lectures and Scientific Communications

14.1 An activity organised by the Education Division Council in pursuit of the objectives of the Education Division may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Education Division members on any subject coming within the scope and objectives of the Education Division. In such cases, if it is intended that the communication or lecture shall be published, it must be submitted in the first instance to the Publishing Board of the RSC, or whatever body succeeds it. The Publishing Board may publish the communication or lecture in such a form as it may decide. The provisions of By-law 91 shall apply to every such lecture or communication.

15. Publicity

15.1 Unless the subject relates solely to the day-to-day activities of the Education Division, neither the Education Division nor its Council shall authorise or countenance, or cause to be published or communicated any statement or other communication, either in the name of the RSC or the Education Division, without prior discussion with the appropriate RSC staff member.

16. General Meetings of the Education Division

16.1 There is no requirement for the Education Division Council to convene an Annual General Meeting.

16.2 Notwithstanding the above, a General Meeting of the Education Division Council may be called by the Secretary who shall give at least three months notice of the meeting. A General Meeting may be requested by at least ten members of the Education Division, by writing, specifying the purposes of the proposed meeting, to the Secretary. If the Secretary fails to call the necessary meeting within three months of the date of receipt of the letter of request, then the members of the Education Division concerned may themselves call the meeting.

16.3 The quorum for a General Meeting of the Education Division shall be ten members of the Division other than members of the Education Division Council.

16.4 The procedures at a General meeting called by the Secretary shall be determined by the Secretary. The procedures at a General Meeting held by members following the failure of the Secretary to call a meeting in response to a valid requisition shall be determined by the members present.

17. Regional Organisation

17.1 Education Division Council may set up one or more Regional Committees of the Division within such geographical areas as the Education Division Council may define for this purpose, and the Education Division Council shall prescribe rules governing the constitution, functions and responsibilities of the Regional Committees, such rules to be consistent with the objects of the Division and with the By-laws and to be acceptable to the Council of the RSC.

17.2 Education Division Council may make monies available to Regional Committees of the Division for the conduct of their affairs.

18. Interest Groups

Subject to the provisions of By-law 75, the RSC Council may by Standing Order create or dissolve Interest Groups of the RSC. Such Standing Orders shall prescribe the names of such

Interest Groups and shall, either directly or in subordinate rules made under such Standing Orders, provide for the powers, constitutions and governance of such Interest Groups. RSC Council has currently delegated authority to Education Division Council for maintaining Interest Groups on its behalf.

19. Amendments to the Rules and Dissolution of the Education Division

19.1 A proposal for the alteration of the Rules may be put forward by the Education Division Council or by the members of the Division. In the latter case, the proposal must be sent to Education Division Council in writing signed by not fewer than forty members of the Division.

19.2 A proposal for an alteration to these Rules shall be considered by the Education Division Council and any such proposal shall require for its adoption a majority of not less than two-thirds of Education Division Members.

19.3 In accordance with the By-laws and Standing Orders, the RSC Council may at any time amend these Rules or dissolve the Education Division.

20. In cases of disagreement

Any disagreement relating to the interpretation or application of these rules should, if not resolved by a consensus of the Education Division Council, be referred to RSC Council.

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