
ROYAL SOCIETY OF CHEMISTRY

Rules of the Analytical Division

1. Preamble

1.1 These Rules, made by the Council of the Royal Society of Chemistry (RSC) on the 10th day of July of 2008 in accordance with By-law 75 and Standing Orders made thereunder, shall apply to the Analytical 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 Analytical Division.

3. Purpose

3.1 The purpose of the Analytical Division is:

- i. To encourage, assist and extend the knowledge and study of analytical chemistry and all questions relating to the analysis, nature and composition of natural and manufactured materials.
- ii. To further the objects of the RSC and to organise meetings, conferences and symposia appropriate to the subject area of the Division.
- iii. To co-operate with the other Divisions, Forums, Interest Groups and the Local Sections of the RSC or, when appropriate, any other body in furthering the preceding objectives.

4. Membership of the Analytical Division

4.1 Only members of the RSC shall be eligible to be members of the Analytical 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 Analytical Division shall be responsible to RSC Council.

6. Management of the Analytical Division

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

6.2 The Honorary Officers of the Analytical Division shall be the President, Immediate-Past President, President-Elect, Vice-President, Honorary Secretary and Honorary Treasurer. The AD 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 Analytical Division shall be the responsibility of a Council of up to 16 persons elected by and from among the members of the Division [or co-opted by the Council]. The AD 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 Analytical Division Council shall be the quorum necessary for the transaction of any business. Questions arising at any meeting of the AD 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 Analytical 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 AD 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 AD Council shall communicate with members at least once a year.

8. Officers and periods of Analytical Division Council membership

- 8.1 The President (Chair), Honorary Secretary and Honorary Treasurer shall be elected from amongst members of the Analytical 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 President-Elect (Chair-Elect) shall serve for two years and the Immediate-Past President shall serve for one year.
- 8.3 The Vice-President shall serve for three years and shall be elected by the members of the AD Group and Region Forum to ensure direct communication with AD Council.
- 8.4 Members of the Analytical Division Council shall include seven elected Ordinary Members.
- 8.5 One Ordinary Member from and nominated by the Analytical Methods Committee shall serve for a maximum of three years.
- 8.6 One Ordinary Member from and nominated by the Analytical Science Network shall serve for a maximum of three years.
- 8.7 One Ordinary Member from and nominated by 'The Analyst' Editorial Board shall serve for a maximum of four years.

9. Election of the Analytical Division Council Members

- 9.1 Up to sixteen members of the Analytical Division shall be eligible for election to the Analytical 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 retire each year. Retiring members are eligible for re-election but may only serve a maximum of two terms in office.
- 9.2 The Honorary Secretary of the Council shall notify members of the Analytical 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 at least ten other members of the Analytical Division for an Honorary Officer position and two other members of the Analytical Division for an Ordinary Member position. Nominations shall be lodged with the Honorary Secretary at least 8 weeks before the AGM of the Analytical Division.

- 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 Council. Their election shall be announced on the day of the AGM of the Analytical Division and subsequently on the day of the 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, at least 28 days before the AGM of the Analytical Division, the Honorary Secretary shall notify all members of the Analytical Division of the candidates and the number of vacancies to be filled. Members shall communicate their votes to the Honorary Secretary before the AGM of the Analytical Division.
- 9.5 In the event of a ballot being required the President of the Analytical 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 Chair of the AGM of the Analytical Division shall have a casting vote.
- 9.7 The results of the ballot shall be declared on the day of the AGM of the Analytical Division and subsequently 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 Analytical Division Council.

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

- 10.1 The AD 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.
- 10.2 The AD Council may, from time to time, co-opt up to three 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 Analytical Division and the amount will be agreed, in consultation with the Director, RSC Science and Technology and the RSC Finance Department, on an annual basis and is subject to approval by RSC Council.

12. Accounts and reports

- 12.1 The Analytical 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 Analytical Division.
- 12.2 Every five years there will be a review of the Analytical Division.
- 12.3 The President of the Analytical Division is also a member of the RSC Science Policy Board.

13. Activities and Scientific Meetings

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

13.2 There will be at least one business meeting each year of the Analytical 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 Analytical Division Council in pursuit of the objectives of the Analytical Division may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Analytical Division members on any subject coming within the scope and objectives of the Analytical 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 Analytical Division, neither the Analytical 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 Analytical Division, without prior discussion with the appropriate RSC staff member.

16. General Meetings of the Analytical Division

16.1 A general meeting of the Analytical Division may be called by the Honorary Secretary who shall give at least three months notice of the meeting. A general meeting may be requisitioned, by at least ten members of the committee by writing, specifying the purposes of the proposed meeting, to the Honorary Secretary, and if the Honorary Secretary fails to call the necessary meeting within three months of the date of receipt of the letter of requisition, then the members of the Analytical Division Council concerned may themselves call the meeting.

17. Annual General Meeting

17.1 The Analytical Division shall hold an Annual General Meeting in every calendar year on such date before 31st July or before the proposed date of the AGM of the RSC, whichever is the earlier, and at such time and place as may be agreed by the Analytical Division Council.

17.2 The business of the AGM shall be to elect the Honorary Officers and Ordinary Members in place of those retiring, to receive an Annual Report on Divisional activities, and to consider any other matters of which the AD Council has given due notice.

17.3 The AD Council may, whenever it thinks fit, convene an Extraordinary General Meeting of the Division on receipt of a written requisition from not less than forty members of the Division.

17.4 At least 28 days' notice of every AGM or EGM shall be given to each member of the Division and will include an Agenda for the meeting.

17.5 Votes may be given either personally or by proxy, in a manner to be determined by AD Council, except in the case of voting by ballot for the elections of Honorary Officers and Ordinary Members of AD Council in which case votes may be given as provided by 9.4 of these Rules. No person shall act as proxy unless they are a member of the Analytical Division.

17.6 No business may be transacted at any AGM unless a quorum is present when the meeting proceeds to business. Twenty members personally present and entitled to vote shall be a quorum.

18. Regional Organisation

18.1 AD Council may set up one or more Regional Committees of the Division within such geographical areas as the AD Council may define for this purpose, and the AD 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.

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

19. 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 AD Council for maintaining up to fifteen Interest Groups on its behalf.

20. Amendments to the Rules and Dissolution of the Analytical Division

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

20.2 No proposal for an alteration to these Rules shall be considered except at a General Meeting of the Division called for the purpose, and any such proposal shall require for its adoption a majority of not less than two-thirds of those voting in person or by proxy.

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

21. In cases of disagreement

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

10 July 2008