

ROYAL SOCIETY OF CHEMISTRY

Registered Charity No 207890

Incorporated by Royal Charter 1848

RULES FOR THE CONDUCT OF THE LIVERPOOL SECTION TRUST

Approved by a General Meeting of the Section on 2 April 2009

Approved by the Committee for Local Sections on behalf of Council on 29 April 2009

1 Title

The Section shall be known as the Royal Society of Chemistry Liverpool Section Trust [See Note 1.]

2 Area

The Section boundaries shall be indicated on the definitive map, set out by postcodes, held by the Society and the Section Secretary and shall be subject to revision by the Committee for Local Sections of the Society.

3 Membership of the Section

The Members of the Section shall be all those members of the Society whose correspondence addresses are within the Section area. The Section Secretary shall keep a separate register of those Members wishing to participate in Section activities and receive Section notices who have correspondence addresses outside the Section boundaries.

4 Aims

The aims of the Section shall be as outlined in the document "Common Objectives of Local Sections in the RSC" attached as an Appendix to these Rules.

5 Officers of the Section

The Officers of the Section shall be the Chair, Honorary Secretary, Honorary Treasurer, Vice Chair (when appointed) and Immediate Past Chair.

6 Section Committee

6.1 The Committee, responsible for the management of the business of the Section, shall consist of:

- 6.1.1 The five Officers of the Section: Chair, Honorary Secretary, Honorary Treasurer, Vice-Chair and Immediate Past Chair,
- 6.1.2 Twelve Ordinary Members of whom not more than six may be appointed as assistant secretaries. The term of office of an assistant secretary shall be one year after which if remaining on the Committee he/she shall be eligible for re-appointment,
- 6.1.3 Up to a maximum of five Members co-opted by the Committee, to reflect the local membership and local activities. Co-optees may be drawn from:
 - 6.1.3.1 Universities within the Section boundary,
 - 6.1.3.2 Institutes of Tertiary or Further Education,
 - 6.1.3.3 Schools,
 - 6.1.3.4 Industry, research organizations, central and local government establishments,
- 6.1.4 *Ex-officio* members
 - 6.1.4.1 Members of Council, whose registered addresses are within the Section area,
 - 6.1.4.2 Benevolent Fund representative,
 - 6.1.4.3 Parliamentary links.

6.2 The Committee shall appoint one of its Officers to sit on the Committee for Local Sections (CLS).

7 Casual Vacancies on the Committee

Casual vacancies may be filled by co-option. Such co-options will be additional to the number allowed under Rule 6.1.3. Casual co-optees need not be Members of the Society and, if not, shall not have voting rights. There shall be no more than three casual co-optees.

8 Nominations and Election of Officers and Ordinary Members of Committee

Nomination, term of office & tenure:

- 8.1 The Committee shall, and the Members may, make nominations for the Officers.
- 8.2 The term of office of the Officers shall be one year, subject to the provisions of rule 8.3.1 and that of the Ordinary Members three years.
- 8.3 The maximum tenure shall be as follows:
 - 8.3.1 Chair, Vice-Chair and Immediate Past Chair: three terms consecutively, apart from any period of less than one year in filling a casual vacancy in the office, after which he/she shall be ineligible to hold that office until a further three years have elapsed, [See Note 2.]
 - 8.3.2 Honorary Secretary and Honorary Treasurer: six terms consecutively (renewed annually), after which he/she shall be ineligible to hold that office until a further year has elapsed,
 - 8.3.3 Ordinary Members: two terms consecutively.
- 8.4 One-third of the Ordinary Members shall retire each year.
- 8.5 No Member shall be elected to serve on the Committee for more than six consecutive years unless serving, at least in part, as an Officer when the maximum period of continuous elected service shall be nine years.

Election procedure

8.6 Not less than 56 days before each Annual General Meeting, the Honorary Secretary of the Section shall send to every Member of the Section a list of the Members of the Committee indicating those who will be retiring on

the day of that meeting, the nominations from the Committee for Officers and shall invite nominations for Membership of the Committee and for Officers.

- 8.6.1 Nominations from the Section membership, duly signed by two Members and accompanied by a declaration by the nominee that he/she is willing to serve if elected, shall be sent to the Honorary Secretary so as to reach him/her not less than 42 days before the Annual General Meeting.
- 8.6.2 If the nominations received in respect of any vacancies are insufficient, the Committee may nominate at least such numbers of eligible Members as will make good the deficiencies.
- 8.6.3 If the nominations received equal or exceed the number of vacancies in any category, the Committee, at its discretion, may nevertheless make additional nominations. If the nominations received, together with those made by the Committee, exceed the number of vacancies in any category, a ballot shall be held.
- 8.6.4 If no nominations are received for a specific Officer position, and no eligible person is willing to be nominated by the Committee, then the incumbent may be permitted to serve for an additional year until the next Annual General Meeting, when the post will be re-advertised for nomination again.
- 8.6.5 The accidental omission to send a ballot paper to, or the non-receipt of a ballot paper by, any Member shall not invalidate any election.
- 8.6.6 The non-receipt of a ballot paper or a nomination paper by the Honorary Secretary shall not invalidate any election.
- 8.6.7 Two Members, not being candidates for election nor members of the Committee, shall be appointed by the Committee to scrutinise the ballot papers and report to the Annual General Meeting.

9 Committee business

- 9.1 The Committee, in virtue of its responsibility for the management of the business of the Section and the development of its activities, may act in any ways that are consonant with the provisions of the Royal Charter and By-laws of The Royal Society of Chemistry and of the Rules of the Section.
- 9.2 At meetings of the Committee the chair shall be taken by the Chair of the Section, or designated Acting Chair or an Officer, or other member of the Committee elected by those present.
- 9.3 Any question that is not resolved without a division shall be decided by a simple majority of votes of Officers & ordinary, co-opted and *ex-officio* [but not casually co-opted] members of the Committee present, the Chair of the meeting having a casting vote. The quorum for a meeting shall be 7 members, of whom at least two shall be Officers (See rule 6).
- 9.4 The Committee may establish and dissolve such Sub-Committees as will facilitate the business of the Section.
- 9.5 Consultation on urgent funding applications or other urgent matters of business that may arise between meetings may take place by electronic communication in accordance with RSC By-Law 88iii. [See note 3]

10 Finance

The Finance of the Section shall be administered as follows:

- 10.1 The general funds of the Section, which will normally be derived from the annual grant to the Section provided by the Council of the Society, shall be under the control of the Committee. From these funds the Committee may at its discretion authorise expenditure for the holding of General and Scientific Meetings and for any other purpose consonant with the Charter, By-Laws or specific ruling of the Council. The Committee may raise a special fund or funds for financing for other purposes to which the general funds are not applicable, provided that no member of the Section or other person or organisation shall be under any obligation to contribute to any such special fund, and provided that the purposes of such funds do not contravene the Charter or By-Laws of the Society. Such additional funds should be administered through the Section normal bank accounts and appear in the annual audit.
- 10.2 Accounts shall be paid by the Honorary Treasurer when duly authorised by the Committee. Cheques shall be signed by any two authorised signatories.
- 10.3 There shall be two Honorary Auditors who shall not be members of the Committee, and who shall be appointed at the Annual General Meeting. They shall retire annually, but shall be eligible for re-appointment. Either Honorary Auditor may conduct the audit acting alone.
- 10.4 The Honorary Treasurer shall keep proper accounts which shall be made up to 31st December of each year. Such accounts, duly certified by an audit (as specified by the Chief Accountant of the Society) shall be presented at the next Annual General Meeting of the Section. A copy of the audited accounts shall be sent to the Chief Accountant of the Society by 28th February each year.

11 Meetings of the Section

- 11.1 Meetings open to all members of the Section (apart from purely social meetings) shall be of two kinds:
 - 11.1.1 General Meetings for members only at which the formal business of the Section is transacted and which shall include the Annual General Meeting and any Special General Meetings that may be convened. At least 14 days' notice shall be given of any General Meeting. Fifteen members shall constitute a quorum;
 - 11.1.2 Ordinary Meetings - which shall include all meetings of the Section held for other purpose e.g. events of scientific, educational or continuing professional development interest. A minimum of

one ordinary meeting [covering each of the three areas] should be held each year; the frequency and nature of such meetings will be determined by the Committee.

- 11.2 The Annual General Meeting shall be held before 31st May each year, after the requisite notice has been given, and the business transacted thereat shall be:
- 11.2.1 To approve the minutes of the previous Annual General Meeting and any other General Meeting held within the year;
 - 11.2.2 To receive the statement of accounts for the preceding financial year;
 - 11.2.3 To receive the Honorary Secretary's annual report of the affairs of the Section;
 - 11.2.3 To elect the Officers and Ordinary Member of the Committee;
 - 11.2.4 To elect Honorary Auditors for the ensuing year;
 - 11.2.5 To transact any other competent business, notified in writing to the Honorary Secretary at least 48 hours before the meeting, at the discretion of the Chairman.
- 11.3 A Special General Meeting shall be convened on a resolution of the Committee or on receipt by the Honorary Secretary of a requisition signed by ten members of the Section, and shall be held within one calendar month of the passing of such resolution or the receipt of such request.
- 11.4 Any question to be decided by a General Meeting, if not resolved without a division, will be decided by a simple majority of votes, the Chairperson of the meeting having a casting vote, except that:
- 11.4.1 a resolution proposing an alteration of the Rules of the Section will not be passed unless at least two thirds of the members of the Section present vote in favour of it;
 - 11.4.2 a resolution recommending the Council to dissolve the Section will not be passed unless two thirds of the members of the Section have voted in favour of it in a postal ballot.

12 Minutes of Meetings

Minutes of proceedings at General Meetings of the Section and meetings of the Committee shall be recorded, and kept by the Honorary Secretary, and shall be available for inspection at any reasonable time by members of the Section after fourteen days notice has been given, or by Council or its accredited representatives. Copies of all such unconfirmed Minutes shall also be sent to the Secretary to the Committee for Local Sections without delay.

13 Alteration of, and Disputes arising under, the Rules

- 13.1 Any proposal for the alteration of the Rules of the Section shall be considered by the Committee, and submitted, in the form of a resolution of the Committee, to the Committee for Local Sections, subject to confirmation by the Council and to a General Meeting of the Section. Any such alteration shall become effective as soon as the resolution has been passed by both bodies.
- 13.2 Any disputes arising under the Rules of the Section shall be referred to the Committee for Local Sections and be subject to confirmation by the Council.

Note 1 In the Section Rules unless otherwise stated, a reference to:

the **Society** shall be taken to refer to the Royal Society of Chemistry,
the **Council** shall be taken to refer to the Council of the Royal Society of Chemistry,
the **Section** shall be taken to refer to the Royal Society of Chemistry Liverpool Section Trust,
a **Member** shall be taken to refer to a Member of the Liverpool Section Trust,
the **Committee** shall be taken to refer to the Committee of the Liverpool Section Trust,
an **Officer** shall be taken to refer to an Officer of the Liverpool Section Trust,
an **Assistant Secretary** shall be taken to refer to an Assistant Secretary of the Liverpool Section Trust,
an **Ordinary Member** shall be taken to refer to an Ordinary Member of the Committee of the Liverpool Section Trust,
a **Casual Vacancy** shall be taken to refer to a vacancy upon the Committee that arises during the year, or from the need to take onto the committee someone with specialist knowledge,
a **General, Annual General or Special General Meeting** shall be taken to refer to a General, Annual General, or Special General Meeting of the Liverpool Section Trust,
a **Year** shall be the interval between two annual general meetings.

Note 2 Rule 8.3.1 Tenure of Chair, Vice Chair and Immediate Past Chair

The Chair may hold office for more than 1 year but no more than three years consecutively, subject to re-election annually at the Annual General Meeting, consequently the period in office of the Vice-Chair and Immediate Past Chair are determined by the Chair's tenure. A Vice-Chair may not necessarily be appointed for the whole of this period.

Subject to the rules of tenure any Ordinary Member shall be eligible to hold any of these offices.

Note 3 Rule 9.5 Sponsorship Proposals Procedure

By-law 88(iii) states that "With effect from such date as may be determined by the Council, "post" in this by-law shall include e-mail."

In the event that a decision is required prior to the next scheduled meeting then:

- (3a) Up to £500 may be authorised by any two Officers having signatory powers without reference to the committee. The decision shall be notified promptly to the committee members.
- (3b) Up to £1500 may be authorised as follows:

(3.b.i) The Honorary Secretary shall provide committee members with any additional relevant information about the proposed sponsorship by E-mail or other suitable electronic means that allows members' comments and votes to be seen by all other committee members

(3.b.ii) The Honorary Secretary shall allow a minimum of 3 weeks from the time of despatch of the sponsorship proposal for members to submit their votes. A simple majority vote of the committee members shall be considered sufficient. Following the vote the decision shall be notified promptly to the committee members.

(3c) Sponsorship proposal requesting funding greater than £1500 shall await the next meeting.

COMMON OBJECTIVES OF A LOCAL SECTION

Approved by the Professional Affairs and Membership Board, 24 May 2000.

The objective of a Local Section is to represent the Society by promoting, within the Section's geographical area, the objectives of the Society as set out in Article 3 of the Charter. The Section shall organise activities and events that will distribute scientific knowledge to members and others, lead to the development of a Society network among members, and promote the professional standards of qualification, competence and conduct of those who practice chemistry and science.

To meet these objectives the Section Committee will:

- a) Liaise with Society staff in the administration of the Society's services within the Local Section and exercise any powers that are delegated by the Council under the by-laws.
- b) Act as a channel of communication between the membership and the Society. Research and monitor members' opinions on matters of Society policy, making full use of the Society networks eg Honorary Representatives, Younger Members. Bring to the notice of the Council, through the Professional Affairs and Membership Board (PMB) or otherwise as appropriate, proposals for promoting the interests of the Society, and the science and practice of chemistry; to advise the Council on matters of local interest or concern.
- c) Actively encourage the recruitment of suitable candidates into the Society.
- d) Encourage members to upgrade their membership to the level most appropriate for their qualifications and experience.
- e) Provide relevant information and support to young people in the area who wish or might wish to enter a scientific profession by introducing them to the work of the Society. Advise them on the prospects of chemistry and science as a career and on matters of training and qualification.
- f) Actively promote a better public understanding of the importance of chemistry and science in the community and the work of chemists and scientists, particularly among people involved with national and local government, commerce, industry, the media and other professions and local means of communication.
- g) Arrange an annual programme of local activities including lectures, discussions and conferences on relevant scientific, professional and educational topics. Organise networking and such other events, some of which may be purely social, contributing to a corporate spirit among members.
- h) Maintain a good relationship with other Local Sections, the Boards of the Society, the Councils of the Divisions and the Committees of Subject Groups to promote activities of mutual interest. Encourage co-operation with other local scientific organisations and societies, for example student chemical societies.
- i) Support the work of the Benevolent Fund and ensure that contact is maintained with members and their dependants in the Local Section who may need support from the Fund, and, if requested, by the Benevolent Fund Committee.
- j) Work together with other neighbouring Local Sections in the defined district in the nomination of a District Member of Council (DMC).
- k) Appoint a representative of the Local Section to serve on the Committee for Local Sections (CLS) as required by the Professional Affairs and Membership Board.

Member Services/PMB 24 May 2000

GWS 28/2/11